



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



Personnel-RM-2026-7

07 January 2026

Regional Memorandum
No. 7, s. 2026

VALIDATION AND PROCESSING OF RECLASSIFICATION DOCUMENTS

To **Schools Division Superintendents**
Division Administrative Officer IV (HRMO II)
All Others Concerned

1. Pursuant to DepEd Order No. 24, s. 2025, "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education," the Administrative Services Division through the Personnel Section shall conduct Validation and Processing of Reclassification documents from February 4 to 6, 2026, at NEAP Malvar, Batangas.
2. The activity aims to:
 - a. Strengthen the capacity of Administrative Officers and reclassification focal persons to comply with the new reclassification and retitling guidelines;
 - b. Ensure the expeditious processing of all reclassification documents received by the Regional Office; and
 - c. Resolve issues/concerns relative to reclassification and retitling of positions.
3. Expected participants for this capacity building activity are as follows:

	Day 1	Day 2	Day 3
Regional Office - TWG			
ASD Proper/Position			
CAO	1	0	0
SAO	1	0	0
Support Staff	1	1	1
Personnel Section/Position			
AO V (HRMO III)	1	1	1
AO II (OIC-TCE II)	1	1	1
ADA VI	4	4	4



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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	Day 1	Day 2	Day 3
Schools Division Office/Position			
AO IV (HRMO II)	24	0	0
Reclassification Focal Person/In-Charge			
• <i>Antipolo City</i>	5	5	5
• <i>Bacoor City</i>	1	2	2
• <i>Batangas</i>	3	3	3
• <i>Batangas City</i>	1	2	2
• <i>Biñan City</i>	2	2	2
• <i>Cabuyao City</i>	1	2	2
• <i>Calaca City</i>	1	2	2
• <i>Calamba City</i>	1	2	2
• <i>Cavite City</i>	1	2	2
• <i>Cavite Province</i>	1	2	2
• <i>Dasmariñas City</i>	1	2	2
• <i>General Trias City</i>	1	2	2
• <i>Imus City</i>	1	2	2
• <i>Laguna</i>	1	4	4
• <i>Lipa City</i>	1	2	2
• <i>Lucena City</i>	1	2	2
• <i>Quezon</i>	2	3	3
• <i>Rizal</i>	5	5	5
• <i>San Pablo City</i>	1	3	3
• <i>San Pedro City</i>	1	3	3
• <i>Santa Rosa City</i>	1	3	3
• <i>Sto. Tomas City</i>	1	2	2
• <i>Tanauan City</i>	1	3	3
• <i>Tayabas City</i>	1	2	2
Assessors			
• <i>Cavite Cluster</i>	2	2	2
• <i>Laguna Cluster</i>	2	2	2
• <i>Batangas Cluster</i>	2	2	2
• <i>Rizal Cluster</i>	2	2	2
• <i>Quezon Cluster</i>	2	2	2
Total	80	80	80

The lists of participants and assessors shall be provided in a separate issuance.

4. Target participants are requested to **review in advance** the materials accessible through this link: <https://bit.ly/ECPToolkit-TP-SPs>. Each SDO shall bring the following:
 - a. Laptop
 - b. Printer
 - c. Calculator
 - d. Universal Serial Bus (USB)
 - e. Extension Cords

5. Once the participants are identified, they are requested to register through <https://forms.office.com/r/cHHbDjT46w> until 5:00 pm of January 16, 2026 (Friday).
6. The Division HRMOs shall upload the following documents to facilitate the processing of reclassification through this link: <https://bit.ly/CommitmentFormAndSoftCopyPAL>.

Scanned Copy of duly signed:

- a. Service Record (new tranche)
- b. CAReER
- c. Teacher's Commitment Form
- d. Report on the Number of School Principal Position

Soft Copy:

- e. Plantilla Allocation List (new tranche)
7. Travel and other incidental expenses relative to this activity shall be charged against respective local funds, subject to the usual accounting and auditing rules and regulations.
8. Food and room accommodation of all participants shall be charged against Regional funds.
9. For other concerns or queries, please coordinate with the Personnel Section through landline no. 02-8682-2114 local 483/487.
10. Immediate dissemination of and compliance with this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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INDICATIVE PROGRAM OF ACTIVITIES

TIME	AGENDA	PERSON-IN-CHARGE
DAY 1 – February 4, 2026		
8:00AM – 8:30AM	Registration/ Setting In	Michelle Cabaltera Jermain Lee D. Nelson
8:31AM – 8:50AM	Opening Program	AVP
8:51AM – 9:00AM	Checking of Attendance	Warren Balaogan ADA VI, Personnel Section
9:01AM – 9:05AM	Statement of Purpose	Ann Geralyn T. Pelias CAO, ASD
9:06AM – 10:30AM	DepEd Order 16, s. 2025 - Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions	Maria Susana B. Oliveros AO V (HRMO III)
10:31AM – 12:00NN	ECP Toolkit (Salient Points) i. RFTP, RFSP, and PAL ii. Performance Requirements	Marivic F. Labay (AO II, OIC-TCE II) and Jermaine Lee D. Nelson (ADA VI) Almer D. Mayo (EPS, QAD)
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM-5:00PM	ACTIVITY PROPER: Processing of Reclassification Documents	All reclassification focal person/in-charge
DAY 2 – February 5, 2026		
8:00AM -5:00 PM	(Con't.) Processing of Reclassifications Documents	All reclassification focal person/in-charge
DAY 3 – February 6, 2026		
8:00AM – 8:05AM	Prayer	AVP
8:06AM - 8:10AM	Nationalistic Song	AVP
8:11AM – 12:00NN	(Con't.) Processing of Reclassifications Documents	All reclassification focal person/in-charge
12:01PM-1:00PM	LUNCH BREAK	
1:01PM-3:30PM	(Con't.) Processing of Reclassifications Documents	All reclassification focal person/in-charge
3:31PM-4:00PM	Issues/concerns relative to processing of reclassification documents	Maria Susana B. Oliveros
4:01PM – 5:00PM	Closing Remarks and Distribution of Certificates of Appreciation/ Participation	
-HOME SWEET HOME-		