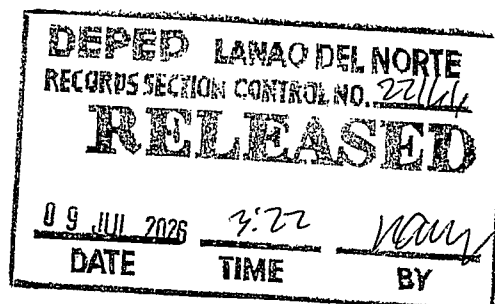




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA O DEL NORTE



July 9, 2026

DIVISION MEMORANDUM

No. 346, s. 2026

**RETURN OF APPLICATION DOCUMENTS SUBMITTED DURING THE 2025
EXPANDED CAREER PROGRESSION (ECP) FOR TEACHERS AND SCHOOL
HEADS APPLICATION PROCESS**

To: Assistant Schools Division Superintendent
Chief of Functional Divisions
Division Office Personnel
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the proper management and disposition of records, the following personnel who were designated as IER Secretariat during the 2025 ECP application process as issued in the Division Memorandum No. 556 (Initial Evaluation of Application for Reclassification of Teachers and School Principals) and 574 (Extension of the Initial Evaluation of Applications for Reclassification of Teachers and School Principal Positions), s. 2025 together with assigned Personnel Staff are hereby directed to facilitate the return of all the application documents submitted, to wit:

- Clair L. Banguis, AO II
- Meridith S. Posadas, AO II
- Lorela D. Badilles, AO II
- Anthony M. Andoy, AO II
- Meliza E. Gamale, AO II
- Rowena R. Balongkit, AO II
- Hyra Dave G. Valles, AO II
- Wilbur Dick R. Mabao II, AO II
- Serg Vincent C. Dingal, AO II
- Melody M. Zamora, AO II
- Alyn O. Pactol, AO II
- Jeneveve D. Pamotongan, AO II
- Melogene Y. Bacalso, AO II
- Han Gretel S. Tolero, AO II
- Francis Dominique S. Edon, AO II
- Klinton Ray B. Palao, AO II

- Sheryl Marie C. Dingal, AO II
- Neil Julius B. Angay, AO II
- Alexis R. Piamonte, AO II

2. The designated secretariat shall conduct an inventory of all application documents under their custody and coordinate with the Records Section for the orderly turnover of said documents.

3. The Records Section shall, in coordination with all the designated District Administrative Officers (DAO), facilitate the release of the application documents to the concerned personnel.

4. To ensure accountability and proper documentation, the following shall be observed:

- All application documents shall be inventoried prior to turnover to the Records Section.
- The Records Section shall maintain a transmittal through the IER Secretariat and monitoring log of all documents released to each DAO.
- The DAO shall ensure the proper release of the documents to the concerned applicants and secure an acknowledgment receipt upon receipt thereof.

3. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: Attachment A: Detailed ECP Guidelines and Application Procedures

To be indicated in the Perpetual Index under the following subjects:

HIRING RECLASSIFICATION PERSONNEL