



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 09 2025

MEMORANDUM

No. 513, s. 2025

DIVISION ORIENTATION ON THE 'SCRAP-AND-BUILD POLICY' OF EXECUTIVE ORDER NO. 174, S. 2022 ON ESTABLISHING THE EXPANDED CAREER PROGRESSION SYSTEM FOR PUBLIC SCHOOL TEACHERS AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In compliance with *DepEd Order No. 24, s. 2025 – Guidelines on the Expanded Career Progression (ECP) System for Teachers and School Leaders in the Department Education*, this Division will conduct a **Division Orientation on the 'Scrap-and-Build Policy' of Executive Order No. 174, s. 2022 on Establishing the Expanded Career Progression System for Public School Teachers and its Implementing Rules and Regulations (IRR)** on **October 14, 2025, 8:30 A.M at the SDO Activity Area.**

2. This orientation aims to:

- Provide updates and clarify guidelines on the proper retitling of existing positions that do not conform with the prescribed position titles under the ECP System;
- Walk participants through the processes of submission, endorsement, and approval of documents related to position retitling; and
- Ensure that teachers and personnel directly affected by this implementation are well-informed of the necessary steps and requirements.

3. The following **teaching and teaching-related personnel** in the Division who are currently holding existing positions subject to retitling or retained are **required to attend** the said orientation. Kindly refer to **Enclosure 1 – Official List of Participants** and **Division Expanded Career Progression (ECP) Committee**, for guidance.

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

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

TEACHERS

POLICY

PROFESSIONAL DEVELOPMENT

AMF/Memo/ Memo-EO 174-Scrap and Build Policy

513 October 3, 2025

UN-2025-513



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City

8805-9935, 8805-9940



sdo.muntinlupa@gmail.com

deped-muntinlupa.com

Enclosure 1 – Official List of Participants

NO.	POSITION	LAST NAME	FIRST NAME	SCHOOLS
1	SPECIAL EDUCATION TEACHER III	AMBROCIO	CORAZON	SOLDIERS' HILLS ELEMENTARY SCHOOL
2	SPECIAL EDUCATION TEACHER I	LORZANO	CARLO	MUNTINLUPA ELEMENTARY SCHOOL
3	SPECIAL EDUCATION TEACHER I	ARGANA	MARCELO	MUNTINLUPA ELEMENTARY SCHOOL
4	SPECIAL EDUCATION TEACHER I	ACASIO	KRIZIA	SOLDIERS' HILLS ELEMENTARY SCHOOL
5	SPECIAL EDUCATION TEACHER I	NORO	RICHELL	ALABANG ELEMENTARY SCHOOL
6	SPECIAL EDUCATION TEACHER I	DE JESUS	LORALEE	MUNTINLUPA ELEMENTARY SCHOOL
7	SPECIAL EDUCATION TEACHER I	MANALO	CLARIZA JOY	ITAAS ELEMENTARY SCHOOL
8	SPECIAL EDUCATION TEACHER I	DEJECACION	MERLINDA	ITAAS ELEMENTARY SCHOOL
9	SPECIAL EDUCATION TEACHER I	REMPILLO	MA. KATRINA	ITAAS ELEMENTARY SCHOOL
10	SPECIAL EDUCATION TEACHER I	VILLANUEVA	MELIZA	ITAAS ELEMENTARY SCHOOL
11	SPECIAL EDUCATION TEACHER I	MANALO	JOANNE	ALABANG ELEMENTARY SCHOOL
12	SPECIAL EDUCATION TEACHER I	PORRAS	LENIE ROSE	SOLDIERS' HILLS ELEMENTARY SCHOOL
13	SPECIAL EDUCATION TEACHER I	VICENTE	BEMAR	ALABANG ELEMENTARY SCHOOL
14	SPECIAL EDUCATION TEACHER I	DOMENS	JAY VIE	ALABANG ELEMENTARY SCHOOL
15	SPECIAL EDUCATION TEACHER I	VASQUEZ	CINDY	ALABANG ELEMENTARY SCHOOL
16	SPECIAL EDUCATION TEACHER I	LAGUIDAO	LYBIAN	MUNTINLUPA ELEMENTARY SCHOOL
17	SPECIAL EDUCATION TEACHER I	MORILLO	BRYAN KARLO	SOLDIERS' HILLS ELEMENTARY SCHOOL
18	SPECIAL EDUCATION TEACHER I	MAGNO	MAE ANNE	ITAAS ELEMENTARY SCHOOL
19	SPECIAL EDUCATION TEACHER I	LUBAO	JOSIELYN	ALABANG ELEMENTARY SCHOOL
20	SPECIAL EDUCATION TEACHER I	RODRIGUEZ	JESSE VON	MUNTINLUPA NATIONAL HIGH SCHOOL
21	ASSISTANT SCHOOL PRINCIPAL II	ESMERIA	MARIE ANN	BULI ELEMENTARY SCHOOL
22	ASSISTANT SCHOOL PRINCIPAL II	ALBARO	JASON	CUPANG SENIOR HIGH SCHOOL
23	ASSISTANT SCHOOL PRINCIPAL II	ESPELETA	REYNANTE	MUNTINLUPA BUSINESS HIGH SCHOOL MAIN
24	HEAD TEACHER III	GERONA	WEBENA	MUNTINLUPA SCIENCE HIGH SCHOOL
25	HEAD TEACHER III	BITUIN	ALMA	FILINVEST ALABANG ELEMENTARY SCHOOL
26	HEAD TEACHER III	CALIPAYAN	MARSHA LIZA	POBLACION NATIONAL HIGH SCHOOL
27	HEAD TEACHER III	ANDRESIO	MARILYN	POBLACION NATIONAL HIGH SCHOOL
28	HEAD TEACHER III	VIVAR	RYAN	POBLACION NATIONAL HIGH SCHOOL
29	HEAD TEACHER III	NOBLETA	HERNAN	POBLACION NATIONAL HIGH SCHOOL
30	HEAD TEACHER I	BUÑALES	MARK ANTHONY	POBLACION NATIONAL HIGH SCHOOL

NO.	POSITION	LAST NAME	FIRST NAME	SCHOOLS
31	HEAD TEACHER III	SANTIAGO	JOHN BERNARD	LAKEVIEW INETGRATED SCHOOL-JHS
32	HEAD TEACHER III	LUNAR	MAYGLEEN	LAKEVIEW INETGRATED SCHOOL-JHS
33	HEAD TEACHER I	ABALOS	EDWIN	LAKEVIEW INETGRATED SCHOOL-JHS
34	HEAD TEACHER I	DOLLETON	ROXANNE	LAKEVIEW INETGRATED SCHOOL-JHS
35	HEAD TEACHER III	AMION	MARY JANE	MUNTINLUPA SCIENCE HIGH SCHOOL
36	HEAD TEACHER IV	CHAVEZ	EVELYN	MUNTINLUPA BUSINESS HIGH SCHOOL
37	HEAD TEACHER III	ACUIN	PAUL ALDEN	MUNTINLUPA BUSINESS HIGH SCHOOL
38	HEAD TEACHER III	ARAJA	MARIA ELENA	MUNTINLUPA BUSINESS HIGH SCHOOL
39	HEAD TEACHER III	ICATLO	MYRA	MUNTINLUPA BUSINESS HIGH SCHOOL
40	HEAD TEACHER III	CALAPANO	MELESA	MUNTINLUPA BUSINESS HIGH SCHOOL
41	HEAD TEACHER II	BOLAÑOS	CRIZALDY	MUNTINLUPA BUSINESS HIGH SCHOOL
42	HEAD TEACHER I	RONGAVILLA	ALCER KENN	MUNTINLUPA BUSINESS HIGH SCHOOL
43	HEAD TEACHER VI	ABEJAR	NELIA	MUNTINLUPA NATIONAL HIGH SCHOOL
44	HEAD TEACHER VI	MONTOJO	EDWARD	MUNTINLUPA NATIONAL HIGH SCHOOL
45	HEAD TEACHER VI	BENITEZ	AUDEPAZ	MUNTINLUPA NATIONAL HIGH SCHOOL
46	HEAD TEACHER V	OLAIRA	DAIFE	MUNTINLUPA NATIONAL HIGH SCHOOL
47	HEAD TEACHER V	GARCIA	PETER	MUNTINLUPA NATIONAL HIGH SCHOOL
48	HEAD TEACHER III	RAZOTE	MARIJO	MUNTINLUPA NATIONAL HIGH SCHOOL
49	HEAD TEACHER III	OZARAGA	EMELDA	SUCAT SENIOR HIGH SCHOOL
50	HEAD TEACHER III	SALIVIO	MARLYN	MUNTINLUPA NATIONAL HIGH SCHOOL
51	HEAD TEACHER VI	MENDOZA,	DOROTHY	PEDRO E. DIAZ HIGH SCHOOL
52	HEAD TEACHER VI	CABANTING JR	ROGELIO	PEDRO E. DIAZ HIGH SCHOOL
53	HEAD TEACHER VI	AMBROCIO	EMELY	PEDRO E. DIAZ HIGH SCHOOL
54	HEAD TEACHER VI	SANTOS	ONOFRE	PEDRO E. DIAZ HIGH SCHOOL
55	HEAD TEACHER IV	GRAGEDA	SHARON	PEDRO E. DIAZ HIGH SCHOOL
56	HEAD TEACHER III	MOROS	ERWIN	PEDRO E. DIAZ HIGH SCHOOL
57	HEAD TEACHER III	IÑOSA	EVA	PEDRO E. DIAZ HIGH SCHOOL
58	HEAD TEACHER III	CAJANO	JOHN WILLIAM	TUNASAN NATIONAL HIGH SCHOOL
59	HEAD TEACHER III	DIMAPELEZ	ALFATIMA	TUNASAN NATIONAL HIGH SCHOOL
60	SPECIAL SCIENCE TEACHER	CASTILLO	JAIRUS MARK	CUPANG SENIOR HIGH SCHOOL
61	SPECIAL SCIENCE TEACHER	ARELLANO	MARY MARR	MUNTINLUPA NATIONAL HIGH SCHOOL
62	SPECIAL SCIENCE TEACHER	TUTING	JESMAR	CUPANG SENIOR HIGH SCHOOL
63	SPECIAL SCIENCE TEACHER	REYES	JOVEN	TUNASAN NATIONAL HIGH SCHOOL
64	SPECIAL SCIENCE TEACHER	SANTOS	KASHMIRA	MUNTINLUPA NATIONAL HIGH SCHOOL

DIVISION EXPANDED CAREER PROGRESSION (ECP) COMMITTEE

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	ASDS	Chairperson
2	Dr. Florante C. Marmeto	Chief, CID	Member
3	Ms. Ma. Regale 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