



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

October 1, 2025

**DIVISION MEMORANDUM**

No. **526**, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 511, S. 2025**

*(SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF POSITIONS UNDER THE EXPANDED CAREER PROGRESSION SYSTEM)*

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principals/Head Teacher-In-Charge of the District**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. Relative to Division Memorandum No. 511, s. 2025 titled "SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF POSITIONS UNDER THE EXPANDED CAREER PROGRESSION SYSTEM", the schedule of activities on the conduct of recruitment and selection are as follows:

Activity	Schedule	Person In-Charge
Submission of application letter and supporting documents to the Office of the School Head and issuance of application code <i>(Note: application code must bear the school ID i.e T6-114771-01-2025)</i>	October 10, 2025	School Head/AO II/ADAS
Conduct of initial evaluation of the documents including the performance requirement	October 13, 2025	School Head/AO II/ADAS
Posting of Initial Evaluation Result (IER) and sending of Official Communications to Qualified (Q) <i>(Annex E)</i> and Disqualified (DQ) applicants <i>(Annex F)</i>	October 14, 2025	School Head/AO II/ADAS



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Evaluation of submitted documents for the Education, Training, Experience (ETE), Performance, and Conduct of the Classroom Observable Indicators (Demonstration Teaching) and Non-Classroom Observable Indicators (NCOI Annotations) and Behavioral Events Interview (BEI) and posting of CAREER.	October 15-20, 2025	School Head/AO II/ADAS/Sub-Committee in the District
Preparation of Reclassification Form for Teaching Positions (RFTP) of Qualified applicants and other documents to be submitted to DepEd Regional Office	October 21-27, 2025	AO II/ADAS/ Division HRMPSB
Submission of requests for reclassification to the DepEd Regional Office	October 28-29, 2025	Division HRMPSB

2. Immediate and wide dissemination of this Memorandum is desired.

  
**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent

/MTB



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