



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

19 September 2025

DIVISION MEMORANDUM
No. **457**, s. 2025

**CALL FOR SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF
TEACHING AND SCHOOL PRINCIPAL POSITIONS**

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

1. Relative to Memorandum **DM-OUHROD-2025-2505** titled "*Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s.2025*", this office would like to inform the field that the division is now accepting applications for reclassification from September 19, 2025 to October 10, 2025.
2. In line with 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, Section 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 shall be accorded to the following human resources for reclassification:
 - a. **Retirable Teacher I** incumbents – both mandatory and optional in the next five (5) years; and
 - b. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

Despite this, **other qualified teaching and school principal incumbents** are still encouraged to submit their documents for reclassification and shall still be subjected to necessary assessments, applicable staffing standards, and availability of funds.


3. 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 applicants for reclassification will 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 of the Reclassification to School Principal Positions"*
4. Anent this, all interested applicants are to submit the following documents (arranged in one long folder with eartabs):
- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/ Expression of interest
 - ii. Position applied for
 - b. Duly accomplished PDS (*CSC Form 212, Revised 2025*) with Work Experience Sheet;
 - 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;
 - 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 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 Ratings with **at least Very Satisfactory** rating (*Note: The applicants shall submit at most three (3) performance ratings depending on the performance requirements of the position. 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 No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C-2*) 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. Applicants who failed to submit complete mandatory requirements as stated in Item No. 4 of this memorandum on the set deadline indicated herein shall not be included in the pool of official applicants.

6. A separate memorandum will be released on the list of qualified applicants together with the date and time of assessment.

**For the qualification standards please refer to DepEd Order 019, s.2025*

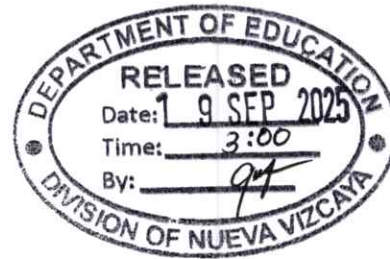
7. For information, guidance and wide dissemination.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
09-2025-472

Encl:

Annex C-2

Annex S-1 (For MT)



CHECKLIST OF REQUIREMENTS

Annex C-2

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/ HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the SDS containing the following information: i. Statement of Purpose/ Expression of interest ii. Position applied for			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d. Photocopy of valid and updated PRC License/ID			
e. Certificate of Competency Level issued by Authorized body (if applicable)			
f. 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)			
g. Photocopy of duly signed Service Record			
h. Photocopy of latest appointment			
i. 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			
j. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating (For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m. 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)			
n. Other documents as may be required by the HRMPSB For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators. For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Republic of the Philippines
DEPARTMENT OF EDUCATION

[Insert Region]
[Insert Schools Division]
[Insert School]

REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS

I. Summary of Teaching Positions *(Within the School)*

Level *(Elementary/Junior High School/Senior High School):* _____

Learning Area/Subject Area/Specialization *(if applicable):* _____

Position	Number of Teachers
Teacher Positions:	
Teacher I	
Teacher II	
Teacher III	
Teacher IV	
Teacher V	
Teacher VI	
Teacher VII	
Total Number of Teacher Positions:	
Master Teacher Positions:	
Master Teacher I	
Master Teacher II	
Master Teacher III	
Master Teacher IV	
Master Teacher V	
Total Number of Master Teacher Positions:	

II. Master Teacher Ratio

Ratio of Master Teacher to Teachers (Part I)		
Allowable Number of Master Teachers per Learning Area/Subject Area/Track/Specialization ¹		
Number of Requests for Master Teacher Positions per Teacher Competency Reclassification List for FY _____	Master Teacher I	
	Master Teacher II	
	Master Teacher III	
	Master Teacher IV	
	Master Teacher V	
	TOTAL	
Remaining Balance/Available Master Teacher Slots After this Request		

¹ Refer to Section 27 Part V (B) of this Order

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III. Detailed Report on the Number of Teachers and Master Teachers per Learning Area/Subject Area/Track/Specialization

Position	Item Number <i>(Please follow the order in the latest PSIPOP)</i>	Last Name	First Name	Middle Name

Note: There should be no double counting of teachers with other learning area/subject area/track/specialization.

Prepared by:

School Head

Reviewed by:

Administrative Officer V

Recommending Approval:

Schools Division Superintendent

Verified by:

Chief Administrative Officer
Administrative Division

Approved:

Regional Director