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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


SEP 25 2025

MEMORANDUM
No. 487, s. 2025

ORIENTATION ON THE 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

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. In line with the recent issuance of *DepEd Order No. 24, s. 2025, titled "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education,"* this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), will conduct an online orientation on the above-mentioned subject on September 25, 2025, 1:00 PM to 5:00 PM, through this link, <https://tinyurl.com/REPORTANNEXS-1>.
2. This orientation aims to familiarize sub-committee assessors with the guidelines and procedures of the Expanded Career Progression System, ensuring understanding of its requirements, and opportunities.
3. The expected participants are the school heads and school administrative officers who will serve as sub-committee members. Please see the following enclosure for reference.
 - Enclosure No. 1 – List of Participants
 - Enclosure No. 2 – Program of Activities and Program Management Team.
4. Immediate and wide dissemination of this memorandum is desired.


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

References: As stated.
Encl. As stated
To be indicated in the Perpetual Index under the following subjects:
ORIENTATION RECLASSIFICATION CAREER

AMF/ORIENTATION ON THE 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

487/September 17, 2025

NUM-2025-487

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

LIST OF PARTICIPANTS

No.	NAME	POSITION	SCHOOL
1	Jenny R. Andor	Administrative Officer II	Muntinlupa Elementary School
2	Michael Evan Aguelo	Administrative Officer II	Bayanan Elem School Main
3	Jason S. Raymundo	Administrative Officer II	Itaas Elementary School
4	Joan Vanesa L. Fuster	Administrative Officer II	Poblacion Elementary School
5	Gina A. Sabado	Administrative Officer II	Putatan Elementary School
6	Julien Raiza T. Espinosa	Administrative Officer II	Tunasan Elementary School
7	Julie Ann A. Manto	Administrative Officer II	Victoria Homes Elementary School
8	Rachel L. Rodriguez	Administrative Officer II	Soldier's Hills Elementary School
9	Jennifer L. Sabdao	Administrative Officer II	F. De Mesa Elementary School
10	Almira P. Hernandez	Administrative Officer II	Alabang Elementary School
11	Ella Marie A. Collado	Administrative Officer II	Filinvest Alabang Elementary School
12	Ma. Riza R. Dalungan	Administrative Officer II	Bagong Silang Elem School
13	July Macaraeg	Administrative Officer II	Bayanan Elem. School Unit I
14	Marie Kieden Zyna L. Herrera	Administrative Officer II	Buli Elementary School
15	Romalyn Milca N. Javier	Administrative Officer II	Cupang Elementary School Annex
16	Ladylyn N. Elchico	Administrative Officer II	Sucat Elementary School Zone 3 & 4
17	Jen Manto	Administrative Officer I	Muntinlupa National HS - JHS
18	Lenny C. Belen	Administrative Officer II	Muntinlupa National HS - SHS
19	Maria Teresa P. Dominguez	Administrative Officer II	Tunasan National HS - SHS
20	Arianne Mae Ramirez	Administrative Officer II	Poblacion National High School
21	Ma. Giselle F. Villamayor	Administrative Officer II	Cupang Senior High School
22	Joed D. Espeleta	Administrative Officer II	Lakeview Integrated School
23	Melinda M. Adesna	Administrative Officer II	Muntinlupa Business HS
24	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business HS - Annex
25	Myrna D. Ibañez	Administrative Officer II	Pedro E. Diaz High School
26	Grace L. Rivero	Administrative Officer II	Tunasan National HS - JHS
27	Thelma S. Medina	Administrative Officer II	Muntinlupa Science High School
28	Rocille Mendoza	Administrative Assistant II	Sucat Senior High School
29	Marissa Antonio	Administrative Officer II	Sucat Elementary School
30	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School

No.	Principal	Position	School
1	Dr. Ma. Aurora S. Bartolaba	School Principal IV	Alabang ES
2	Mr. Felipe W. Marapao	School Principal I	Bagong Silang ES
3	Ms. Jocelyn A. Morales	Master Teacher II/OIC-SH	Bayanan ES - Main
4	Dr. Jane May C. Valbuena	School Principal IV	Bayanan ES - Unit I
5	Ms. Marie Anne Esmeria	Assistant School Principal II	Buli ES
6	Ms. Maricel G. Lumio	Master Teacher I/OIC-SH	Cupang ES - Annex
7	Mrs. Ma. Hazel B. Hernandez	School Principal II	F. De Mesa ES
8	Mr. Edizer S. Laqueo	School Principal II	Cupang ES - Main
9	Mrs. Alma O. Bituin	Head Teacher III/OIC-SH	Filinvest Alabang Elementary School
10	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	Itaas ES
11	Dr. Shella C. Navarro	School Principal IV	Muntinlupa ES
12	Dr. Raul Felix	School Principal IV	Poblacion ES
13	Mr. Hilario G. Canasa	School Principal II	Putatan ES
14	Dr. Antonio C. Gagala	School Principal III	Soldier's Hills ES
15	Mrs. Jennifer S. Joson	School Principal III	Sucat ES - Main
16	Mrs. Hayde F. Gucor	School Principal I	Sucat ES - Sitio Pagkakaisa Annex Zone 3 and 4 Annex
17	Mrs. Olivia G. Elloso	School Principal II	Tunasan ES
18	Mr. Reynaldo O. Comisario	School Principal II	Victoria Homes ES
19	Dr. Louie M. Valdez	Master Teacher I	Lakeview Integrated School
20	Mr. Reynante H. Espeleta	Assistant School Principal II	Muntinlupa Business HS - Main
21	Ms. Jinky A. Santos	School Principal II	Muntinlupa Business HS - Sucat Annex
22	Dr. Rosendo Sangalang	School Principal IV	Muntinlupa National HS
23	Dr. Ador B. Querubin	School Principal IV	Muntinlupa Science HS
24	Dr. Antonio B. Rocha	School Principal IV	Pedro E. Diaz HS
25	Mrs. Ma. Regale A. Olarte	Education Program Supervisor	Poblacion National HS
26	Mrs. Vilma S. Vilorio	School Principal III	Tunasan National HS
27	Mr. Jason B. Albaro	Assistant School Principal II	Cupang Senior High School
28	Dr. Jayboy E. Evano	School Principal IV	Sucat Senior High School

PROGRAM OF ACTIVITIES

September 25, 2025		
TIME	ACTIVITY	PERSON-IN-CHARGE
12:30 p.m	Registration	Ms. Aira G. Parilla Administrative Aide VI
1:00 p.m – 1:30 p.m	Opening Program National Anthem Prayer	AVP
1:30 p.m - 1:45 p.m	Welcome Remarks	NOEMI A. VALDEZ Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent
1:45 pm - 2:00 p.m	Inspirational Message	DR. VIOLETA M. GONZALES Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent
2:00 p.m – 3:00 p.m	Topic 1: Salient Features of the 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	DR. LILIA A. RICERO Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent
3:00 p.m -3:45 p.m.	Topic 2: Performance Requirements	IVY M. ROMANO Senior Education Program Specialist ARSENIO S. MEDENILLA Master Teacher I
3:45 p.m – 4:30 p.m	Topic 3: DepEd Order No. 24, s. 2025 Classroom Observation and Non- Classroom Observable Indicators	HILARIO G. CANASA Principal II
4:30 p.m. – 4:45 p.m	Closing Program	

Program Management Team

Name	Designation
DR. VIOLETA M. GONZALES CESO VI Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent	Chairperson
DR. LILIA A. RICERO Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent	Vice-Chairperson
NOEMI A. VALDEZ Administrative Officer V	Member
ANGELA M. FRANCISCO Administrative Officer IV HRMO	Member
AIRA G. PARILLA	Secretariat (DO 24, s. 2025)
DUN LUVIK MANDIGAL	Support Staff