



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

22 July 2025

**SCHOOLS DIVISION MEMORANDUM**

No. 222, s. 2025

**CONDUCT OF TEACHER PROFILING, ASSESSMENT, AND TECHNICAL  
SUPPORT FOR CAREER ADVANCEMENT UNDER THE EXPANDED CAREER  
PROGRESSION SYSTEM**

To: Assistant School Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. As support to teachers for the upcoming implementation of the Expanded Career Progression (ECP) System as provided in Executive Order 174, s. 2022 and its Implementing Rules and Regulations (IRR) signed on August 1, 2024, this Office shall conduct teacher profiling, assessment, and provision of technical support for career advancement on July 22 – 30, 2025 to ensure readiness and alignment with the requirements for reclassification to higher teaching positions.
2. Specifically, the activity aims to:
  - a. Promote awareness and understanding of the Expanded Career Progression System.
  - b. Profile all teachers based on their current qualifications, credentials, and experience.
  - c. Provide technical assistance to guide teachers on the requirements, documentation, and processes of the ECPS, and offer targeted recommendations to help improve their actual qualifications for possible reclassification to higher teaching positions.
  - d. Provide teachers with individualized feedback on the highest teaching position they are currently qualified for under the Expanded Career Progression System.
3. To ensure the smooth conduct of this initiative, school heads are directed to facilitate the updating of each teacher's 201 File prior to the scheduled profiling and technical support provision. This includes, but is not limited to:
  - a. Updated PRC License and renewal records
  - b. Performance Ratings (IPCRF, SY 22-23, 23-24, 24-25) with summary of COIs and NCOIs numerical and adjectival rating
  - c. Certificates of Trainings (5 years back)
  - d. Updated Service Records and Appointments
  - e. Academic Records, including TOR and graduate study updates
4. TWG members, Data managers/ documenters per cluster are advised to conduct a meeting before going to the assigned schools.



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

5. The activity will be conducted in each school. Administrative Officers (AOs) are instructed to prepare the updated 201 file of every teacher, with the accomplished Teacher's Profile to the cover page.
6. Attached to this Memorandum are the following:  
Enclosure No. 1: Teacher's Profile Template  
Enclosure No. 2: List of TWG Members and Focal Point Per School
7. For further clarification, you may contact WINNIE W. POLI, Education Program Supervisor, through her messenger account.
8. Immediate and widest dissemination of this Memorandum is desired.

Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

TEACHER CAREER PROGRESSION TECHNICAL ASSISTANCE

WWP/ Conduct of Teacher Profiling, Assessment and Technical Support  
for Career Advancement Under the ECP

014/July 21, 2025

For:

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

**RONILO E. HILARIO**  
Assistant Schools Division Superintendent



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to the Schools Division Memorandum No. 222, s. 2025

**TEACHER'S PROFILE**

**I. PERSONAL INFORMATION**

Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Age \_\_\_\_\_ Sex \_\_\_\_\_ Civil Status: \_\_\_\_\_ Religion: \_\_\_\_\_  
Disability: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Contact No: \_\_\_\_\_  
Eligibility:  
Date of Orig. Appointment \_\_\_\_\_ Position \_\_\_\_\_ Station/School \_\_\_\_\_  
Date of Last Appointment \_\_\_\_\_ Position \_\_\_\_\_ Station/School \_\_\_\_\_

**II. EDUCATIONAL BACKGROUND**

Level	Name Of School /University	Course/ Program	Address	Inclusive Dates	Units/Diploma Earned
Baccalaureate					
Masteral					
Doctoral					

**III. TRAINING (for the last 5 years)**

TITLE	NO. OF HOURS

**IV. TEACHING WORK EXPERIENCE**

POSITION	SCHOOL	INCLUSIVE DATES	YEARS IN SERVICE



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozone.scity@deped.gov.ph](mailto:munozone.scity@deped.gov.ph)



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

<b>V. PERFORMANCE</b>						
School Year	IPCRF Rating		List of COIs		List of NCOIs	
	Numerical	Adjectival	VS	O	VS	O
SY 2022-2023						
SY 2023-2024						
SY 2024-2025						



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozi-science.city@deped.gov.ph](mailto:munozi-science.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

**ASSESSMENT RESULTS**

Name of Teacher: \_\_\_\_\_ Date Assessed: \_\_\_\_\_  
Current Teaching Position: \_\_\_\_\_ Date of Latest Promotion: \_\_\_\_\_

Teaching Position	Qualification Standard Met				Performance Requirements Met
	Education	Training	Experience	Eligibility	
T II					
T III					
T IV					
T V					
T VI					
T VII					
MT I					
MT II					
MT III					
MT IV					
MT V					

Comments and Suggestions:

---

---

---

---

Prepared by:

---

---

---

---



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to the Schools Division Memorandum No. 222, s. 2025

**TECHNICAL WORKING GROUP (TWG) MEMBERS, DATA MANAGER/DOCUMENTER AND FOCAL PERSON PER CLUSTER OF SCHOOLS**

School	TWG MEMBERS		Data Mngr. & Documenter	Focal Person
MNHS Main Science City of Munoz SHS	Mercedita Saldero Winnie Poli	Marichele Mercutio Dominador Orpilla MNHS MAIN HTs- Trained assessors	Marlon Siminig Alvin Tangonan	Stella Marie Dumale
DepEd-CLSU ELS Sapang Cauyan ES Villa Nati ES Villa Cuizon ES Licaong ES	Aileen Mactal	Rosario Sapitan Jocelyn De Guzman Jhon Galera	Rosan Ariston	Bernardo Gargabite
MNHS Annex Inday Melencio NHS	Nelie Sacman Lamberto Corpuz	Jordan Nicodemus Pedro De Guzman	Rosan Ariston	Bernardo Gargabite
Muñoz CS Tekila Grace Alvarez PS Naglabrahan ES Franza ES Pandalla ES	Rodolfo Dizon	Pepito De Guzman Ann Christian Francisco Maricel Gilvoligaya	Rosan Ariston	Bernardo Gargabite
San Antonio IS Maligaya IS Curva IS	Leilani Tidalgo	Michelle Jaime Jeffrey Banawe Margarie Lucero	James Patrick Barias	Larry Espiritu
Linglingay ES Rang-ayan ES Villa Isla ES Mangandingay ES Rizal ES	Novalyn Rodolfo	Cecilia Alvarez Joanna Marie Torda Leah Lazaro	James Patrick Barias	Larry Espiritu
Muñoz North CS Bical ES San Felipe ES Mapangpang ES Villa Santos ES	Augusto Mateo	Genalyn Tangonan Jackylou Alberto Elvierita Paclibare	James Patrick Barias	Larry Espiritu
Bantug ES Cabisuculan ES Bagong Sikat ES	Zoraida Espino	Rowena Ordenez May Padilla Rona May Cruz	Joel Dizon	Fhriessy Cruz Bermuda



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozone.scity@deped.gov.ph](mailto:munozone.scity@deped.gov.ph)



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

San Andres ES Gov. ELJ ES				
Palusapis ES Ricardo Viola ES Calisitan ES Catalanacan ES Calabalabaan ES	Melody Galingan Cyril Talusan	Aljohn Febrero Christian Dela Cruz	Joel Dizon	Fhriessy Cruz Bermuda
Gabaldon IS Magtanggol IS Maragol IS	Mary Queen Orpilla	Emmanuel Alvarez John Del Mundo Melanie Aquino	Joel Dizon	Fhriessy Cruz Bermuda



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: [munozenvironment@deped.gov.ph](mailto:munozenvironment@deped.gov.ph)