



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

15 SEP 2025

No. 611 s. 2025

COMMENCEMENT OF RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned**

1. The Schools Division of the City of Batac (SDCB) is now accepting application for **Reclassification of Teaching and School Principal Positions**.
2. All interested teachers and school heads vying for promotion are advised to submit their application documents **on or before 5:00 PM, Friday, September 26, 2025** to the records unit of the Division Office of the Schools Division of the City of Batac.
3. The basic qualification standards that will be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of applicants can be accessed through this link <https://tinyurl.com/ECPTemplates>.
4. Applicants shall submit one (1) copy of the following documentary requirements:
 - a. Letter of intent addressed to the Schools Division Superintendent, containing the following information:

ANSELMO R. ALUDINO
Schools Division Superintendent
Schools Division of the City of Batac
 - b. Thru: JADLEY MEL P. PISO
Administrative Officer IV
Human Resource Management Office
 - i. Statement of purpose/expression of interest; and
 - ii. Position applied for;
 - b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID;
 - d. Certificate of Competency Level issued by authorized body (if applicable);
 - e. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - f. Photocopy of duly signed Service Record;
 - g. Photocopy of latest appointment;



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

- h. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/courses or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- i. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);
- j. Photocopy of the required Performance Rating with at least **Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 14 of Enclosure No. 02 of DepEd Order No. 24, s. 2025. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/ECPTemplates>, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755, and
- l. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
5. All interested teacher and school head applicants for reclassification shall also submit the **Reclassification Form for Teaching Positions (RFTP)** and **Reclassification Form for School Principal Position (RFSP)**. The said forms can be downloaded from this link <https://tinyurl.com/ECPTemplates>.
6. **No additional** document/s shall be accepted after the set deadline.
7. Documents should be **arranged according to the criteria with proper ear-tag/s** and should be **placed in a:**
- a. **Blue long envelope for Elementary;**
 - b. **Green long envelope for Junior High School;**
 - c. **Red long envelope for Senior High School; and**
 - d. **Yellow long envelope for School Heads.**
8. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
9. Application documents submitted after the deadline of submission shall not be included for this screening.
10. Qualified applicants shall be assessed using the criteria stipulated in **DepEd Order No. 24, s. 2025** – Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education.
11. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
12. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.
13. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants.

14. Immediate and widespread dissemination of this Memorandum is desired.

Encl.: None
Reference: RM 1202, s. 2025
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU JMP/ Submission of Application for Reclassification
2513967/0073/September 15, 2025

ANSELMO R. ALUDINO
Schools Division Superintendent



By the Authority of the SDS:



ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1202, s. 2025

COMMENCEMENT OF RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025

To: All Schools Division Superintendents
All Others Concerned

1. This is in reference to the attached MEMORNADUM DM-OUHROD-2025-2505 dated September from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, Department of Education relative to the abovementioned subject.
2. In line with this, all Schools Division Offices are instructed to commence the reclassification of teaching and school principal positions, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025 (*Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education*).
3. Emphasis is highlighted on the process of prioritization for promotion through reclassification and natural vacancy for all incumbent Retirable Teacher I, and Head Teacher and Assistant School Principal personnel, affected by the implementation of ECP.
4. Moreover, all incumbent teachers and school heads vying for promotion through the reclassification process shall undergo the assessment in accordance with the applicable guidelines. Please be reminded of the deadline for submission of requests to the Administrative Division-Personnel Section **on or before October 27, 2025**, for this Office to have ample time in the assessment and implementation process.
5. For information, guidance and strict compliance.

For the Regional Director:

RHODA T. RAZON
Director III

Encl.: As Stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION OFFICERS OFFICIALS PROMOTION PRINCIPALS RECLASSIFICATION TEACHERS

AD/PS/hfa/RM_CommencementofREclassificationBasedonDO24,s.2025
September 9, 2025



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

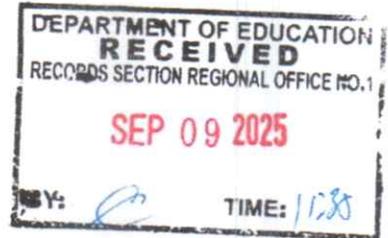




Republika ng Pilipinas

Department of Education
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-2505

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : COMMENCEMENT OF RECLASSIFICATION OF TEACHING
AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024, s. 2025

DATE : September 8, 2025



I. Background

Under the Fiscal Year (FY) 2025 General Appropriations Act (GAA), a total budget of **6,148,433,000.00** is appropriated to cover the Reclassification of Teaching and School Head Positions in the Department of Education (DepEd), which is expected to be utilized within the year.

In view of the above and the recent issuance of **DepEd Order No. 024, s. 2025** or the *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, pursuant to **Executive Order (EO) No. 174, s. 2022** and its subsequent issuances,¹ this Office hereby directs all concerned Schools Division Offices (SDOs) to **commence the reclassification of teaching and school principal positions**, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

¹ **Implementing Rules and Regulations (IRR)** of Executive Order No. 174, s. 2022
DEM-DepEd Joint Circular No. 01, s. 2025 on the 'Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System'
DepEd Order No. 019, s. 2025 - Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions



II. Prioritization

Consistent with one of the President's notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)—that **“no teacher should retire at Teacher I,”** and pursuant to **Title V, Sections 23 and 24** of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 and **Section 8.5.2** of DBM-DepEd Joint Circular No, 01, s. 2025, priority in the promotion whether through reclassification or natural vacancy shall be given to the following qualified incumbents, subject to necessary assessments, applicable staffing standards, and availability of funds:

- i. **Retirable Teacher I** incumbents—both mandatory and optional in the next five (5) years²; and
- ii. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

Notwithstanding the prioritization of abovementioned incumbents, **other qualified teaching and school principal incumbents** shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.

III. Reclassification of Position

Pursuant to **Section 21 and 22 of Enclosure No. 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority (i.e., Retirable Teacher I, HTs, and ASPs), shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: *‘Guidelines on the Reclassification to Teaching Positions’*
- Enclosure No. 3 to DO 024, s. 2025: *‘Guidelines on the Reclassification to School Principal Positions’*.

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) - Regional Office on or before **November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

To ensure timely compliance with the foregoing timelines, ROs and/or SDOs may set earlier deadlines for the submission of applications, insofar as practicable, taking into account the anticipated volume of applications and current workforce capacity to evaluate and process the applications.

² Section 13-13 (A) of Republic Act No. 8291 - The Government Service Insurance System Act of 1997

Mandatory Retirement: retirement shall be compulsory for an employee at **sixty-five (65) years of age** with at least fifteen (15) years of service

Optional Retirement: at least sixty (60) years of age and has rendered at least fifteen (15) years of service

Immediately upon Issuance of the NOSCA, the concerned SDO shall prepare and process the corresponding appointment papers salary adjustments, in accordance with applicable provisions of the CSC OROHRA³; and issue the same to all teachers and school heads concerned not later than **March 30 of the succeeding year**, or as may be determined by both DBM and DepEd in cases of emergency and unprecedented situations.

Pursuant to **Item F, Section 48 of DO 024, s. 2025**, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the CAREER; and shall be responded to, in writing, by the HRMPSB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the OROHRA shall strictly be adhered to.

IV. Career Progression Tool Kit

In line with the Department's goal to strengthen the advocacy and communication mechanisms and to further guide all the HRMPSB Members, HRMOs, and other key stakeholders in the entire process of the reclassification of position, the Department, through the BHROD, hereby provides the Career Progression Tool Kit, accessible through this link: <https://tinyurl.com/CareerProgToolKit>

This tool kit includes List of Frequently Asked Questions (FAQs) with answers, Legal Bases, Orientation and capacity building Materials.

V. Monitoring

For monitoring purposes, all ROs and SDOs are requested to update the reclassification tool of reclassified teaching and school principal positions using this template: <https://tinyurl.com/ReclassificationStatus>.



For more information and further clarifications, you may contact the **BHROD-HRDD** through **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at bhrod.hrdd@deped.gov.ph.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary

³ CSC Resolution 2500358: 2025 Omnibus Rules on Appointments and Other Human Resource Actions (OROHRA)