



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

29 OCT 2025

DIVISION MEMORANDUM
No. 681, s. 2025

**FULL-DUTY ASSIGNMENT OF SUB-COMMITTEE MEMBERS
AND EDUCATION PROGRAMS SUPERVISORS (EPS)
PARTICIPATION
FOR THE INITIAL EVALUATION OF RECLASSIFICATION
FOLDERS**

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
Education Program Supervisors
Unit and Section Heads
School Heads (Public Elementary and Secondary Schools)
All Others Concerned

1. Pursuant to **Division Memorandum No.660, s. 2025** and **DepEd Order No. 24 and 34, s. 2025**, all designated sub-committee members are directed to render **whole-day duty on October 29-30, 2025 (8:00 a.m.-5:00 p.m.)** at the Schools Division Office – Imus City to complete the initial evaluation of reclassification folders.
2. All Education Program Supervisors (EPSs) are likewise requested to assist in the assessment of Classroom Observation Instruments (COIs) and Non-Classroom Observation Instruments (NCOIs) during the said period.
3. This is to ensure the timely and accurate completion of the initial evaluation for endorsement to the HRMPSB Secretariat.
4. Immediate dissemination and **strict compliance** are directed.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated,
Reference: As stated,

To be indicated in the Perpetual Index
under the following subject:
GUIDELINES