



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 23 2025

MEMORANDUM
No. 483, s. 2025

CREATION OF DIVISION EXPANDED CAREER PROGRESSION (ECP) COMMITTEE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Pursuant to DepEd Order No. 024, s. 2025, titled, **Guidelines on the Implementation of the Expanded Career Progression System for teachers and School Heads in the Department of Education**, Enclosure 1. No. VIII.43, "The SDS shall establish an ECP Committee in the SDO, to lead and monitor the transition, change management, and implementation of the ECP System in accordance with the DepEd Order.

2. Hence, this Office hereby creates the Division ECP Committee and Subcommittees for different phases of recruitment and promotion process. Attached are the following enclosures for reference.

- Enclosure No. 1 – Division ECP Committee with Duties and Responsibilities.
- Enclosure No. 2 – Division Subcommittee for Initial Evaluation with Duties and Responsibilities.
- Enclosure No. 3 - Division Subcommittee for Classroom Observation, Portfolio Annotation, and BEI with Duties and Responsibilities.

3. Strict compliance with this Memorandum is directed.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: as stated.

Reference: DO 24, S. 2025

To be indicated in the Perpetual of Index
under the following subjects:

SUB-COMMITTEE INITIAL EVALUATION ECP

AMF/DM- CREATION OF DIVISION EXPANDED CAREER PROGRESSION (ECP) COMMITTEE

483/September 19, 2025

NUM-2025-483



DIVISION EXPANDED CAREER PROGRESSION (ECP) COMMITTEE

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairman
2	Dr. Florante C. Marmeto	Chief, CID	Member
3	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Member
4	Dr. Ivy M. Romano	SEPS-HRD	Member
5	Mr. Joseph D. Nilo	Planning Officer	Member
6	Ms. Virma U. Amistoso	Budget Officer	Member
7	Ms. Karina E. Medina	Accountant	Member
8	Ms. Noemi A. Valdez	Administrative Officer V	Member
9	Ms. Angela M. Francisco	HRMO	Member

Below are secretariat and support staff:

FULL NAME	POSITION	DESIGNATION
Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff
Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff

Duties and Responsibilities of Division ECP Committee

The ECP Committee shall:

- a. Monitor strict adherence to the provisions of these guidelines.
- b. Manage the advocacy and information dissemination to internal and external stakeholders.
- c. Profile and facilitate professional development and career advancement of personnel affected by the implementation of the ECP System.
- d. Guide and provide support to affected personnel based on the available options stipulated in this Order.
- e. Facilitate the changes in the Plantilla, stalling modification, and personnel movements, and reporting thereof to the RO and CO.
- f. Ensure the conduct and cascading of capacity building activities to incumbents, implementers, assessors, and key stakeholders.
- g. Ensure alignment and streamlining of systems and procedures at the SDO level in accordance with applicable provisions under DepEd Order 024, s. 2025, Section 38 of Enclosure 1.
- h. Establish a systematic feedback mechanism; and evaluate, address, and report implementation and policy issues that may arise.
- i. Document and resolve ECP System-related issues and concerns, subject to the applicable policies and guidelines, rules and regulations, and relevant issuances; and
- j. Report and elevate policy and higher-level implementation issues and concerns to RO-HRDD, for onward submission to BHROD.

Division Sub-Committee for Initial Evaluation of Teaching Positions

No	FULL NAME	POSITION
1	NOEMI A. VALDEZ	Administrative Officer V
2	ANGELA M. FRANCISCO	HRMO
3	ARSENIO S. MEDENILLA	Master Teacher I
4	IVY M. ROMANO	SEPS HRD
5	AIRA G. PARILLA	Administrative Aide VI
6	DULCE B. SAMSON	Administrative Assistant III
7	WENDY S. HERNANDEZ	Administrative Aide VI
8	DUNN LUVIK C. MANDIGAL	Administrative Assistant III
9	JOED D. ESPELETA	Administrative Officer II
10	RACHEL D. RODRIGUEZ	Administrative Officer II
11	JULIE ANN A. MANTO	Administrative Officer II
12	JENNIFER L. SABDAO	Administrative Officer II
13	ELLA MARIE A. COLLADO	Administrative Officer II
14	MA. RIZA R. DALUNGAN	Administrative Officer II
15	MARIA TERESA P. DOMINGUEZ	Administrative Officer II
16	MA. GISELLE F. VILLAMAYOR	Administrative Officer II
17	GRACE L. RIVERO	Administrative Officer II
18	MARIE KIEDEN ZYNA L. HERRERA	Administrative Officer II
19	MICHAEL EVAN AGUELO	Administrative Officer II
20	JULIEN RAIZA T. ESPINOSA	Administrative Officer II
21	ROMALYN MILCA N. JAVIER	Administrative Officer II
22	JAYSON S. MANIKAN	Master Teacher II
23	JASMIN D. FUENTES	Master Teacher I

No.	FULL NAME	POSITION
24	KRISTINE JOY T. SAN PEDRO	Master Teacher II
25	REDALYN D. SIERRA	Master Teacher I
26	MAYGLEEN L. LUNAR	Head Teacher III
27	ARLENE JOY C. MANANGGUIT	Master Teacher II
28	JASON B. ALBARO	Assistant Principal II
29	EVELYN P. CHAVEZ	Head Teacher IV
30	SHERWIN G. LOMEDA	Master Teacher I
31	EDWARD R. MONTOJO	Head Teacher VI
32	MARIA ELENA B. ARAJA	Head Teacher III
33	EDWIN L. ABALOS	Head Teacher I
34	HERNAN D. NOBLETA	Head Teacher III
35	MARSHA LIZA M. CALIPAYAN	Head Teacher III
36	EMELDA A. OZARAGA	Head Teacher III
37	ROXANNE B. DOLLETON	Head Teacher I
38	MELISSA D. COLUMNNA	Master Teacher II
39	MARK ANTHONY G. BUNALES	Head Teacher I
40	ALFATIMA A. DIMAPELEZ	Head Teacher III
41	REYNANTE S. ESPELETA	Assistant Principal II
42	JOCELYN A. MORALES	MT-II/ OIC PRINCIPAL

Duties and Responsibilities of Division Sub-Committee for Initial Evaluation

The Initial Evaluation subcommittee shall:

1. Verify completeness, authenticity, and validity of submitted credentials.
Ensure that all submitted applications for teaching positions are complete according to the checklist.
2. Conduct Initial Evaluation. Assess whether the applicant meets the Minimum CSC Qualifications Standard. Determine whether applicants meet the minimum eligibility, education, experience, and training requirements. Applicants who failed to meet any of the minimum CSC approved qualifications for the position applied for, shall not advance to the verification of Performance Requirements.
3. Check the Performance Requirements.
4. Prepare Initial Evaluation Results
Consolidate and prepare a summary of findings for endorsement to the Human Resource Merit Promotion and Selection Board (HRMPSB).
5. Provide feedback to applicants, if necessary, regarding deficiencies or compliance issues.
Identify incomplete, invalid, or non-compliant applications for proper notation.
6. Ensure that all application documents are kept secure, confidential, and properly endorsed to the office concerned. Maintain Records and Confidentiality
7. Work closely with the Schools Division Office and HRMPSB to clarify issues and align with DepEd Orders, Civil Service Commission (CSC) rules, and other relevant policies.
8. Recommend Qualified Applicants for Comparative Assessment.
9. Endorse the list of initially qualified applicants to the next level of evaluation (comparative assessment/HRMPSB deliberation).
10. The HRMO shall maintain accountability in the results of the initial evaluation.

**Division Sub-Committee for Classroom Observation,
Portfolio Annotation, and BEI**

No.	FULL NAME	POSITION
1	Dr. Ma. Theresa C. Dela Rosa	PSDS
2	Dr. Ma. Myra E. Namit	PSDS
3	Dr. Yaledegler C. Maligaya	PSDS
4	Ms. Ada Trinidad A. Tagle	PSDS
5	Ms. Clarissa C. Avila	PSDS
6	Dr. Evangeline M. Aman	PSDS
7	Dr. Eric F. Fungo	PSDS
8	Dr. Jaime G. Bautista	PSDS
9	Dr. Meniano Eborá	PSDS
10	Dr. Jhemson Elis	PSDS
11	Ms. Marissa M. Andanza	EPS
12	Mr. Edison C. Enerlas	EPS
13	Dr. Liliósa B. Palce	EPS
14	Ms. Emalyn Ballonado	OIC-Math Coordinator
15	Dr. Leonaida L. Gutierrez	EPS
16	Dr. John Albert B. Colle	EPS
17	Ms. Mariel Eugene L. Luna	EPS
18	Dr. Armida S. Oblinada	EPS
19	Dr. Ma. Carmen D. Solayao	EPS
20	Dr. Gina U. Urquia	EPS

No.	FULL NAME	SCHOOL
1	MA. AURORA S. BARTOLABA	ALABANG ES
2	JAYSON MANIKAN	ALABANG ES
3	BERNADETTE C. RELLONES	ALABANG ES
4	DIVINA GRACIA P. GAGALA	BAYANAN ES
5	MA. HELEN P. EYAS	BAYANAN ES
6	JANE MAY C. VALBUENA	BAYANAN ES-1
7	JULIE O. TEMPLANZA	BAYANAN ES-1
8	MYLENE C. TUVILLEJA	BAYANAN ES-1
9	FERDINAND V. GADDI	BAYANAN ES-1
10	FELIPE W. MARAPAO JR.	BSES
11	JESSIE T. CASTELO	BSES
12	CHARITO S. ENERO	BSES
13	MARIE ANN R. ESMERIA	BULI ES
14	BENELIN G. RUMBAOA	BULI ES
15	MAYVELL N. CORDOVA	BULI ES
16	EDIZER S. LAQUEO	CUPANG ES
17	JOANA P. SUPETTRAN	CUPANG ES
18	JANET E. LINQUICO	CUPANG ES
19	JOCELYN A. MORALES	CESA
20	ERMA A. BALAGBIS	CESA
21	ALMA O. BITUIN	FAES
22	GINAZEL G. BEAULIEU	FAES
23	MARIA HAZEL B. HERNANDEZ	F DEMESA ES
24	MARILOU M. MANANSALA	F DEMESA ES
25	LORELIE S. ARAMBULO	ITAAS ES
26	EUFROCINIA DAPOC	ITAAS ES
27	EUFROCINIA DAPOC	ITAAS ES
28	SHELLA C. NAVARRO	MES
29	HENEL T. PEREZ	MES
30	JOCELYN T. CLEMENTE	MES

No.	FULL NAME	SCHOOL
31	HILARIO G. CANASA	PUTATAN ES
32	CATHERINE V. SANTOS	PUTATAN ES
33	EVANGELINE M. RAMOS	PUTATAN ES
34	RAUL T. FELIX	POBLACION ES
35	JASMIN D. FUENTES	POBLACION ES
36	KRISTINE JOY T. SAN PEDRO	POBLACION ES
37	ANTONIO C. GAGALA	SHES
38	MICAELA ROCHELLE B. BALOLOT	SHES
39	RAQUEL M. MONTANA	SHES
40	JENNIFER S. JOSON	SUCAT ES
41	VIVIAN M. REMPILLO	SUCAT ES
42	MA. CECILIA A. TALADRO	SUCAT ES
43	HAYDE F. GUCOR	SESAZ 4
44	ERNAH T. DIAZ	SESAZ 3
45	REYNALDO O. COMISARIO	VHES
46	WAREN A. TABULINA	VHES
47	JECELYN S. SALMON	VHES
48	OLIVIA G. ELLOSO	TUNASAN ES
49	MELISSA D. COLUMNNA	TUNASAN ES
50	MARYJANE B. CASACOP	TUNASAN ES
51	REYNANTE H. ESPELETA	MBHS
52	EVELYN P. CHAVEZ	MBHS
53	SHERWIN G. LOMEDA	MBHS
54	ABIGAIL DE LIOS	MBHSA
55	LIEZA R. DE RAFAEL	MBHSA
56	ANTONIO B. ROCHA	PEDHS
57	DOROTHY A. MENDOZA	PEDHS
58	GREGORIO S. QUINERI	PEDHS
59	EMELY V. AMBROCIO	PEDHS
60	ZYRA A. TRIMIDAL	PNHS

No.	FULL NAME	SCHOOL
61	JOJIT C. DE RAMA	PNHS
62	MARK ANTHONY G. BUNALES	PNHS
63	MARK ARCHEI O. JAVIER	MSHS
64	GEMMA F. JEREZA	MSHS
65	EVANGELINE S. COSARE	MSHS
66	ROSENDO E. SANGALANG	MNHS
67	MYLYN M. VALLEJO	MNHS
68	EDWARD R. MONTOJO	MNHS
69	MARICEL G. LUMIO	CESA
70	RENE G. DELFINO	TUNASAN NHS
71	ALFATIMA A. DIMAPELEZ	TUNASAN NHS
72	JASON B. ALBARO	CUPANG SHS
73	ELIZABETH J. GABUTAN	CUPANG SHS
74	JAYBOY EVANO	SUCAT SHS
75	EMELDA OZARAGA	SUCAT SHS
76	LOUIE M. VALDEZ	LIS
77	SALOME J. PEREZ	LIS
78	REDALYN D. SIERRA	LIS
79	MAYGLEEN L. LUNAR	LIS
80	ARLENE JOY C. MANANGGUIT	LIS

**Duties and Responsibilities of Division Subcommittee for Classroom
Observation, Portfolio Annotation, and BEI**

Classroom Observation

The Subcommittee shall:

- a. Ensure that all the steps in **classroom observation protocols** detailed below are judiciously followed;

General Guidelines:

- i. The designation of sub-committee/s for the conduct of classroom observations shall take into consideration their understanding and knowledge of the PPST COIs, the recruitment and selection process, and the specific protocols on the conduct of classroom observations. They shall be comprised of trained COT assessors/observers with expertise on the learning areas/subject specialization being observed (e.g., Master Teachers in higher ranks than the position applied for, Head Teachers, School Heads, Public School District Supervisors, Education Program Specialists/ Supervisors).
- ii. There shall be two (2) to three (3) observers who will conduct the classroom observation. Observers must not be related to the applicant within the third degree of consanguinity or affinity.
- iii. Classroom observations shall be done in an actual classroom setting with learners.
- iv. In the event when an in-person/face-to-face conduct of the classroom observation is not feasible, the conduct of an online observation may be allowed, provided that the classroom observation protocols are observed.

Pre-observation:

- i. The applicant shall submit a copy of their lesson plan and instructional materials based on the identified indicators for the position applied for, for review and reference of the observers.
- ii. The sub-committee/observers shall discuss and agree on the appropriate indicator under Domain 3 should be used for assessment of each applicant based on their specific classroom context.

- iii. The observers shall review the COT Rubric and the forms to be accomplished (i.e., Observation Notes Form, Rating Sheet, and Inter-Observer Agreement Form) prior to the actual conduct of the classroom observation.
- iv. The observers shall review and familiarize themselves with the lesson plan prepared by the applicant.

Actual observation:

- i. The applicants shall be observed for the entire class period in reference to the submitted lesson plan.
- ii. Only the Observation Notes Form shall be brought and accomplished by the observers during the actual observation. The observers shall record in the Observation Notes Form their comments and observations on the applicant's performance.

Post observation:

- i. The Rating Sheet shall be accomplished individually by each observer after the actual observation. *(Note: Only the teaching demonstration shall be rated. The lesson plan and instructional materials submitted to the observers shall only serve as reference.)*
- ii. Observers shall put on record under 'Other Comments' of the Rating Sheet and Inter-Observer Agreement Form when the applicant's demonstration of any COI falls below the desired rating of 5 for Teacher II and III; 6 for Teacher IV to TVII; 7 for Master Teacher I and II; 8 for Master Teacher III to V.
- iii. Only the subject specialist/s shall rate Indicator 1.
- iv. An Inter-Observer Agreement Exercise shall be done, whereby all observers discuss their reasons for the rating in each indicator. In case of different ratings, the observers shall come up with a final rating, which is **NOT** an average of their individual ratings, but a rating based on their **reasoned and consensual judgment**.

Portfolio Annotation

The Subcommittee shall ensure that the following protocols are judiciously followed:

General Guidelines:

- i. The designation of sub-committee/s for the assessment of NCOIs shall take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols for PAF assessment and interview, and the recruitment and selection process. Furthermore, sub-committee/s shall include subject matter experts on the specialization of the position applied for.
- ii. There shall be two (2) to three (3) assessors who will assess the applicant's demonstration of NCOIs through PAF and BEI. The assessors must not be related to the applicant within the third degree of consanguinity or affinity.
- iii. Applicants shall accomplish the PAF and undergo the BEI on the scheduled day of assessment.
- iv. Assessors shall individually rate the applicant's responses to the PAF and BEI using the Rubrics for the Demonstration of NCOIs.
- v. An Inter-Assessor Agreement shall be done whereby all assessors discuss their reasons for the rating. In case of different ratings, the observers shall come up with a final rating, which is **NOT** an average of their individual ratings, but a rating based on their **reasoned and consensual judgment**.

Portfolio Assessment:

- i. The HRMPSB shall identify a designated location, preferably a room, for applicants to accomplish the PAF. A proctor shall be assigned to discuss the instructions and oversee the process.
- ii. The PAF shall be accomplished on the spot. The submitted portfolio containing the applicant's MOVs shall be the basis of their annotations. The corresponding NCOIs in the applicant's present career stage shall be used.
- iii. The applicant shall be given at most two (2) hours to accomplish the complete set of the PAF.
- iv. In the event when an in-person/face-to-face conduct of the assessment of the demonstration of NCOI is not feasible, the applicant may accomplish the PAF online, provided that the following protocols are applied.
 - Applicants shall be scheduled for an online platform meeting (Zoom, Google Meet, etc.)
 - All applicants shall be required to keep their video/camera turned on at all times to allow the proctor to monitor the accomplishment of the PAF.
 - The PAF may be distributed through email. Applicants may submit the accomplished PAF to a designated email address.
 - The PAF may likewise be administered using online forms such as Google Form for easier collection and organization of answers; provided that the security and confidentiality of the applicants' answers are ensured and protected. When using Google Form, the 'Locked Mode' shall be enabled to prevent the applicants from opening tabs or other applications while accomplishing the PAF.
 - The PAF may also be administered using individual word processing applications prepared for each applicant. Links to the individual document shall be managed and sent individually to applicants. Download, print, and copy options shall be disabled to keep document confidentiality.
- v. Using the Rating Sheet for Portfolio Annotation, assessors shall indicate the rating attained by the applicant for each of the NCOIs in the 'Rating' column and shall use the portion 'Other Remarks' to write down statement/s that support the given rating.
- vi. Applicants who fail to submit MOV/s for any NCOIs shall automatically get a rating of zero (0) for the Portfolio Assessment component for the particular NCOI with no MOV/s, without precluding the applicant to undergo the BEI.

Behavioral Events Interview (BEI)

Interview:

- i. The conduct of the interview shall follow the procedures and protocols indicated in the RSPI Handbook Vol. 1, with the interviewers crafting their set of interview questions.
- ii. The interview shall be used to validate the applicants' responses in the PAF to further assess the demonstration of the NCOIs. It may also be used to collect complete and detailed information about the applicant and verify their credentials. The applicants' potential, characteristics or traits, and fitness shall be assessed through the interview.
- iii. The interviewers shall use the STAR (Situation-Task-Action-Results) approach to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual **S**ituations in which the applicant acted; the **T**asks that the applicant faced; the **A**ctions that the applicant took; and the **R**esults of those actions.
- iv. Using the Rating Sheet for the BEI, assessors shall indicate the rating attained by the applicant for each of the criteria in the 'Rating' column. They shall use the portion 'Other Remarks' to write down statement/s that support the given rating.
- v. Applicants who failed to submit MOV/s for any of the required NCOI shall still undergo the BEI, through which they may earn points in other components, except for the *Alignment with the NCOIs* which validates annotations to the MOV/s submitted.