



Republic of the Philippines  
 Department of Education  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF SAGAY CITY

September 24, 2025

**DIVISION MEMORANDUM**

No. **586**, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 562, S. 2025: "SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS UNDER THE EXPANDED CAREER PROGRESSION SYSTEM"**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 All Others Concerned

- In reference to **Division Memorandum No. 562, s. 2025**, titled "**Submission of Applications for Reclassification of Teaching and School Principal Positions Under the Expanded Career Progression System**," the Division Human Resource Merit, Promotion, and Selection Board (HRMPSB) and the Division Assessors Team are currently conducting the evaluation of all submitted applications.
- Due to the large number of applicants and the urgent need to complete the Comparative Assessment before October 30, 2025, identified **Administrative Officer II** deployed in schools are hereby requested to report to the Division Office from **September 25 to October 10, 2025** to assist in the initial evaluation and comparative assessment. The list of Administrative Officer II to render such services is attached in Enclosure No. 1.
- To ensure continuity of school operations during this period, it is imperative that while school Administrative Officers are rendering services at the Division Office, all existing duties and responsibilities at their respective schools are still attended to. Their assistance in this matter is a necessary contribution to the career progression of teachers.
- While there will be no monetary remuneration for this task, compensatory overtime credits may be provided when needed. Additionally; a Job Embedded Learning (JEL) certificate will also be given based on the actual number of hours rendered.
- Immediate, wide dissemination, and compliance of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent



Enclosure : as stated  
 Reference : as stated  
 Allotment : N/A  
 No. of Pages : 2  
 To be indicated in the **Perpetual Index** under the following subjects:

**CAREER PROGRESSION PERSONNEL**

FN: HRPERSONNEL/MEMOS



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Enclosure No. 1 to Division Memorandum No. 586, s. 2025

**LIST OF SCHOOL ADMINISTRATIVE OFFICER II TO RENDER SERVICES AT THE  
DIVISION OFFICE DURING THE RECLASSIFICATION PROCESS**

<b>Name</b>	<b>School/Station</b>
1. Althessa A. Jemar	Bato Central ES
2. Angeline L. Pasilaban	Cesar Gamboa ES/Raynor Mesa ES
3. Justine Cuenca	Vito NHS
4. Lovely Shame Gabayeron	Lopez Jaena ES
5. Dunamis Ganancial	Macamilco ES
6. Kathreen Calinsag	Sir Arthur Cooper ES
7. Angelie D. Hablo	Jose B. Puey Sr. ES
8. Denny T. Manglar	Sagay City Ecozone NHS
9. Chinky Balicas	Plaridel ES