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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 23, 2025

**OFFICE MEMORANDUM**

No. **477**-2025

**IMPLEMENTATION OF PROJECT (CARE) CAREER  
ADVANCEMENT REVIEW FOR EMPLOYEES**

To: Functional Division Chiefs  
All Others Concerned

1. In line with our commitment to professional growth and development, this Office through the Curriculum and Learning Management Division, shall implement Project CARE (Career Advancement Review for Employees) starting October 3, 2025 to March 6, 2026.
2. Project CARE (Career Advancement Review for Employees) is a strategic intervention that aims to equip Contract of Service (COS) and non-eligible personnel with necessary knowledge, skills and confidence to succeed in the eligibility examinations and other career development pathways.
3. The list of participants, schedule of the review sessions, methodologies, and the list of Education Program Supervisors as review masters with corresponding topics are hereto attached.
4. To set and prepare for the said advancement review, there shall be an orientation with the target participants and review masters on September 29, 2025 at 8:00 o'clock in the morning.
5. Immediate dissemination of and compliance with this Memorandum are desired.



**RONELO AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

CLMD-DGA-MSB-ACA



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

Enclosure 1 to Office Memorandum No. \_\_\_\_\_

**LIST OF PARTICIPANTS**

NO.	NAME	OFFICE ASSIGNMENT	ELIGIBILITY	NATURE OF EMPLOYMENT
1	ADARLO, JAKE BRYAN P.	ORD	None	Contract of Service
2	ALGO, ROMNICK E.	Dorm	None	Contract of Service
3	ARROJO, KAYE G.	FD	None	Contract of Service
4	CAANDOY, GERLEC	SPPS	None	Contract of Service
5	CATALLA, RANDOLPH JOHN MURRY L.	AMS	None	Contract of Service
6	COLANA, MARGELYN R.	GEC	None	Contract of Service
7	CRUZ, ZUSETTE B.	PU	None	Contract of Service
8	DELECTOR, JERWEN	GSU	None	Contract of Service
9	DUQUE, WENDELYN C.	FD	None	Contract of Service
10	FUMAR, EDWARD GERALD P.	CLMD	None	Contract of Service
11	GEMPIS, JUDYLYN P.	PU	None	Contract of Service
12	GERNALE, SULPICIO M.	GEC	None	Contract of Service
13	LABACLADO, MARCIAL D.	GEC	None	Contract of Service
14	MACATIOG, MERRY CHRIS K.	SPPS	None	Contract of Service
15	MANUJAS, ALGIN T.	QAD	None	Contract of Service
16	MARI, BIENVENIDO JR.	Dorm	None	Contract of Service
17	MILLAR, ERWIN	GSU	None	Contract of Service
18	MONTEJO, JESSIEL L.	COA	None	Contract of Service

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19	PEROLINO, VAN HENRICH T.	COA	None	Contract of Service
20	PALLONES, JOSE R.	GEC	None	Contract of Service
21	PARADO, EDESEL S.	GSU	None	Contract of Service
22	REDOÑA, BALSAY M.	LRMDC	None	Contract of Service
23	RENOMERON, MARK JUSTIN D.	ESSD	None	Contract of Service
24	SABINO, JULIET G.	GEC	None	Contract of Service
25	SANITA, JAYMARIE C.	GEC	None	Contract of Service
26	SOLIS, PENELOPE	ESSD	Sub-Prof (Brgy. Eligibility)	Contract of Service
27	SUDARIO, HAZELEN MAE P.	ORD	None	Contract of Service
28	TRIMOR, CHARILINE H.	RS	None	Contract of Service
29	VELARDE, GRACE K.	GEC	None	Contract of Service
30	SENECIO, JOJO M.	GSU	Drivers's License	Permanent
31	TI-IN, PETER KIM D.	CLMD	CSSP	Permanent
32	DIZON, LEO M.	AMS	CSSP	Permanent
33	ARANAS, MARCELITO V.	HRDD-NEAP	CSSP	Permanent
34	SUPERALES, ED KATHELEN G.	PPRD	CSSP	Permanent
35	LAPIDARIO, SARAH A.	AMS	Data Encoder	Permanent
36	TAJARROS, JOSEPHINE L.	CS	Data Encoder	Permanent
37	CORNITO, ELEZABETH C.	CS	Data Encoder	Permanent
38	DE LA CRUZ, FERNANDA L.	PS	Data Encoder	Permanent
39	GADDI, MILGRACE A.	PS	Sub-Prof (Brgy. Eligibility)	Permanent
40	FABI, KRIS L.	GSU	Drivers' License	Permanent
41	MARIA AUMERIA M. PEROLINO	FTAD	CSSP	Permanent
42	HAMOY, HARLEY M.	ORD	CSSP	Permanent
43	AVILA, HAYDELYN	FD	CSSP	Permanent
44	TOLIBAS, MARYBETH D.	FD	CSSP	Permanent

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Enclosure 2 to Office Memorandum No. \_\_\_\_\_

**REVIEW SESSION SCHEDULE**

Methodology: **Lecture-Discussion**  
**Practice tests and drills**  
**Group activities and peer learning**  
**Coaching and mentoring**

<b>Date / Time</b>	<b>Topics</b>	<b>Persons-In-Charge</b> <i>(Both in Filipino and English)</i>
<b>September 29, 2025 (Monday)</b> 8:00 AM <i>*during Flag Ceremony</i>	Orientation of the Project CARE	Gertrudes C. Mabutin
<b>October 3, 2025 (Friday)</b> 3:30 PM-4:30 PM	Numerical Ability (Basic Operations, Word Problems)	Dandy G. Acuin
<b>October 10, 2025 (Friday)</b> 3:30 PM-4:30 PM	Analytical Ability (Word association, Identifying assumptions and conclusions, Logic, Data interpretation)	Margie Sarmiento-Balledo
<b>October 17, 2025 (Friday)</b> 3:30PM-4:30 PM	Verbal Ability (Grammar and correct usage, Vocabulary, Paragraph organization, Reading comprehension)	Amenica C. Aspa
<b>October 24, 2025 (Friday)</b> 3:30 PM-4:30 PM	Philippine Constitution Code of Conduct and Ethical standards for Public Officials and Employees (RA 6713)	Dean Ric C. Endriano
<b>October 31, 2025 (Friday)</b> 3:30-4:30 PM	Peace and Human Rights Issues and Concepts Environment Management and Protection	Joy B. Bihag
<b>November 7, 2025 (Friday)</b> 3:30 PM-4:30 PM	Numerical Ability (Basic Operations, Word Problems)	Ernani S. Fernandez
		Nova P. Jorge
		Glendale B. Lamiseria

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<b>November 14, 2025 (Friday)</b> 3:30 PM-4:30 PM	Analytical Ability (Word association, Identifying assumptions and conclusions, Logic, Data interpretation)	<p>Alfredo C. Café</p> <p>Ariem V. Cinco</p> <p>Dina Superable</p> <p>Rodel V. Rosales</p> <p>Rodel V. Rosales</p> <p>Jazmin F. Calzita</p>
<b>November 21, 2025 (Friday)</b> 3:30 PM-4:30 PM	Verbal Ability (Grammar and correct usage, Vocabulary, Paragraph organization, Reading comprehension)	
<b>November 28, 2025 (Friday)</b> 3:30 PM-4:30 PM	Philippine Constitution Code of Conduct and Ethical standards for Public Officials and Employees (RA 6713)	
<b>December 5, 2025 (Friday)</b> 3:30 PM-4:30 PM	Peace and Human Rights Issues and Concepts Environment Management and Protection	
<b>January 9, 2026 (Friday)</b> 3:30 PM-4:30 PM	Numerical Ability (Basic Operations, Word Problems)	
<b>January 16, 2026 (Friday)</b> 3:30 PM-4:30 PM	Analytical Ability (Word association, Identifying assumptions and conclusions, Logic, Data interpretation)	
<b>January 23, 2026 (Friday)</b> 3:30 PM-4:30 PM	Verbal Ability (Grammar and correct usage, Vocabulary, Paragraph organization, Reading comprehension)	
<b>January 30, 2026 (Friday)</b> 3:30 PM-4:30 PM	Philippine Constitution Code of Conduct and Ethical standards for Public Officials and Employees (RA 6713)	
<b>February 6, 2026 Friday</b> 3:30 PM-4:30 PM	Peace and Human Rights Issues and Concepts Environment Management and Protection	

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<b>February 13, 2026 (Friday)</b> 3:30 PM-4:30 PM	Numerical Ability (Basic Operations, Word Problems)	
<b>February 20, 2026 (Friday)</b> 3:30 PM-4:30 PM	Analytical Ability (Word association, Identifying assumptions and conclusions, Logic, Data interpretation)	
<b>February 27, 2026 (Friday)</b> 3:30 PM-4:30 PM	Verbal Ability (Grammar and correct usage, Vocabulary, Paragraph organization, Reading comprehension)	
<b>March 6, 2026 (Friday)</b> 3:30 PM-4:30 PM	Final Coaching and Pre Test	