



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

June 10, 2026

**DIVISION MEMORANDUM**

No. 266, s. 2026

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

**To:** Assistant Schools Division Superintendents  
Chiefs of CID and SGOD  
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 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 automated reclass form which can be downloaded via the link below**.

[bit.ly/ECPRFTP3-2026](https://bit.ly/ECPRFTP3-2026)

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.



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- 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**.
- 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 [insert contact details or email address].
5. The link for TII to TVIII and MT I to MT III is [bit.ly/ECPLOGTEACHERSB3](http://bit.ly/ECPLOGTEACHERSB3) and for SP I TO SP III is [bit.ly/ECPLOGSPB3](http://bit.ly/ECPLOGSPB3).
6. Immediate dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.

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

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

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

EXPANDED CAREER PROGRESSION  
GOOGLE FORMS LINKS RECLASSIFICATION