



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

June 13, 2025

DIVISION MEMORANDUM

No. 366, s. 2025

**PLANNING MEETING FOR THE DIVISION ROLLOUT ON THE EXPANDED
CAREER PROGRESSION FOR PUBLIC SCHOOL TEACHERS FOCUSING ON
ASSESSORS' PROGRAM, DEEPENING ON CLASSROOM OBSERVATION AND
PORTFOLIO ASSESSMENT**

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 view of the upcoming Division Rollout on the Expanded Career Progression for Public School Teachers Focusing on Assessors' Program, Deepening on Classroom Observation and Portfolio Assessment, this Office will conduct a planning meeting on the following schedule:

Participant	Date	Venue
Program Management Team (PMT) Members and TWG Members	June 18, 2025	Teachers' Training Center (TTC), Division Office
Resource Speakers and Technical Working Group (TWG) Members	June 19, 2025	

2. The purpose of the planning meeting is to convene key personnel involved in the implementation of the Expanded Career Progression (ECP) System to collaboratively design and prepare for the Division Rollout on the Expanded Career Progression for Public School Teachers. The meeting aims to ensure strategic alignment with national directives, operational clarity, and the effective delivery of capacity-building sessions focused on the Assessors' Program, Classroom Observation, and Portfolio Assessment. This preparatory activity will foster shared understanding, designate roles and responsibilities, and identify necessary logistical, technical, and human resources to ensure the successful implementation of the rollout.

3. Specifically, the planning meeting aims to:

- 3.1 orient key persons on the objectives, scope, and components of the Division Rollout on the Expanded Career Progression for Public School Teachers;
3.2 review and walkthrough the assessment tools, guidelines, and standards for the Assessors' Program, Classroom Observation, and Portfolio Assessment in accordance with the Implementing Rules and Regulations of EO No. 174, s. 2022;



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- 3.3 Identify and assign roles and responsibilities of involved personnel, including facilitators, resource persons, and support staff for the rollout activity;
 - 3.4 Develop a detailed activity matrix, including timelines, session guides, resource requirements, and risk management strategies; and
 - 3.5 Foster collaboration among divisions, units, and other key persons to ensure consistency, fairness, and effectiveness in the implementation of the ECP system in SDO Pampanga.
4. Attached are the official participants and activity matrix for ready reference and guidance.
5. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD, at email address: jayson.santos001@deped.gov.ph / Ms. Kristin Marie U Santos, EPS II-HRD, at email address: kristinmarie.santos@deped.gov.ph, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
6. For wide and immediate dissemination.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated
HRDS/06-13-2025

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June 19, 2025 | Teachers' Training Center (TTC)

List of Participants

No.	Name	Station
1	Arceli S. Lopez, PhD	SGOD
2	Edna L. Pineda	CID, Mexico South District
3	Rosaline M. Tuble, EdD	Eastern Porac NHS
4	Willet G. Perez, PhD	Masantol NHS
5	Marietta L. Manayag	Sto. Domingo ES, Minalin
6	JB B. Manalang	OSDS Admin. Unit
7	Jayson M. Santos	SGOD, HRD
8	Dexter E. Pangilinan	OSDS, Personnel Unit
9	Kristin Marie U. Santos	SGOD, HRD
10	Mark Joseph R. Layug	San Juan Nepomuceno ES, Guagua East
11	Farida F. Layug	San Matias ES, Guagua East
12	Amie A. Limlingan	Betis ES, Guagua East
13	Alejandro A. Bondoc	Betis ES, Guagua East
14	Arianne L. Lalic	Paguiruan ES, Floridablanca East
15	Lorelyn P. Lapid	Mabical ES, Floridablanca East
16	Darius Cordero	Tinajero NHS
17	Jess Andrew Musngi	Bitas ES, Arayat West
18	Girly M. Mendoza	San Miguel ES, Guagua East
19	Nikko Tiglao	Masantol ES, Masantol North
20	Pauline Claudine P. Balingit	Masantol ES, Masantol North



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No.	Name	Station
1	Jayson M. Santos	SGOD, HRD
2	Kristin Marie U. Santos	SGOD, HRD
3	Nerisse Nicole B. Torres	SGOD, SMM&E
4	Brendalyne Liwanag	Kawayan IS, Mexico West
5	Christy Marie Gemperoa	Bodega ES, Floridablanca West
6	Leo Francis Dilag	Nabuclocl IS, Floridablanca West
7	Nelia Guintu	Tacasan ES, Macabebe East
8	Zohar De Jesus	Malino NHS
9	Rowell Diwa	Betis NHS
10	Celeste Aton	San Vicente Pilot School for Philippine Craftsmen
11	Jonner Bais	Dolores NHS
12	Fernando Dosono, Jr.	San Roque Dau NHS
13	Sirus Santos	San Roque Dau NHS
14	Ellysa S. Francisco	Kawayan IS, Mexico West
15	Ethel Dulu	Cluster 7
16	Flor Garcia	Cluster 7
17	Marylou Tiru	Sta. Rita District
18	Maggie Tubaon	Sta. Rita District
19	Rose Ann Alipin	Sasmuan District
20	Analyn Domingo	Sasmuan District
21	Rowena Gonzales	Sto. Tomas District
22	Rowena Villareal	Sto. Tomas District
23	Mark Joseph R. Layug	San Juan Nepomuceno ES, Guagua East
24	Farida F. Layug	San Matias ES, Guagua East
25	Amie A. Limlingan	Betis ES, Guagua East
26	Alejandro A. Bondoc	Betis ES, Guagua East
27	Arianne L. Lalic	Paguiruan ES, Floridablanca East
28	Lorelyn P. Lapid	Mabical ES, Floridablanca East
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Activity Matrix

Time	Activity	In-Charge
8:30-9:30	Preliminaries	SGOD-HRD
9:30-10:00	Activity Overview	Jayson M. Santos SEPS, SGOD-HRD
10:00-10:15	Health Break	
10:15-12:00	Walkthrough of the Session Guides, Slide decks, and Materials	Jayson M. Santos
12:00-1:00	Lunch Break	
1:00-3:45	Continuation— Walkthrough of the Session Guides, Slide decks, and Materials	Jayson M. Santos
3:4-4:00	Health Break	
4:00-4:45	Finalization of Session Schedules, Resource Speakers' Roles & Topics, TWG Roles & Functions	Resource Speakers & TWG
4:45-5:15	Ways Forward	SGOD-HRD



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9:30-10:00	Activity Overview	Jayson M. Santos SEPS, SGOD-HRD
10:00-10:15	Health Break	
10:15-11:00	Review of the Sessions and Materials	Jayson M. Santos
11:00-12:00	Roles and Functions of the PMT (HR Fellows & QATAME Associates)	Kristin Marie U. Santos EPS-II, SGOD-HRD Nerisse Nicole B. Torres EPS II, SGOD-SMM&E
12:00-1:00	Lunch Break	
1:00-3:45	Finalization of PMT Materials (Programs and Slide decks)	Kristin Marie U. Santos
3:4-4:00	Health Break	
4:00-4:45	Finalization of M&E Materials	Nerisse Nicole B. Torres
4:45-5:15	Ways Forward	SGOD-HRD