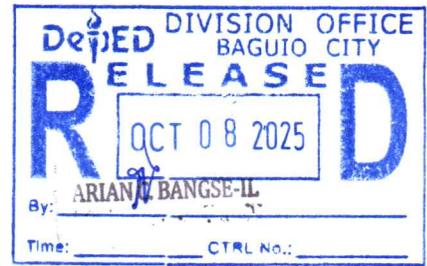




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 8, 2025

DIVISION MEMORANDUM

No. **636-2025**

**SCHEDULE OF TECHNICAL ASSISTANCE FOR THE EVALUATION  
 OF RECLASSIFICATION APPLICATIONS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 All Others Concerned

1. In line with the Division's issuance on the submission of reclassification applications for Teacher and School Principal positions, this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), informs the concerned District Sub-Committees of the scheduled provision of Technical Assistance for the initial evaluation of applicants' documents.

2. The schedule of the Technical Assistance is as follows:

DISTRICT	DATE	TIME	VENUE
1	October 14, 2025	8:30 a.m. – 12:00 noon	District Office
2		1:30 p.m. – 5:00p.m.	
3	October 15, 2025	8:30 a.m. – 12:00 noon	
4		1:30 p.m. – 5:00p.m.	
5	October 16, 2025	8:30 a.m. – 12:00 noon	
6		1:30 p.m. – 5:00p.m.	
7	October 17, 2025	8:30 a.m. – 12:00 noon	
8		1:30 p.m. – 5:00p.m.	
9	October 20, 2025	8:30 a.m. – 12:00 noon	
10		1:30 p.m. – 5:00p.m.	
All Districts	October 21 – 24, 2025	8:30 – 12:00 noon	District Office (completion of initial assessments)

3. Please ensure that all relevant committee members are present, and that all required documents of applicants are prepared during the scheduled session.

4. For teacher applicants in Special Needs Education and Special Science teaching positions, submitted documents will undergo initial evaluation on October 13 at the Division Office to determine eligibility for retitling or reclassification.

5. For information and guidance.

**SORAYA T. FACULO PhD, CESO VI**  
 Schools Division Superintendent

For the Schools Division Superintendent:

**NIEVES D. EBANIO**  
 Administrative Officer V