



Republic of the Philippines  
Department of Education  
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

October 6, 2025

No. 311, s. 2025

**SCHEDULE OF EVALUATION AND ASSESSMENT FOR APPLICANTS FOR  
RECLASSIFICATION FOR HIGHER TEACHING, AND SCHOOL  
PRINCIPAL POSITIONS PURSUANT TO  
DEPED ORDER 24, s. 2025**

To: Assistant Schools Division Superintendent  
Chief Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals in-Charge  
Human Resource Merit, Promotion, and Section Board  
All Others Concerned

1. Relative to Division Memorandum No. 334, s. 2025 or the *Call for Acceptance of Applications for Reclassification for Higher Teaching, and School Principal Positions pursuant to DepEd Order 24, S. 2025* and Regional Memorandum No.1080, s. 2025 dated Sept. 1, 2025, – *Acceptance of Application for Reclassification of Teaching and School Principal Positions in all Levels Under Expanded Career Progression (ECP) System*, the HRMPSB hereby announces the **Schedule of Evaluation and Assessment for Applicants for Reclassification for Higher Teaching, and School Principal Positions Pursuant to DepEd Order 24, s. 2025**, as follows:

Activities	Schedule	Responsible Persons
1. Assessment and Evaluation of Documents for Reclassification	October 6-15, 2025	HRMPSB Sub-Committee Assessors and Evaluators, HRMO Support Staff, HRMO
2. Conduct of Assessment and Evaluation of Applicants for Classroom Observable Indicators (COIs) and Non-Classroom Observable Indicators (NCOIs)	October 20-31, 2025	HRMPSB Sub-Committee Assessors and Evaluators, HRMO Support Staff, HRMO

2. This memorandum shall serve as **Travel Authority for designated Assessors and Evaluators, Participants and Support Staff** as identified in **DM 357, s. 2025 – Recomposition of the HRMPSB Sub-Committee**

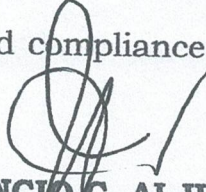


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**Evaluators and Assessors for Applicants for Reclassification and Promotion for Higher Teaching, and School Principal Positions Pursuant to DepEd Order 24, s. 2025** and traveling expenses shall be chargeable to local funds subject to usual government accounting, budgeting and auditing rules and regulations. Expenses shall be chargeable to local funds, and appropriate compensatory time-off and overtime shall be accorded subject to the approved schedule and submission of pertinent requirement for consideration of the approving authorities.

3. Identified participants, assessors and evaluators to the said activities are reminded that as per Division Memorandum No. 123, s. 2023 *xxx One-day before and one day after travel time shall not be allowed xxx, except for travels to and from island municipalities of Biri, Capul and San Vicente and pacific town municipalities of Gamay, Mapanas, and Lapinig. xxx.*
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
Schools Division Superintendent 8

DepEd Northern Samar

**RELEASED**

By: AC

Date: OCT 10 2025