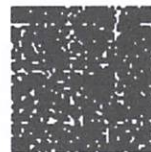


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2025-872

17 November 2025

Regional Memorandum
No. 872, s. 2025

**CALL FOR ASSISTANCE IN THE PROCESSING
OF RECLASSIFICATION OF POSITIONS PER
D.O. NO. 024, S. 2025 IN THE SCHOOLS
DIVISION OFFICES**

To Schools Division Superintendents
All Others Concerned

1. This memorandum is issued to request the active support and assistance of Administrative Officers in facilitating the processing and re-evaluation of the submitted reclassification of positions pursuant to DepEd Order No. 024, s. 2025 - Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education, from the twenty-four (24) Schools Division Offices in this Region.
2. In view thereof, it is hereby requested that a number of Administrative Officers II from the various schools under the Schools Division Offices be assigned to the Administrative Services Division of this Office from November 19 to 30, 2025. This measure is necessary to ensure compliance with the deadline for the submission of all processed and validated reclassification documents to the Department of Budget and Management on or before November 30, 2025.
3. Travelling and other expenses relative to this activity shall be charged against local funds, while lunch and afternoon (P.M) snacks shall be charged against regional funds, all subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination and appropriate action.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incl.: As stated

08C/ROA/P1



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