

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-104

14 February 2025

Regional Memorandum

No. 104 s. 2025

**VIRTUAL ORIENTATION CUM CONSULTATION WITH HEAD
TEACHERS AND ASSISTANT SCHOOL PRINCIPALS
RE: EXECUTIVE ORDER NO. 174, S. 2024 OR THE
EXPANDED CAREER PROGRESSION SYSTEM**

To: **Schools Division Superintendents**

1. Enclosed is DM-OUHROD-2025-0378 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development regarding the conduct of **Virtual Orientation cum Consultation with Head Teachers and Assistant School Principals** on **February 17, 2024**, via Microsoft Teams Live Event.
2. Head Teachers I-VI and Assistant School Principals I-III are requested to attend the virtual orientation and consultation using the following details:

Cluster	Date & Time	Meeting Link
Luzon Cluster	February 17, 2025 8:30 a.m. - 11:30 a.m.	bit.ly/VirtualOrientationEO174_Cluster1

3. They shall confirm their attendance through **bit.ly/OrientationEO174_Registration** on or before February 14, 2025. Upon registration, they shall accomplish the Profiling Tool for Prospective School Principals through **bit.ly/25ProfilingToolProspectiveSPs**.
4. Immediate dissemination of and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH1



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 0378

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION OFFICES
ELEMENTARY AND SECONDARY SCHOOL HEADS

ATTENTION : ASSISTANT SCHOOL PRINCIPALS
HEAD TEACHERS

FROM : 
WILFREDO E. CABRAL
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : VIRTUAL ORIENTATION CUM CONSULTATION
WITH HEAD TEACHERS AND ASSISTANT SCHOOL
PRINCIPALS RE: EXECUTIVE ORDER NO. 174, S. 2022
'EXPANDED CAREER PROGRESSION SYSTEM'

DATE : 13 February 2025

In view of the implementation of the Expanded Career Progression (ECP) System for Public School Teachers promulgated through Executive Order (EO) No. 174, s. 2022 and in response to the urgent need to assign school heads in every school, the Bureau of Human Resource and Organizational Development (BHROD) through the Human Resource Development Division (HRDD), shall conduct a **Virtual Orientation cum Consultation with Head Teachers and Assistant School Principals on February 17, 2025 via MS Teams Live Event.**

The virtual orientation and consultation shall serve as an avenue to encourage deeper understanding of the ECP System by providing relevant information to Head Teachers (HTs) and Assistant School Principals (ASPs) of their career options in view of the implementation of EO 174 and its Implementing Rules and Regulations (IRR). The online orientation specifically aims to:

- *discuss key components of the ECP System with particular focus on the Transitory Provisions;*
- *gather initial information on the possible career choices of the target participants based on their qualifications; and*
- *respond to relevant concerns and queries of teachers and aspiring school heads on the ECP System.*

In this light, Schools Division Superintendents (SDS) and School Heads are hereby directed to authorize the participation of DepEd personnel who hold the positions of Head Teachers I to VI and Assistant School Principals I to III to the online orientation. The details of the online orientation are as follows:

ACTIVITY	DATE	PARTICIPANTS	PLATFORM
Online Orientation for Luzon Cluster (CAR, NCR, Regions I, II, III, IV-A, IV-B, V)	February 17, 2025 8:30 a.m. to 11:30 a.m.	<ul style="list-style-type: none"> • Head Teachers I, II, III, IV, V, and VI • Assistant School Principals I, II, and III 	https://bit.ly/VirtualOrientationEO174Cluster1
Online Orientation for Visayas and Mindanao Clusters (Regions VI, VII, VIII, IX, X, XI, XII, XIII)	February 17, 2025 1:00 p.m. to 4:00 p.m.		https://bit.ly/VirtualOrientationEO174Cluster2

Using their **official DepEd email**, participants holding HTs and ASPs positions shall confirm their attendance to the activity by completing the online form found on the link: <https://bit.ly/OrientationEO174Registration> or QR code below **on or before 14 February 2025** (Friday). Enclosed herewith is **Annex A – Indicative Program of Activities** for your reference.



Upon registration, the participants shall be required to accomplish **the Tool for Profiling Prospective School Principals** in **Google Form** accessible through the link: <https://bit.ly/25ProfilingToolProspectiveSPs> to collect initial data on their current designation, school assignment, career options based on their current position and qualifications, including their National Qualifying Examination for School Heads (NQESH) eligibility.

The data that will be gathered from the tool will give an approximation of the number of prospective school principals and inform the decision-making process of the Department relative to policy directions and program development for school heads.

For concerns or queries, please contact the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) through this landline number **(02) 8470-6630** or email at bhrod.hrdd@deped.gov.ph.

For your immediate compliance and dissemination.

Copy Furnished:
Office of the Secretary

**VIRTUAL ORIENTATION CUM CONSULTATION FOR HEAD TEACHERS AND
ASSISTANT SCHOOL PRINCIPALS ON EO 174 – EXPANDED CAREER
PROGRESSION SYSTEM**

Indicative Program of Activities

February 17, 2025

TIME (MORNING SESSION)	TIME (AFTERNOON SESSION)	ACTIVITY
8:30 – 8:45 AM	1:00 – 1:15 PM	Preliminaries
8:45 – 9:00 AM	1:15 – 1:30 PM	Statement of Purpose
9:00 – 9:15 AM	1:30 – 1:45 PM	Message of Support
9:15 – 10:15 AM	1:45 – 2:45 PM	Orientation Proper <i>(Salient Points of the EO 174, s. 2022 and its Implementing Rules and Regulations, Reclassification of Positions, and Transitory Provisions—Career Options for Head Teachers and Assistant School Principals)</i>
10:15 – 10:45 AM	2:45 – 3:15 PM	Frequently Asked Questions
10:45 – 11:15 AM	3:15 – 3:45 PM	Updating of the Profiling Tool of Head Teachers and Assistant School Principals
11:15 – 11:25 AM	3:45 – 3:55 PM	Ways Forward
11:25 – 11:30 AM	3:55 – 4:00 PM	Closing Remarks