



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



DEPARTMENT OF EDUCATION
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MEMORANDUM DM-OUHROD-2025-2559

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL HRDD CHIEFS
ALL OTHERS CONCERNED

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

PETER IRVING C. CORVERA
Undersecretary

FROM : WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

Digitally signed
by Wilfredo Cabral
8/19/2025 6:14:11 AM

Office of Usec. Trygve L. Chavar

SUBJECT : CONDUCT OF CAPACITY BUILDING FOR EXPANDED
CAREER PROGRESSION (ECP) CHAMPIONS

DATE : 10 September 2025

In view of the issuance of **DepEd Order (DO) No. 024, s. 2025** or the *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, pursuant to **Executive Order (EO) No. 174, s. 2022** and its subsequent issuances,¹ and following the recently concluded National Orientation as well as Assessors Training, this Office further recognizes the importance of capacitating Regional and Schools Division officials who shall serve as **Expanded Career Progression (ECP) Champions** and as key drivers of policy implementation, transition, and change management at both the regional and division levels.

This capacity building activity is expected to be participated in by the **Regional Directors, Assistant Regional Directors, Schools Division Superintendent, Assistant Schools Division Superintendent, and Chiefs from Human Resource Development Division (HRDD)** – who all play a crucial role in ensuring the successful implementation and sustainability of the career progression reforms.

The capacity-building activity is specifically designed to equip ECP Champions with:

- **Effective leadership and decision-making capabilities** to guide the implementation of the Expanded Career Progression System;

¹ Implementing Rules and Regulations (IRR) of Executive Order No. 174, s. 2022

DBM-DepEd Joint Circular No. 01, s. 2025 on the 'Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System'

DepEd Order No. 019, s. 2025 – Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions

- **Change** management strategies and skills to support smooth transitions, mitigate resistance, and sustain effective implementation of the ECP;
- **Proactive** communication and advocacy skills to gain buy-in from teachers, school heads, and other education partners, fostering shared ownership of the ECP

The detailed program of activities is enclosed as **Annex A** for guidance. To ensure manageable group sizes and maximize the quality of learning and engagement, the conduct of the ECP Champions shall be held in **three (3) batches**, as follows:

Date	Participating Regions	Venue
Batch 1: September 17-19, 2025	Regions I, II, III, IV-A, IV-B, NCR, CAR	Within Metro Manila
Batch 2: October 1-3, 2025	Regions V, VI, VII, VIII, IX	Within Iloilo
Batch 3: October 6-8, 2025	Regions X, XI, XII, CARAGA	Within General Santos City

(Note: The exact venue of these activities shall be announced through a separate advisory)

To ensure continuous oversight of ongoing operations, and in consideration of the limited budget, all Regional and Schools Division Offices are hereby instructed to select their representatives based on the following parameters:

- Regional Office must be represented by either the Regional Director (RD) or the Assistant Regional Director (ARD); and HRDD Chief
- Schools Division Office (SDO) must be represented by either the Schools Division Superintendent (SDS) or the Assistant Schools Division Superintendent (ASDS)

Furthermore, all concerned Regional Directors (RDs) and Schools Division Superintendents (SDSs) are hereby directed to authorize the participation of the select members of the Career Progression – National Technical Working Group (NTWG) listed in **Annex B** to serve as facilitator during the workshop.

With this initiative, ECP champions will be empowered to serve as advocates and resource persons in their respective regions and divisions, thereby ensuring consistent and informed implementation of the ECP System.

For attendance confirmation, all selected participants are required to complete their registration **at least three (3) days prior the activity** through the links provided below:

Batch	Participating Regions	Registration Link
Batch 1 September 17-19, 2025	Regions I, II, III, IV-A, IV-B, NCR, CAR	https://tinyurl.com/BATCH1-ECPCChampions
Batch 2 October 1-3, 2025	Regions V, VI, VII, VIII, IX	https://tinyurl.com/BATCH2-ECPCChampions
Batch 3 October 6-8, 2025	Regions X, XI, XII, CARAGA	https://tinyurl.com/BATCH3-ECPCChampions

Board and lodging of all participants as well as the travel expenses of the NTWG and Program Management Team and Secretariat shall be charged against OPDNTP Funds (Current fund for FY 2025); while the travel expenses of the participants shall be

charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. For meal and lodging arrangements, please refer to the table below:

DAY	LODGING	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
Day 1	✓	✗	✗	✓	✓	✓
Day 2	✓	✓	✓	✓	✓	✓
Day 3	✗	✓	✓	✓	✗	✗

Participants may check in on the first day of each conduct of the activity at **2:00 PM** and are requested to check out not later than **12:00 NN** of the third day.

For more information and further clarifications, you may contact the BHRD-HRDD through **Mr. Raymond C. Oplado** at telephone no. **(02) 8470-6630** or email address at **bhrod.hrdd@deped.gov.ph**.

For your information and guidance.

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Office of the Secretary

Annex A

Activity Title **Capacity Building for Expanded Career Progression System Champions**

"Theme: Leading the Way to Career Success"

Schedule

Inclusive Dates
Time/s

Batch 1 – September 17-19, 2025
Batch 2 – October 1-3, 2025
Batch 3 – October 6-8, 2025

Duration (in hours)

Day 1 – 1:00 PM to 5:00 PM
Day 2 – 8:00 AM to 5:00 PM
Day 3 – 8:00 AM to 12:00 NN

Participants

RD/ARD, SDS/ASDS, HRDD Chief

Venue

Batch 1 (NCR, CAR, RI, RII, RIII, RIV-A, RIV-B) – Within NCR
Batch 2 (RV, RVI, RVII, RVIII, RIX) – Within Iloilo
Batch 3 (RX, RXI, RXII, CARAGA) – Within General Santos City

Objectives

This capacity-building program is designed to further equip DepEd leaders with the necessary knowledge, skills, and strategies to effectively champion the implementation of the Expanded Career Progression System in DepEd. Specifically, the participants are expected to be equipped with:

- Effective leadership and decision-making capabilities to guide the implementation of the Expanded Career Progression System;
- Change management strategies and skills to support smooth transitions, mitigate resistance, and sustain effective implementation of the ECP;
- Proactive communication and advocacy skills to gain buy-in from teachers, school heads, and other education partners, fostering shared ownership of the ECP

PROGRAM OF ACTIVITIES:

TIME	ACTIVITY	SESSION OBJECTIVES	IN-CHARGE
DAY 1			
8:00 AM - 12:00 NN	<i>Travel Time</i>	-	HRDD Program Management Team
12:00 NN - 1:30 PM	<i>Lunch, Registration of participants; Distribution of training kits; Room Assignment</i>	-	HRDD Program Management Team
1:30 PM - 1:50 PM	Opening Program <ul style="list-style-type: none"> National Anthem Opening Prayer (inter faith) Introduction of Participants Welcome Message Opening Remarks Training Objectives Schedule of Activities Capacity Building Norms 	Formally open the program	HRDD Program Management Team
1:50 PM - 3:00PM	Expectation Setting	This session will serve as a springboard for the succeeding sessions, ensuring that leaders are not only aware of potential obstacles but are also ready to champion	Ms. Cecille A. Anyayahan

		solutions and sustain the successful rollout of the ECP.	
3:00 PM - 3:15 PM	- Health Break -		
3:15 PM to 4:50 PM	Session 1. Understanding Key Principles of Change Management <ul style="list-style-type: none">Strategies to address and mitigate resistanceLeadership styles and their impact on change	This session aims to deepen understanding of various leadership styles, examine their impact on driving change, and explore effective strategies for addressing and mitigating resistance in order to sustain the successful implementation of change.	Dan F. Ramirez Comms Specialist from ADB
4:50 PM - 5:00 PM	Instructions/Mechanics for Day 2/Evaluation	Discuss the entire details of activities lined up for Day 2	HRDD Program Management Team
5:00 PM - 6:00 PM	Debriefing of the PMT	Review the output of the day and discuss programmed activities in the succeeding days	HRDD Program Management Team
6:00 PM - 8:00 PM	-Dinner-		
DAY 2			
6:30 AM - 8:00 AM	-Breakfast-		
8:00 AM - 8:30 AM	Day 2 Preliminary Activities: <ul style="list-style-type: none">PrayerMorning EnergizerDay 2 schedule of activities	Formally open the program for Day 2	HRDD Program Management Team
8:30 AM - 10:00 AM	Session 2. Overview of the Expanded Career Progression Policy (DepEd Order No. 024, s. 2025) – Deepening on: <ul style="list-style-type: none">Transitory ProvisionsProcessing and Approval of Reclassification of Positions	Discuss the salient points of DO 024, s. 2025 with deepening on transitory provisions and process of reclassification.	Ms. Ruby Chanda J. Crisostomo
10:00 AM - 10:15 AM	-Health Break-		
10:15 - 11:00 AM	-Open Forum-		
11:00 AM - 12:00 PM	Session 3 Challenge Carousel	This session aims to exercise the participants' ability to collaboratively come up with multi-perspective solutions responsive to the identified challenges of the participants on the implementation of the Expanded Career Progression System.	Panel of Champions
12:00NN - 1:30 PM	-Lunch-		
1:30 PM - 4:30 PM	Session 4: Case In Point <i>From Dilemma to Decision: Solving Practical Scenarios</i>	This session aims to exercise the participants ability to analyze problems, identify key issues, and develop practical solutions, while strengthening teamwork and applying insights to real-life situations.	Panel of Champions
4:30 PM - 4:50 PM	Synthesis	The synthesis aims to summarize key insights, connect discussions to the overall goals, highlight practical applications, and reinforce a shared understanding among participants.	Panel of Champions
4:50 PM - 5:00 PM	Instructions/Mechanics for Day 3/Evaluation	Discuss the entire details of activities lined up for Day 3	HRDD Program Management Team
5:00 PM - 6:00 PM	Debriefing of the PMT	Review the output of the day and discuss programmed activities in the succeeding days	HRDD Program Management Team
6:00 PM - 8:00 PM	-Dinner-		

DAY 3			
6:30 AM - 8:00 AM	-Breakfast-		
8:00 AM - 8:30 AM	Day 3 Preliminary Activities: <ul style="list-style-type: none"> Prayer Morning Energizer Day 3 schedule of activities 	Formally open the program for Day 3	HRDD Program Management Team
8:30 AM - 10:00AM	Session 5. Action Planning	This session aims to translate key insights into concrete steps, define timelines, align actions with organizational goals, anticipate challenges with solutions, and foster accountability among participants.	HRDD Program Management Team
10:00 AM - 11:00AM	Pledge of Commitment	The Pledge of Commitment aims to affirm the participants' support for the initiative, strengthen their sense of ownership and accountability, and solidify their collective resolve to uphold and implement the agreed goals and actions.	All Participants HRDD Program Management Team
11:00 AM - 11:15AM	Ways Forward	-	Ms. Cecille A. Anyayahan
11:15 AM - 11:30 AM	Closing Message	-	Dir. Dexter N. Pante or Dir. Albert Jerome C. Andres
11:30 AM - 11:40 AM	Evaluation	-	HRDD Program Management Team
11:40 AM - 1:00 PM	-Lunch/Check-out-		
1:00 PM onwards	Travel		

Annex B

LIST OF PARTICIPANTS

(NTWG and Central Office Program Management Team)

Name	Position	Office
Career Progression – National Technical Working Group (NTWG)		
<i>* NTWG members holding SDS, ASDS, and HRDD Chief positions shall join as participants</i>		
Mark Anthony Idang	Education Program Supervisor	SDO Laguna, RO IV-A
Noemi S. Baysa	Public Schools District Supervisor	SDO Malabon City, NCR
Angelo D. Uy	Public Schools District Supervisor	SDO Dasmarinas City, RO IV-A
Arniel G. Garque	Public Schools District Supervisor	SDO Guimaras, RO VI
Jayson M. Santos	Senior Education Program Specialist	SDO Pampanga, RO III
Angelo Unay	School Principal II	SDO Imus City, RO IV-A
Eva D. Rosales	Administrative Officer V	RO VIII
7 Program Management Team from BHRD-Human Resource Development Division		
1 from BHRD – Office of the Director		
1 from Office of the Undersecretary for HROD		

ALLOCATION PER REGION AND SCHOOLS DIVISION OFFICE

Batch	Region	RD or ARD (1 per RO)	HRDD Chief (1)	SDS or ASDS (1 per SDO)	Total
Batch 1 September 17-19, 2025	NCR	1	1	16	18
	CAR	1	1	8	10
	Region I	1	1	14	16
	Region II	1	1	9	11
	Region III	1	1	21	23
	Region IV-A	1	1	23	25
	Region IV-B	1	1	7	9
Batch	Region	RD or ARD (1 per RO)	HRDD Chief (1)	SDS or ASDS (1 per SDO)	Total
Batch 2 October 1-3, 2025	Region V	1	1	13	15
	Region VI	1	1	21	23
	Region VII	1	1	20	22
	Region VIII	1	1	13	15
	Region IX	1	1	8	10
Batch	Region	RD or ARD (1 per RO)	HRDD Chief (1)	SDS or ASDS (1 per SDO)	Total
Batch 3 October 6-8, 2025	Region X	1	1	14	16
	Region XI	1	1	11	12
	Region XII	1	1	8	10
	CARAGA	1	1	12	14