



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

June 26, 2026

DIVISION MEMORANDUM
No. 403 , s. 2026

**REITERATION OF DIVISION MEMORANDUM NO. 363, S. 2026 (REVISED
TIMELINE AND SUBMISSION PROTOCOLS FOR ECP PERTINENT PAPERS)**

To: Assistant Schools Division Superintendents
Chief SGOD & OIC Chief CID
Public Schools District Supervisors/Acting PSDS
Heads of Elementary and Secondary Schools
All Others Concerned

This memorandum serves to reiterate **Division Memorandum No. 363, s. 2026** regarding the submission of pertinent papers for the Expanded Career Progression (ECP) of teachers.

While the original schedule permitted submissions until July 20, 2026, a recent higher directive has **moved the final deadline for submission to the Regional Office (RO) to July 15, 2026.**

To maximize our efficiency and ensure all documents are successfully transmitted to the RO before the new deadline, the Division Office must complete all processing, verification, and assessments **on or before July 10, 2026.**

To manage the volume of folders effectively, compliance with the following staggered schedule is strictly required:

Scheduled Date	Covered Ranks
June 30 – July 3, 2026	Applicants Ranked 247 to 997

To avoid delays in the processing and acceptance of folders at the Schools Division Office (SDO), the **Administrative Officer II (AO II)** in each school shall act as the **initial assessor and validator** of every applicant to ensure all documents and forms are fully accomplished with no blank fields.

Crucial Reminder: Folders with lacking entries of data of their Forms, or any other vital supporting documents will be automatically returned and will not be accepted by the SDO.

This adjustment is critical to give the Division technical working group enough ample time to finalize, package, and forward all evaluated folders to the Regional Office ahead of the July 15 deadline.

For information, guidance, and strict compliance.


FAY C. LUAREZ EdD, PhD.TM, CESO V
Schools Division Superintendent 