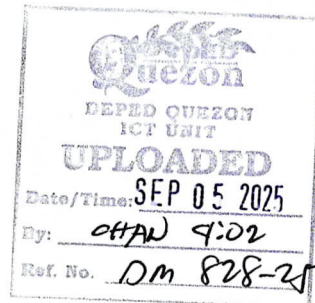




Republic of the Philippines  
**Department of Education**  
Region IV-A CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



4 September 2025

**DIVISION MEMORANDUM**  
**DM No. 828, s. 2025**

**VIRTUAL ORIENTATION CUM CLARIFICATORY SESSION ON THE 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 reference to **Division Memorandum (DM) No. 772, s. 2025**, titled "*Reconstruction of Documentary Requirements for Promotion*", which aims to harmonize the templates used for promotion and to give equal chances to everyone to credit their previously approved documents, this Office, through the School Governance and Operations Division (SGOD), will hold a virtual orientation cum clarificatory session on the aforementioned DM.
2. The objective of this activity is to provide the field with clear guidance on the appropriate submission of the reconstructed documents along with their attachments.
3. The activity, which will be participated by the **School Heads**, both elementary and secondary, will be conducted on **September 9, 2025**, via *Zoom Teleconference* following this scheme:

Time	Participants	Zoom Link
9:00AM – 12:00NN	1 <sup>st</sup> and 3 <sup>rd</sup> Districts	Meeting ID: 864 4416 0778 Password: 123456
1:00PM – 4:00PM	2 <sup>nd</sup> and 4 <sup>th</sup> Districts	Meeting ID: 872 7589 3441 Password: 123456

SGORRA/09/04/2025

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4. The School Head who cannot attend the activity due to a prior engagement, or for any valid reason, may send his/her Administrative Staff, Head Teacher or Department Head as his or her representative.
5. Immediate and widest dissemination of this Memorandum is desired.

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




  
**JOEP F. FALQUEZA**  
Assistant Schools Division  
Superintendent

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