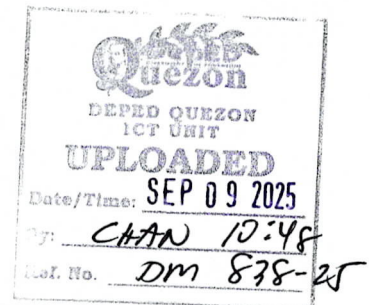




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



8 September 2025


**DIVISION MEMORANDUM**

DM No. 838, s. 2025

**GUIDELINES ON THE IMPLEMENTATION OF THE EXPANDED CAREER PROGRESSION  
SYSTEM FOR THE TEACHERS AND SCHOOL HEADS IN THE DEPARTMENT OF  
EDUCATION**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
Public Schools District Supervisor  
Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to DepEd Order No. 024, s. 2025 titled "**Guidelines on the Implementation of the Expanded Career Progression System for the Teachers and School Heads in the Department of Education**" this Office shall designate, as deemed practicable, Sub-Committee/s in the district to assist the Human Resource Management Officer (HRMO) in the conduct of initial evaluation of documents and in the preparation of the Notice of Qualification and Disqualification. (see Annex E-F in DO. 24, s.2025)
2. It is emphasized, however, that the Sub-Committee/s shall only serve as an **assistorial body**. The **HRMO shall retain full responsibility and accountability** over the results of the initial evaluation, and shall be solely responsible for responding to queries and complaints pertaining to the result of the initial evaluation vis-à-vis the Qualification Standards and performance requirements.
3. Furthermore, the **Notice of Qualification and Disqualification** shall be signed by the Public Schools District Supervisors, FOR the HRMO.
4. Immediate and widest dissemination of this Memorandum is desired.

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

Percp09/08/2025

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