



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
DIVISION OF ESCALANTE CITY

April 21, 2025

DIVISION MEMORANDUM

No. 240, s. 2025



**SCHEDULE FOR THE EVALUATION OF NON-CLASSROOM OBSERVABLE
INDICATORS (NCOI) OR ACCOMPLISHMENT OF THE TEACHER REFLECTION
FORM (TRF)**

To: Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
Division & School Personnel
Teacher Applicants
All Others Concerned

1. The field is hereby informed that the evaluation of **Non-Classroom Observable Indicators (NCOI)** or the accomplishment of the **Teacher Reflection Form (TRF)** for **Teacher Applicants for School Year 2025–2026** is scheduled from **8:00 AM to 12:00 NN on April 28, 2025 (Monday)** at **Escalante Central Elementary School**.
2. All teacher applicants required to accomplish the TRF are advised to be at the venue before **8:00 AM** on the said date. **First-come, first-served** basis will be observed. Kindly take note that this is a half-day activity only.
3. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission, and in upholding the principles of merit, fitness, fairness, and equality in hiring, this office ensures that there will be no discrimination against persons with disabilities (PWDs), members of indigenous communities, and individuals of any sexual orientation, gender identity (SOGI), political belief, or religious affiliation. In line with this, we encourage everyone to coordinate with our office regarding any necessary equipment or support needed to ensure full participation in the said activity, such as hearing aids, wheelchairs, Braille materials, and similar assistive devices.
4. Applicants are reminded to bring two (2) black ballpens and to secure their Application Code from the Personnel Section prior to the scheduled date.
5. Immediate dissemination of this Memorandum is desired.

PETER J. GALIMBA
OIC, Schools Division Superintendent



Deped Tayo Escalante City



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