



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE

**DIVISION MEMORANDUM**  
No. 444, s. 2025

OCT 08 2025

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 432 TITLED  
DESIGNATION, FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF DIVISION,  
DISTRICT, AND SCHOOL ASSESSORS AND SCHEDULE OF ACTIVITIES  
FOR THE EXPANDED CAREER PROGRESSION (ECP) SYSTEM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the **List of Additional District and School Assessors** relevant to the implementation of Expanded Career Progression (ECP) System for Teachers and School Leaders as stipulated in DepEd Order No. 24, s. 2025.
2. Enclosed in this Memorandum is the List of Additional District and School Assessors. (Enclosure 1. List of Additional Assessors)
3. Meanwhile, incumbents of titles that do not conform to the position titles in the ECP System (Assistant School Principal I and II, Head Teachers I-VI, Special Needs Education I-V, and Special Science Teacher I) shall be required to meet the CSC-approved QS of the equivalent positions. Thus, incumbents shall submit the following documentary requirements to the school and district sub-committee assessors:
  - a. Retitling Form (See Annex T of DO 024, s. 2025)
  - b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
  - c. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
  - d. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued



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by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;

- e. Photocopy of valid and updated PRC License/ID;
- f. For Assistant School Principal II-III and Head Teacher VI only who opted to be retitled to School Principal position: Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd)

4. All other provisions of the said Memorandum remain in effect.

5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated  
Reference: As stated

To be included in the Perpetual Index  
Under the following subjects

ASSESSMENT GUIDELINES	ECP RECLASSIFICATION
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SO3/hgd  
October 7, 2025



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Enclosure 1 to Division Memorandum No. \_\_\_\_\_, s. 2025

**LIST OF ADDITIONAL DISTRICT AND SCHOOL ASSESSORS**

Functional Division	Designation	Name	Position	Office
Orion	Member	Judith Adrados	MT II	Pilar ES
Orion	Member	Ivie Aldama	MT II	Pablo Roman NHS
Orion	Member	Emelita Reyes	MT II	Pablo Roman NHS
Orion	Member	Jovita Atuan	MT I	Pablo Roman NHS
Orion	Member	Desiree Catalan	MT I	Pablo Roman NHS
Orani	Member	Russel Alfonso	HT III	Orani NHS-Parang2x
Orani	Member	Irene Catitir	MT I	Orani NHS-Parang2x
Orani	Member	Catherine Asban	HT III	Orani NHS-Parang2x
Orani	Member	Leony Ann Pruna	MT I	Orani NHS-Parang2x
Orani	Member	Cyrill Manalo	MT I	Orani NHS-Parang2x
Orani	Member	Ryan de Leon	MT I	Orani NHS-Parang2x
Orani	Member	Ma. Nelfa Trinidad	MT I	Orani NHS Main
Hermosa	Member	Alfonso Miclat Jr.	MT I	Balsik NHS
Hermosa	Member	Mee Ann Mae L. Tungol	MT I	Balsik NHS
Hermosa	Member	Marilen V. Ramos	MT I	Balsik NHS
Hermosa	Member	Arlene James S. Pagadian	MT I	Balsik NHS
Hermosa	Member	Aileen Macaspac	HT III	Balsik NHS
Hermosa	Member	Cathren Danica Ricaplaza	HT III/OIC ASP	Hermosa NHS
Hermosa	Member	Augustia Gudarran	MT I	Hermosa NHS
Hermosa	Member	Leny M. Caysido	HT III	Hermosa NHS
Hermosa	Member	Pearly V. Villagrancia	MT II	Hermosa NHS
Hermosa	Member	Anna Liza E. Paeste	MT I	Hermosa NHS
Hermosa	Member	Alma Loria	MT I	Hermosa NHS
Hermosa	Member	Shyam N. Oribello	MT I	Hermosa NHS
Hermosa	Member	Haren B. Valencia	MT I	Hermosa NHS
Hermosa	Member	Irenea F. Diesta	MT I	Hermosa NHS
Hermosa	Member	Bernie M. Fernandez	MT I	Hermosa NHS