



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 454, s. 2025

OCT 14 2025

**GUIDELINES ON THE USE OF GOOGLE FORM LINKS FOR THE
CONSOLIDATION OF EXPANDED CAREER PROGRESSION
RECLASSIFICATION APPLICATIONS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the ongoing **Consolidation of Expanded Career Progression (ECP) through Reclassification**, this Office issues the following guidelines on the proper use of **Google Form links** for logging and uploading of ECP-related documents. These forms shall ensure organized, transparent, and uniform reporting across all assessing personnel.
2. All designated **ECP Assessors** are directed to strictly follow the instructions below:
 - a. Log each **accomplished reclass form** for all applicants through the designated **Google Form logsheet**. Most of the information requested in the logsheet can be **copied directly from the accomplished reclass form**.
 - b. Each applicant's **Reclass Form** must be **uploaded in PDF format**. To do this, click **File → Save As → choose PDF as file type**.

File Naming Format: *Last Name, First Name, M.I.*
(Example: Dela Cruz, Maria A.)

- c. Avoid **multiple entries under the same applicant**, except when the applicant is applying for **different positions**. Duplicate entries for the same position are time-consuming and difficult to cleanse.
- d. Ensure that **all reclass forms are logged**, as the Google Form logsheet shall serve as the **official summary report** to be transmitted to the **Regional Office**.



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- e. Carefully **review all data entries before clicking the "Submit" button** to maintain the accuracy and integrity of the records.
3. Assessors are encouraged to complete the logging process within the prescribed timeline to avoid delays in consolidation and submission of reports to the Regional Office.
4. For clarifications or technical assistance, you may coordinate with the **Division ECP Secretariat** through **Jumel Caraig**, ADAS III or jumel.caraig@deped.gov.ph.
5. The link for TII to TVII and MT I to MT V is **bit.ly/ECPLOGTEACHERS** and for SP I TO SP IV is **bit.ly/ECPLOGSP**.
6. Immediate dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.


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

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects

EXPANDED CAREER PROGRESSION
GOOGLE FORMS
LINKS
RECLASSIFICATION