



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

16 September 2026

DIVISION MEMORANDUM
No. 616 s. 2026

**REQUEST FOR ASSISTANCE IN THE REGIONAL-LEVEL VALIDATION OF
ANOTHER SUBMISSION OF RECLASSIFICATION DOCUMENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In connection with Regional Memorandum No. 495, s. 2026, titled **"Validation and Processing of Reclassification Documents,"** relative to the implementation of the **Expanded Career Progression (ECP)**, this Office hereby announces the list of **Administrative Officers II** who are requested to proceed to **Great Eastern Hotel, Quezon City**, to assist in the **regional-level validation of another submission of reclassification documents** on **September 17-18, 2026**.
2. Travel expenses, other incidental expenses, and accommodation of the concerned Administrative Officers II relative to the said activity shall be charged against the **Division MOOE**, subject to the usual accounting and auditing rules and regulations. The list of concerned personnel is attached as **Enclosure No. 1**.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


CONRADO C. GABARDA
Administrative Officer V-
Officer-in-Charge

Encl: As stated
Reference: DepEd Order No. 024, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

RECLASSIFICATION

OSDS Personnel Unit – request for assistance in the regional-level validation of another submission of reclassification documents
PER1QCHB-003025 /September 16, 2026



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Website: <https://www.sdotayabascity.ph>

Enclosure 1: List of personnel

No.	Name	School	Position Title
1	Balbarosa, Nathaniel G.	Tayabas West Central School II	Administrative Officer II
2	Cuaterno, Marilou C.	Rosario Quesada Integrated National High School	Administrative Officer II
3	Datario, Luisa M.	Potol Elementary School	Administrative Officer II
4	Domirez, Juanito D.	Mayuwi Integrated School	Administrative Officer II
****nothing follows****			