



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

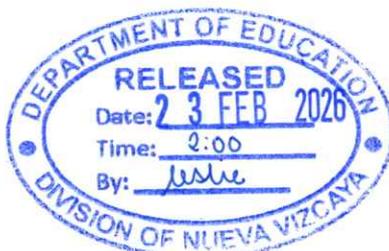
23 February 2026

DIVISION MEMORANDUM  
No. 85, s. 2026

**ORIENTATION/RE-ORIENTATION OF THE DUTIES AND RESPONSIBILITIES OF  
ADMINISTRATIVE OFFICERS/ADMINISTRATIVE ASSISTANTS ON THE  
PROCESSING OF RECLASSIFICATION DOCUMENTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
Administrative Officer V  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the directive of the Regional Office and the Department of Budget and Management to expedite the processing of the reclassification documents of teachers and those that are affected by the Expanded Career Progression (ECP), this office would like to inform the field that there will be an orientation/re-orientation of Administrative Officers and Administrative Assistants from February 24 – February 26, 2026 at the DepEd Conference Hall @ 8:00am.
2. Anent this, all districts and secondary schools are requested to send three (3) representatives, a combination of Administrative Officers/Administrative Assistants to attend said activity.
3. Everyone is advised to bring their own laptop, extension cords, printers, long and short coupon bond.
4. Expenses relative to this activity will be charged against MOOE subject to usual accounting and auditing rules and regulations.
5. For information, guidance and wide dissemination.



**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent



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