



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **401** s. 2026

25 JUN 2026

COMMENCEMENT OF RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025, AS AMENDED BY DEPED ORDER NO. 034, 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 4:00 PM, Thursday, July 2, 2026** 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/2026ECPTemplates>.
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

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 2025) 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;



SDCB RECORDS UNIT

2609187 Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993



DepEd Batac City



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www.csdбатаc.com

- 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/2026ECPTemplates> 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, and Summary List of Trainings.

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 (RFSPP)**. The said forms can be downloaded from this link <https://tinyurl.com/2026ECPTemplates>.

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.

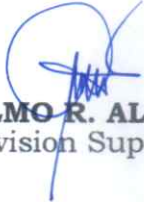
10. Qualified applicants shall be assessed using the criteria stipulated in **DepEd Order No. 024, s. 2025** – Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education and **DepEd Order No. 034, s. 2025** – Amendment and Clarifications to DepEd Order No. 024, s. 2025.

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.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU JMP/Submission of Application for Reclassification
0039/June 24, 2026