



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

DIVISION MEMORANDUM
No. 493, s. 2025

OCT 24 2025

**GOOGLE FORM LINKS FOR BATCH 2 OF THE EXPANDED CAREER
PROGRESSION APPLICATIONS**

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

1. In reference to the ongoing implementation of the **Expanded Career Progression for Teachers and School Heads**, the **Schools Division Office of Bataan** announces the start of **Batch 2 application process** for qualified and interested applicants.
2. To ensure an organized submission and consolidation of data, the sub-committee assessors in the district/school are directed to accomplish the appropriate **Google Form** through the following links:
 - o **For Teacher Applicants:** <http://bit.ly/BATCH2ECPLOGTEACHERS>
 - o **For School Head Applicants:** <http://bit.ly/ECPLOGSP>
3. All Public Schools District Supervisors through the assigned ECP Assessors are reminded to fill out the form **completely and accurately**. Incomplete or incorrect entries may result in disqualification or delays in the processing of their application.
4. Submission of the forms shall be open from **October 20, 2025**, to **October 27, 2025**. Late submissions will **not** be entertained.
5. Moreover, applicants shall prepare and submit the following requirements:
 - 5.1 *Expanded Envelop*
 - a. Letter of Intent
 - b. Photocopy of PRC License/ID
 - c. Photocopy of latest appointment paper
 - d. Photocopy of TESDA National Certificate (NC) and the Trainer's Methodology Certificate (for SHS)
 - e. Photocopy of three (3) performance ratings
 - f. Photocopy of Certification on Authenticity and Veracity (CAV)
 - g. Portfolio showing evidence of accomplishments and applications of the Philippine Professional Standards for Teachers (PPST)



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5.2 Yellow Folder (please fasten all documents on the upper middle portion)

- a. Printed and duly accomplished Career Progression Checklist (Enclosure 1)
 - b. 3 Copies (legal size) of duly accomplished Reclassification Form for Teaching Position (RFTP) or Reclassification Form for School Principal Position (RFSPP)
 - c. Personal Data Sheet (PDS) with Work Experience Sheet (CSC Form 212, Revised 2025)
 - d. Photocopy of Scholastic/Academic record (SO, TOR, and diploma including completion of graduate and post-graduate units/degree)
 - e. Duly signed Service Record
 - f. Photocopy of certificates of professional development or training recognized or accredited by the National Educators Academy of the Philippines (NEAP) or other authorized institutions.
 - g. Omnibus checklist of requirements (DO 007, s. 2023 format)
 - h. One (1) copy of Report on the number of Teachers and Master Teachers (Annex S-1)
6. For inquiries or technical concerns, please coordinate with the **Personnel Section – Human Resource Management Officer (HRMO)** through email at jumel.caraig@deped.gov.
7. Enclosed in this Memorandum is the Expanded Career Progression Checklist.
8. Immediate and wide dissemination of this Memorandum is desired.

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

References: DO 24, s. 2025
DO 34, s. 2025
Division Memo No. 391, s. 2025
Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects

APPLICATION
CAREER
EXPANDED
GOOGLE FORM LINK
PROGRESSION

JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent

SO3/hgd
October 24, 2025



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EXPANDED CAREER PROGRESSION CHECKLIST

Name of Applicant: _____

Application Code: _____

School/District: _____

Position Applied: _____

No.	Documentary Requirements	Required Copies	Put / complete Put X incomplete	Remarks
a.	Endorsement Letter duly signed by the SDS	1		
b.	Duly accomplished RFTP/RFSP of Qualified Applicants	3		
c.	Duly signed (CAREER) Comparative Assessment Result for Expanded Reclassification	2		
d.	Duly signed Plantilla Allocation List	3		
e.	Certified copy of ePSIPOP printout reflecting the name of the applicant for reclassification	1		
f.	CSC Form 212 Personal Data Sheet with Work Experience Sheet	1		
g.	Photocopy of Scholastic/Academic record (Special Orders, Transcript of Records (TOR), and Diploma, including completion of graduate and post-graduate units/ degeed, if available)	1		
h.	Photocopy of duly signed Service Records	1		
i.	Photocopy of certificate/s of completion of NEAP-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, (if any)	1		
j.	Certification of Rating (COR) in the NQESH, Principal's Test, or applicable School Head Assessment (for School Principal)	1		
k.	Report on the Number of Teachers and Master Teachers (Annex S-1, for Master Teacher Applicants only)	1		
l.	Report on the Number of School Principal Position within the Division (Annex S-2)	1		
m.	Special Transfer Order duly signed by the Schools Division Superintendent (In-case of Transfer of Positions is deemed necessary).	1		
n.	Quantum Leap Justification (if applicable)	1		
o.	Omnibus- Checklist of Requirements (DO 007, s.2023 format)	1		



Kabukiran, Calaylayan, Abucay 2114 Bataan

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CSC PRIME HRM BRONZE AWARD
CSC Regulation No. 180-1105



PHILIPPINE QUALITY STANDARD
COMMITMENT TO
QUALITY MANAGEMENT SYSTEM
2022