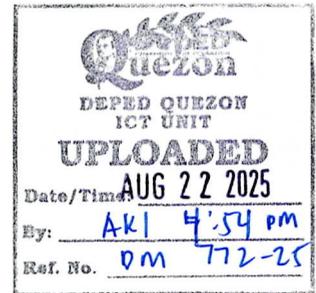




Republic of the Philippines  
**Department of Education**  
Region IV-A CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



15 August 2025

**DIVISION MEMORANDUM**  
DM No. 772, s. 2025

**RECONSTRUCTION OF DOCUMENTARY REQUIREMENTS FOR PROMOTION**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching, Related-Teaching, and Non-Teaching Personnel  
All Concerned

1. In conformity with the provisions on the evaluation of the documentary requirements for promotion stipulated in **DepEd Order No. 7, s. 2023**, also known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education," requiring the documents to be signed by the Head of Office, this Office officially announces the submission of the reconstructed documents previously approved and signed by the School Heads or Public Schools District Supervisors, on or before **October 17, 2025**, Friday, until 5:00 o'clock in the afternoon.
2. This aims to harmonize the templates used as requirements for promotion, and to give equal chances to everyone to credit their previously approved documents conforming with the provisions in the aforementioned DepEd Order.
3. The previously signed documents, including the SDO-required means of verifications (MOVs) shall be attached to the reconstructed documents and shall be subject for evaluation of the Schools Division Office. See attached checklist of MOVs for the processing of the reconstructed documents.
4. Standardized templates can be accessed in this link, **[tinyurl.com/STDTemplates](https://tinyurl.com/STDTemplates)**.
5. Immediate and widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superinte 

SGORRA/08/15/2025

DEPEDQUEZON-TM-SDS-04-009-003



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Enclosure to Division Memorandum  
No. 722, s. 2025

**CHECKLIST FOR THE PROCESSING OF THE RECONSTRUCTED DOCUMENTS**

**A. Application of Education**

- A.1. Action/Implementation Plan
- A.2. Accomplishment Report
- A.3. Photocopy of the Transcript of Records (TOR)

**B. Application for Learning and Development (L&D)**

- B.1. Certificate of Participation from the training attended
- B.2. Action/Work Application Plan
- B.3. Accomplishment Report

**C. Income Generating Project**

- C.1. Project Proposal
- C.2. Project Management Team (PMT) Structure
- C.3. Accomplishment Report
- C.4. Fund Utilization Report

**D. Project Innovation**

- D.1. Project Proposal
- D.2. PMT Structure
- D.3. Accomplishment Report

SGORRA/08/12/2025

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