

Personnel-RM-2026-495

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

23 July 2026

Regional Memorandum
No. 495 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 August 17 to 21, 2026, a separate issuance will be issued for the venue.
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. Consolidate the Comparative Assessment Result for Expanded Reclassification (CAREER) of all divisions to establish a database for the development of a system;
 - c. Ensure the expeditious processing of all reclassification documents received by the Regional Office; and
 - d. 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	Day 4	Day 5
Officials					
Subtotal	3	-	-	-	1
RD	1	-	-	-	-
ARD	-	-	-	-	1
Oversight Agencies	2	-	-	-	-



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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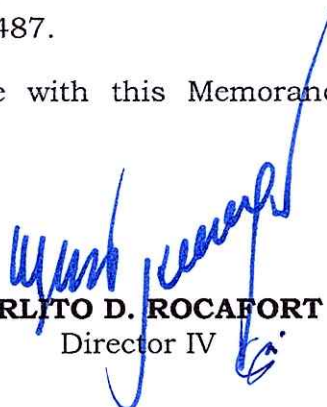
	Day 1	Day 2	Day 3	Day 4	Day 5
Technical Working Group					
Subtotal	12	11	11	11	10
ASD Proper					
CAO	1	1	-	-	-
Support Staff	1	1	1	1	1
Functional Divisions					
AO V (HRMO III)-ASD	1	-	1	1	-
TCE II - ASD	1	1	1	1	1
ADA VI - ASD	2	2	2	2	2
EPS-QAD	1	1	1	1	1
Reclassification Focal Person/In-Charge (selected SDO Personnel)	5	5	5	5	5
Reclassification Focal Person/ In-Charge					
Subtotal	60	64	64	64	64
Schools Division Offices					
• Antipolo City	3	3	3	3	3
• Bacoor City	2	2	2	2	2
• Batangas City	2	2	2	2	2
• Batangas Province	3	4	4	4	4
• Biñan City	2	2	2	2	2
• Cabuyao City	2	2	2	2	2
• Calaca City	2	2	2	2	2
• Calamba City	2	2	2	2	2
• Carmona City	2	2	2	2	2
• Cavite City	2	2	2	2	2
• Cavite Province	4	4	4	4	4
• Dasmariñas City	2	2	2	2	2
• General Trias City	2	2	2	2	2
• Imus City	2	2	2	2	2
• Laguna	3	3	3	3	3
• Lipa City	2	2	2	2	2
• Lucena City	3	4	4	4	4
• Quezon	3	3	3	3	3
• Rizal	3	4	4	4	4
• San Pablo City	3	4	4	4	4
• San Pedro City	2	2	2	2	2
• Santa Rosa City	3	3	3	3	3
• Sto. Tomas City	2	2	2	2	2
• Tanauan City	2	2	2	2	2
• Tayabas City	2	2	2	2	2
Grand Total	75	75	75	75	75

4. Target participants are requested to **review** the materials accessible through this link: <https://bit.ly/ECPToolkit-TP-SPs>. Each SDO shall bring the following:
- Laptop
 - Printer
 - Calculator
 - Universal Serial Bus (USB)
 - Extension Cords
5. Once the participants are identified, they are requested to register through the link or QR Code **until 5:00 pm of August 7, 2026 (Friday)**.



<https://forms.cloud.microsoft/r/7aYgVDB9bz>

6. The Division HRMOs shall upload the following documents **on August 14, 2026** to facilitate the processing of reclassification through this link: <https://surl.li/tywhch>.
- Consolidated CAReER (template will be provided in the link)
 - Updated Report on the Number of School Principal Position
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. Participants shall be entitled to Compensatory Time Off (CTO) if the scheduled activity falls on a holiday.
9. Food and room accommodation of all participants shall be charged against Regional funds.
10. For other concerns or queries, please coordinate with the Personnel Section through landline no. 02-8682-2114 local 483/487.
11. Immediate dissemination of and compliance with this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

INDICATIVE PROGRAM OF ACTIVITIES

TIME	AGENDA	PERSON-IN-CHARGE
DAY 1 – August 17, 2026		
8:00AM – 8:30AM	Registration/ Setting In	Isagani Carlos/ Regine Monina Malabanan
8:31AM – 8:50AM	Opening Program	AVP
8:51AM – 9:00AM	Checking of Attendance	Maria Susana B. Oliveros (AO V)
9:01AM – 9:05AM	Statement of Purpose	Ann GERALYN T. PELIAS (CAO, ASD)
9:06AM-9:30AM	Opening Remarks	Carlito D. Rocafort (Regional Director)
9:31AM- 11:31AM	Discussion and Open Forum on the Processing of Reclassification	Nympha R. Manalastas (Regional Director, DBM) Jacqueline B. Ludovice (Acting Assistant Regional Director, DBM)
11:32AM – 12:00NN	Re-Orientation on the ECP Toolkit (Salient Points) a. RFTP, RFSP, and PAL b. Performance Requirements	Marivic F. Labay (TCE II) 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 to 4 – August 18-20, 2026		
8:00AM -5:00 PM	(Con't.) Processing of Reclassifications Documents	All reclassification focal person/in-charge
DAY 5 – August 21, 2026		
8:00AM – 8:05AM	Prayer	AVP
8:06AM - 8:10AM	Nationalistic Song	
8:11AM – 10:30AM	SDO Presentation a. No. of Positions re- validated with funding requirements during the activity b. No. of Unprocessed Reclassification Documents	Representative per SDO
10:31AM -12:00 NN	Process Flow of Reclassification in the SDO (from application to preparation of PAL)	Selected SDOs
12:01PM-1:00PM	LUNCH BREAK	
1:01PM-2:30PM	Issues/concerns relative to processing of reclassification documents	Ann GERALYN T. PELIAS (CAO) Maria Susana B. Oliveros (AO V)

2:31PM-3:30PM	Closing Remarks	ARD Loida N. Nidea
3:31PM – 5:00PM	Distribution of Certificates of Appreciation/ Participation	Maria Susana B. Oliveros
-HOME SWEET HOME-		