



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

June 5, 2023

**DIVISION MEMORANDUM**  
No. 247, s.2023

**SCHEDULE OF TEACHER REFLECTION FORM (TRF) WRITING OF TEACHER I APPLICANTS IN THE ELEMENTARY LEVEL**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Unit Heads  
Public Schools District Supervisors  
Public Elementary School Heads  
All others Concerned

1. Anent to Division Memorandum No. s. 2023 on the Schedule of Activities in Recruitment, Selection and Appointment (RSA) for Teacher I Positions in the Elementary and Secondary Levels, and as part of the Recruitment, Selection and Appointment (RSA) for Teacher I Applicants, this Office shall administer the Teacher Reflection Form (TRF) Writing on teacher I applicants in the elementary level on July 1, 2023.
2. This Memorandum serves as Travel Authority of all personnel assigned as test administrators/proctors in the Teacher Reflection Form (TRF) Writing.
3. All SDO personnel rendered services during the conduct of this activity are entitled to a service credit subject to existing policies and procedures.
4. Attached are Enclosure No. 1 – List of Districts and Schools where the TRF Writing shall be conducted together with the Test Administrators/Proctors; and Enclosure No. 2 – Guidelines in the conduct of the said activity.
5. Expenses to be incurred in the conduct of the said activity such as meals and transportation expenses shall be charged against school local funds subject to the usual accounting and auditing rules and regulations.
6. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent





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Enclosure No.1 to Division Memorandum No. 248, s. 2023

**Districts, Schools, and List of Test Administrators/Proctors in the conduct of Teacher Reflection Form (TRF) Writing in the Elementary Level**

No.	Districts	No. of Applicants	Testing Schools	No. of Rooms	Test Administrators/Proctors
<b>EDDIS 1</b>					
1	Bulakan	36	Pulilan CS	8	Estrellita R. Litao Ma. Priscilla C. Delos Reyes Armando P. Valencia Lope Adrian C. Acapulco Elmo G. Villaroza Cecilia B. Santos, PhD. Michael P. Santos Agnes R. Oronce
2	Paombong	28			
3	Calumpit North	17			
4	Calumpit South	19			
5	Hagonoy East	23			
6	Hagonoy West	32			
7	Pulilan	37			
	<b>Subtotal</b>	<b>192</b>			
<b>EDDIS 2</b>					
8	Baliuag North	39	Baliuag South CS	7	Shierrie H. Ortega Ma. Luisa E. Santos Norinda T. Gutierrez Maria Filipina S. Joson Geraldine A. Puyaoan Maverick V. Catahan Gloria B. Mateo
9	Baliuag South	36			
10	Bustos	42			
11	Plaridel	43			
	<b>Subtotal</b>	<b>160</b>			
<b>EDDIS 3</b>					
12	DRT	23	Maginao ES	10	Airene C. San Gabriel Mary Ann R. Guansing Emerita S. Cochon Annabelle L. Gaddi Alma C. Bacual Dante S. Liongson James P. Mendejar Vasallo, Mark Anthony B. Emilie I. Viquiera
13	San Ildefonso North	16			
14	San Ildefonso South	30			
15	San Miguel Central	25			
16	San Miguel North	31			
17	San Miguel South	40			
	<b>Subtotal</b>	<b>38</b>			
18	San Rafael East				





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19	San Rafael West	28			Rolando M. Caliwag, PhD
	<b>Subtotal</b>	<b>231</b>			
	<b>EDDIS 4</b>				
20	Marilao North	58	Marilao Central Integrated School	5	Joie S. Germar
		39			Eleonor A. Diaz
21	Marilao South				Esperanza P. Magnetico
22	Obando	18			Michelle B. Balatbat
	<b>Subtotal</b>	<b>115</b>			Edna T. Gomez, PhD
	<b>EDDIS 5</b>				
23	Balagtas	25	Engr. Erasmo R. Cruz Memorial CS (Bocaue)	7	Nora J. Adriano
24	Bocaue	24			Rosary V. Sindayen
25	Guiguinto	38			Aries Ibanez
		51			Bienvenida T. Valcos, PhD
26	Pandi North				Lisette M. Gregorio, PhD
27	Pandi South	31			Imelda Catiis
	<b>Subtotal</b>	<b>169</b>			Carlina Mariano
	<b>EDDIS 6</b>				
28	Angat	47	Timoteo Policarpio Memorial ES	14	Edwin G. Dela Cruz
		53			Marielyn D. Castillo
29	Norzagaray East				Jonkelly T. Torrecampo
		89			Agnes D. Marcial
30	Norzagaray West				Flordeliza S. Legaspi
31	Sta. Maria Central	59			Josephine E. Genobiagon
32	Sta. Maria East	48			Jovelyn S. Felix, PhD.
33	Sta. Maria West	37			Ronald Gabito
	<b>Subtotal</b>	<b>333</b>			Arlene I. Cutara
	<b>GRAND TOTAL</b>	<b>1200</b>			Josephine Cabuhat
					Marites F. Torno
					Reagan N. Cabuhat
					Dyann P. Ignacio, Phd
					Anna V. Juliano





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Enclosure No.2 to Division Memorandum No. 244, s. 2023

**Guidelines on the conduct of Teacher Reflection Form (TRF) Writing in the Elementary Level**

1. All teacher I applicants are expected to be at the testing school on or before 7:00AM. Likewise, they are expected to bring ballpens and other personal needs for their own provisions.
2. Cellphones are strictly prohibited during the entire conduct of the TRF writing which is 45 to 60 minutes.
3. Answer sheets are to be provided by the HRMPSB secretariat a day before the test at the Division Office to be secured by the public schools district supervisors.
4. A List of Applicants' Code together with the names (25 applicants per list to maintain social distancing and observe health protocols) shall be posted on rooms where the applicant shall take the TRF writing. The said list shall be prepared by the host principal.
5. The test administrators/proctors are expected to conduct an orientation on the conduct of the TRF writing before the TRF writing proper.
6. At the end of the TRF writing, test administrators/proctors are expected to seal in an envelope the used answer sheets to be submitted to the HRMPSB secretariat before the end of the day. The said envelope shall bear the name of the district, school, number of teacher I-applicants who took the TRF writing with the name of the of the test administrator/proctor.
7. Timetable for the Activity

Time	Activity
7:30 – 8:30	Preliminaries
8:30 – 9:00	Orientation
9:00 – 10:00	TRF Writing
10:30 – onward	Submission to the Division Office through the HRMPSB

