



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

January 6, 2025

**DIVISION MEMORANDUM**  
No. 013, s. 2024

**DIVISION-BASED ASSESSORS TRAINING ON EXPANDED CAREER  
PROGRESSION SYSTEM FOR TEACHERS: DEEPENING ON CLASSROOM  
OBSERVATION AND PORTFOLIO ASSESSMENT**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. In line with Executive Order (EO) No. 174, s. 2022 which establishes the Expanded Career Progression System for Public School Teachers and its corresponding Implementing Rules and Regulations (IRR), this office through the School Governance and Operations Division-Human Resource Development Section, will conduct a 4-day live-in **Division-Based Assessors Training on Expanded Career Progression System for Teachers: Deepening on Classroom Observation and Portfolio Assessment** in two batches. The venue will be announced in a separate Issuance.

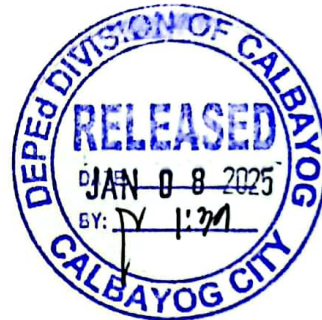
Batch	Date	District	Participants
Batch 1	February 18-21, 2025	Calbayog Districts	School Heads, AO IIs, PSDS, EPS-adopter
Batch 2	February 25-28, 2025	Oquendo & Tinambacan Districts	School Heads, AO IIs, PSDS, EPS-adopter

- The training aims to equip the participants with the necessary skills and knowledge to effectively implement the Expanded Career Progression System (ECPS).
- The participants of this activity are all the school heads, administrative officers II, division HRMPSB members and staff, public schools district supervisors, & education program supervisors.
- Public schools district supervisors and education program supervisors are participants in their respective districts.
- The detailed Program of Activities is attached as Annex A while the Shortlist of Participants is Annex B.
- The check-in and check-out time and first and last food serving shall be as follows:

Check-in	Check-out	First Food to be served	Last Food to be served
Feb. 18 & 25, 2025 @ 2:00 PM	Feb. 21 & 28, 2025 @ 12:00 NN	Feb. 18 & 25, 2025 AM snack	Feb. 21 & 28, 2025 PM snack

7. A 1-day Compensatory Time-Off (CTO) for non-teaching, teaching-related personnel and school heads will be granted for rendering service on holidays.
8. The expenses incurred in the conduct of the activity shall be charged against FY 2025 HRD INSET Fund, subject to the usual accounting and auditing rules and regulations.
9. For immediate dissemination and guidance of all concerned.

  
**MARGARITO A. CADAYONA JR, PhD, CESO VI**  
 OIC-Schools Division Superintendent



Enclosure: as stated  
 Reference: RM Nos. 1335 & 1567, s. 2024

To be indicated in the Perpetual Index under the following subjects:

L&D PAPs                      Expanded Career Progression System (ECPS)

sgod/hrds/mpsenolos