



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

June 2, 2025

DIVISION MEMORANDUM
No. 238, s. 2025

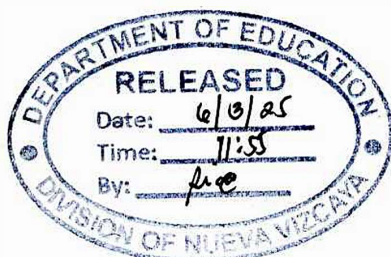
**SUBMISSION OF DOCUMENTS FOR THE RECLASSIFICATION OF
QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION**

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

1. Relevant to **Memorandum DM-OUHROD-2025-1331** titled, **Reclassification of Qualified Personnel to School Principal I Position**, this office would like to inform the following **Head Teachers (HT), Assistant School Principals (ASP), and Teacher-In-Charge (TIC) with Current Designation as School Head** as provided in the list below (*Attachment 1*), to submit the following documents until June 5, 2025 for the assessment of their **ELIGIBILITY** to be included in the **immediate reclassification and retitling of positions to appropriate School Principal positions** to wit:

- a. 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)
- b. Photocopy of duly signed Service Record
- c. Photocopy of valid and updated PRC Licens/ID
- d. Photocopy of certificate/s of relevant training (acquired within the last 5 years)
- e. Photocopy of the Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test)

2. For information, guidance and wide dissemination.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1331

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

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

SUBJECT : RECLASSIFICATION OF QUALIFIED PERSONNEL TO
SCHOOL PRINCIPAL I POSITION

DATE : May 27, 2025

In line with the commitment of the Department of Education (DepEd) to address the shortage of school principal items and to **establish a one school, one school principal deployment ratio**, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), has profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head** to facilitate the **immediate reclassification and retitling of qualified incumbents to appropriate School Principal positions**. This is likewise in line with the implementation of the *Transitory Provisions* for affected Head Teachers and Assistant School Principals pursuant to *Title V, Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – Establishing the Expanded Career Progression (ECP) System for Public School Teachers* and in response to the recommendations of The Second Congressional Commission on Education (EDCOM II) to provide structured succession plan to prepare interim leaders, such as TICs, for permanent functions in recognition of their critical role in maintaining school operations and leadership continuity during transitions.

In anticipation of the implementation of EO 174 and its IRR, the mapping out of school heads conducted through the *Profiling of Prospective School Principals* and *School Head Quick Inventory* deployed last March 2025 took into account their qualifications vis-à-vis the proposed new Qualification Standards (QS) for School Principal I positions, as shown in Table 1, as well as the school head assessment (i.e., National Qualifying Examination for School Heads (NQESH), Principal's Test).

Table 1. *Proposed New Qualification Standards (QS) for School Principal I position*

Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer

Pending the issuance of comprehensive DepEd Order stipulating the *Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads*, the immediate reclassification of qualified HTs, ASPs, and TICs, as profiled in the School Head Quick Inventory deployed last March 2025, shall be facilitated and given priority, in accordance with the approved QS by the Civil Service Commission (CSC) and pursuant to **DBM-DepEd Joint Circular No. 01, s. 2025** on the '*Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*'^[1].

In this light, all **concerned Schools Division Offices (SDOs) and Regional Offices (ROs)** are hereby directed to undertake the following courses of action:

I. Schools Division Offices

- a. SDOs shall immediately commence the processing of reclassification of the profiled HTs, ASPs, and TIC with Current Designation as School Head to appropriate School Principal position, subject to the applicable assessments stipulated in **Enclosure No. 3 to DepEd Order (DO) No. 007, s. 2023 – Guidelines on Recruitment, Selection, and Appointment in the Department of Education; DO 21, s. 2024 – Amendments to DepEd Order No. 007; Sections 7.4 - Pre-requisites for classification of positions and 7.5 - Reclassification of Positions of the DBM-DepEd Joint Circular No. 01, s. 2025¹.**
- b. Pending the issuance of the *Guidelines on the Implementation of Expanded Career Progression System for Teachers and School Heads in the Department of Education*, **all profiled HTs, ASPs, and TICs**

¹ DBM-DepEd Joint Circular No. 01, s. 2025 - Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System:
<https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf>

included in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position accessible through <https://bit.ly/25MonitoringSPReclassification>, who are NQESH/Principal's Test passers and have met the above-mentioned QS for School Principal I position, **shall be instructed by their respective SDOs to prepare and submit** the following pertinent documentary requirements for reclassification to School Principal I position on or before the deadline to be set by the SDO:

- i. **Reclassification Form for School Principal Positions (RFSPP)** - (see Annex A)
 - ii. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for
 - iii. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
 - iv. Photocopy of Voter's ID and/or any proof of residency;
 - v. Photocopy of valid and updated PRC License/ID;
 - vi. Certificate of Competency Level issued by Authorized body (if applicable)
 - vii. 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);
 - viii. Photocopy of duly signed Service Record;
 - ix. Photocopy of certificate/s of relevant training
 - x. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
 - xi. Photocopy of the Performance Rating:
 - Performance rating of **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position;
 - xii. 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 No. 10173 (Data Privacy Act of 2012), using the attached form (Annex G); and
 - xiii. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment
- c. For the purposes of initial evaluation and computation of corresponding points for Education, Training, and Experience (ETE), the proposed new QS for School Principal I position, as shown in Table 1, shall apply.

- d. Criteria and point system stipulated in **Enclosure No. 3 to DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis of the comparative assessment in computing the scores for *Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential*.
- e. Upon the completion of the assessment, the SDOs shall prepare and release the duly signed Comparative Assessment Results for Expanded Reclassification (CAREER) (see *Annex B*), for onward submission to the DepEd RO together with the duly-signed RFSPP of individual applicants and Plantilla Allocation List (PAL) (see *Annex C*) on or before **June 25, 2025**.
- f. For oversight purposes, all SDOs are expected to provide updates on the status of appointment of the profiled school principal prospectives, indicating whether they are currently occupying the same position, have been promoted to higher position, or have pending application for reclassification.

SDO HRMOs shall be responsible for reflecting timely updates in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position provided above (Item B). Additionally, should there be other personnel who are currently eligible for principal I position—NQESH/ Principal's Test passers and meet existing CSC-approved QS, SDO HRMOs shall update the list provided by including the name of the unprofiled personnel in the monitoring tool.

II. Regional Offices

- a. The Teacher Credentials Evaluator (TCE) in the RO shall immediately evaluate the submitted CAREER, RFSPP, and PAL for onward submission to the Regional Director for approval and signature.
- b. Upon approval, the RO shall submit the duly signed PAL to the Department of Budget and Management (DBM) Regional Office on or before **July 15, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).
- c. The DepEd RO shall endorse the DBM-approved PAL and NOSCA to the DepEd SDO concerned to prepare and process the appointment papers and the necessary adjustment to the salaries.
- d. Oversee and provide technical assistance in terms of compliance and regular updating of the Division HRMOs on the *Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position* to ensure accurate, timely, and efficient response to address the gap on the shortage of School Principal items.

Pursuant to Item D, Section 56 of the DepEd Order No. 007, s. 2023, 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 ORAOHRA shall strictly be adhered to.

Please note that all annexes referenced in this memorandum are accessible and downloadable via the link: <https://bit.ly/25ReclassificationTemplatesAnnexes>.

For concerns or queries, please contact the BHROD-HRDD by email at bhrod.hrdd@deped.gov.ph or via landline at (02) 8470-6630.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary



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

Attachment I

ELIGIBLE PERSONNEL FOR RECLASSIFICATION OF SCHOOL PRINCIPAL POSITION

No.	NAME	SCHOOL HEAD	SCHOOL ID	SCHOOL
1	SIERRA, ALMA BELLE CLEMENCIA	HEAD TEACHER III	103932	Bagabag South ES
2	CALIP, ROSIE JAVIER	ASSISTANT SCHOOL PRINCIPAL II	300638	Murong NHS
3	MANQUIZ, MA. CARMINA HERNAEZ	MASTER TEACHER II	103957	Magsaysay Hill ES
4	DEL ROSARIO, ALLAN CANTERO	TEACHER III	103966	Abian ES
5	FLORENDO, OLIVIA MAGUSLOG	HEAD TEACHER III	103969	Almaguer South ES
6	VILLOSO, JOEL ACOSTA	MASTER TEACHER I	103975	Macate ES
7	BALADAD, REY RETONDA	TEACHER III	103976	San Antonio North ES
8	MANGORNONG, CHERRY ROSE CAMUNGAO	HEAD TEACHER III	103985	Bayombong South ES
9	TOMAS, NORA DELA CRUZ	HEAD TEACHER III	103994	Magsaysay ES
			156006	Dr. Candido V. Rosario Sr. ES
10	TABERNA, VIRGINIA RELUCIO	HEAD TEACHER III	300642	PAIMA NATIONAL HIGH SCHOOL
11	CACHOLA, ROBERT RODEL PAGALA	HEAD TEACHER III	104004	Bonfal Pilot CS
12	GONZALES, IRENE BALUT	TEACHER III	104005	Bonfal West ES
13	PILOTIN JR., LEONARDO EVANGELISTA	MASTER TEACHER I	104006	Cabuaan ES
14	BATA, SILVESTER JHON BASILIO	HEAD TEACHER III	104007	Casat ES
15	OBAÑA, LEILA CASUGA	HEAD TEACHER III	104010	Labbu ES
16	GUME, MARCELO IMMATONG	HEAD TEACHER III	104016	Arwas ES
17	ALFREDO, FELY TAVERNA	MASTER TEACHER II	104017	Balete ES
18	CAYUHAN, JUNIA BUGHONG	HEAD TEACHER III	104019	Butao Elementary School

No.	NAME	SCHOOL HEAD	SCHOOL ID	SCHOOL
19	PACHECO, MARIA MELODY OLA	HEAD TEACHER I	104039	Bitnong ES
20	ABIJAY, MA. PIA VISITACION GONZALES	HEAD TEACHER I	104057	Banila ES
21	UBERA, DAVID JOHN DESCALZO	HEAD TEACHER III	300628	Dupax del Sur NHS
22	VILLAPAÑA, MAY ANN VILLALUZ	TEACHER III	300629	Ganao National HS
23	HUMIWAT, KAREN BANAWAN	HEAD TEACHER I	104076	Bilet ES
24	PANHON, ALFREDO BATOGNA	HEAD TEACHER III	104084	Didipio ES
25	DINGPAYAN, LUCIA NAABUS	HEAD TEACHER II	306256	Binalian Integrated National High School
26	CABORUBIAS, MARIA TERESA BAGA	ASSISTANT SCHOOL PRINCIPAL II	300639	Nansiakan NHS
27	COMISING, EZEKIEL SEGUNDO	TEACHER III	500895	Binalian ES
28	ALEXANDER, LEIZEL MANZANO	HEAD TEACHER I	104155	Dumaliguia ES
29	VALDEZ, ORPILLA BACSA	HEAD TEACHER III	104159	Nalubbunan ES
30	VIERNES, SALLY COSTALES	HEAD TEACHER III	104160	Quezon CS
31	MACADANGDANG, DENNIS BADUA	HEAD TEACHER III	104162	San Juan ES
32	ABELLERA, ARVEE GLEN PATUBO	MASTER TEACHER II	306204	Runruno National High School
33	SANTIAGO, ERNESTO TABERNA	HEAD TEACHER III	104171	P.D. Galima E/S
34	TESTADO, IMELDA REPALDA	HEAD TEACHER III	104178	Calaoagan Elementary School
35	VALERA, CELIA SONDAY	HEAD TEACHER III	104185	Uddiawan ES
36	INFANTA, JAMESTONE BERNARDO TULLO	HEAD TEACHER III	104190	Bacneng ES
37	BARREDA, NIEVES PALOS	HEAD TEACHER I	104195	Baracbac ES
38	BUDUAN, TEDDY ACOSTA	TEACHER III	104217	Ocapon Elementary School
39	MAURERA, VIRGILIO JOSE	HEAD TEACHER I	156010	Labbanan Elementary School
40	MARIANO, REYNOLD BINIAHAN	HEAD TEACHER III	103988	Daclig ES
41	CORDERO, CARINA BUMAYNIN	HEAD TEACHER I	501901	Dulli Integrated School
42	VALDEZ, MARY JANE VERGADO	TEACHER III	300615	Alfonso Castañeda NHS
43	PANIS, NOEMI INFANTE	HEAD TEACHER V	300616	Casecnan National High School
44	KIMO, NIEVES MAXION	HEAD TEACHER I	104126	Alang Salacsac ES
45	DAGA, ROMY CULAY-AN	HEAD TEACHER III	306255	Napo-Tuyak National High School

No.	NAME	SCHOOL HEAD	SCHOOL ID	SCHOOL
46	SERAFINO, RENALYN ASIM	HEAD TEACHER I	500024	Napo-Tuyak ES
47	RAMOS, FRANCIS MARIÑAS	MASTER TEACHER II	103911	Bone South ES
48	NAPAOD, JOCELYN AOANAN	HEAD TEACHER III	103912	Calitlitan ES
49	DEL CAMPO JR., VIRGILIO GUNDRAN	HEAD TEACHER I	103916	Cutar ES
50	TALAN, MARIE CRIS MARZO	HEAD TEACHER III	103929	Amballo Resettlement ES
51	CASARENO, REYMA MACUGAY	HEAD TEACHER III	103936	M. V. Duque ES
52	GROSPE, ZENAIDA RAMOS	MASTER TEACHER II	103942	Pogonsino ES
53	PASCUA, BERLINA VALDREZ	TEACHER III	103944	Singian ES
54	CASTRO, OSCAR JR TAMAYO	ASSISTANT SCHOOL PRINCIPAL II	300618	Aritao National High School
55	CORTADO, MARIA LEONORA LACUATA	HEAD TEACHER V	300641	Nueva Vizcaya General Comprehensive High School
56	ESTRADA, CRIZELDA SEBASTIAN	MASTER TEACHER II	300635	Lamo National High School
57	KIMAYONG, NAZARIO PALLAY	HEAD TEACHER I	300617	Ambaguio National High School
58	MANGORNONG, CHERRYROSE CAMUNGAO	HEAD TEACHER III	104183	Bayombong South ES
59	SOMERA, MARIVIC CASTILLO	HEAD TEACHER III	300635	Lamo National High School
60	VICENTE, NORMA DASALLA	HEAD TEACHER III	300644	Quezon National High School
61	PATRICIO, DEXTER LAMOSTE	MASTER TEACHER II	103973	Labni Elementary School
62	BINLINGAN, ESTRELITA LAMSIS	HEAD TEACHER I	300630	Kakiduguen National High School
63	DELA CRUZ, RODELIO BELIO	HEAD TEACHER II	300648	Sta. Cruz Pingkian National High School