



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

2025-09-17-1505  
DEPARTMENT OF EDUCATION  
DIVISION OF DAVAO DE ORO  
RECORDS SECTION  
**RELEASED**  
By:                       
Date: 09-17-25 Time: 9:00 am

Office of the Schools Division  
Superintendent

September 15, 2025

DIVISION MEMORANDUM  
No. **1289**, s. 2025

**ACCEPTANCE OF PERTINENT DOCUMENTS FOR RECLASSIFICATION OF  
TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER  
NO. 024, S. 2025**

To: Public Schools District Supervisor  
District Coordinating Principal  
All Elementary and Secondary School Heads  
All Elementary and Secondary Teaching Personnel  
All Others Concerned

1. In view of the **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 issuance, this Office directs all District Office of Davao de Oro to commence the reclassification of Teaching and School Principal Positions, in strict compliance with the mechanisms, procedures, and standards prescribed under the DepEd Order No. 024, s. 2025.
2. Pursuant to Section 21 and Section 22 of Enclosure No. 1 to DepEd Order No. 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 SO 024, s. 2025: *Guidelines on the Reclassification of Teaching Positions*
  - Enclosure No. 3 to SO 024, s. 2025: *Guidelines on the Reclassification of School Principal Positions*
3. All interested applicants for Teaching Positions shall submit the **Reclassification Form for Teaching Positions (RFTP)** to the respective District Offices and shall be supported by the following documents:
  - a. Letter of intent addressed to the SDS containing the following information:
    - i. Statement of Purpose/Expression of Interest
    - ii. Position applying for



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)  
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Doc. Ref. Code	PAWIM-F-019	Rev	00
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**Office of the Schools Division  
Superintendent**

- b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet
  - c. Photocopy of Valid PRC License/ID
  - d. Certificate of Competency Level issued by authorized body (if applicable)
  - e. Photocopy of scholastic/academic record (i.e., Special Order, 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 Philippine (NEAP) accredited professional development programs/courses, or a certificate 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 at least three (3) Rating Period
  - 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, using the attached form (Annex C-2 in DO 24, s. 2025)
  - l. Other documents may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
4. All interested applicants for Reclassification for School Principal Positions shall submit the **Reclassification Form for School Principal Positions (RFSP)** to the respective District Offices and shall be supported by the following documents:
- a. Letter of intent addressed to the SDS containing the following information:
    - i. Statement of Purpose/Expression of Interest
    - ii. Position applying for
  - b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet
  - c. Photocopy of Valid PRC License/ID
  - d. Certificate of Competency Level issued by authorized body (if applicable)
  - e. Photocopy of scholastic/academic record (i.e., Special Order, 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



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- h. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd
  - i. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP) accredited professional development programs/courses, or a certificate 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 the required Performance Ratings with at least Very Satisfactory rating at least three (3) Rating Period
  - 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, using the attached form (Annex C-2 in DO 24, s. 2025)
  - l. Other documents may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
  - m. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment
5. Applicants who failed to submit complete mandatory documents on the set deadline shall not be included in the pool of Official Applicants. However, non-submission of other documents as may be required by the HRMPSB shall not warrant exclusion from the pool of Official Applicants.
  6. The applicant assumes full responsibility and accountability for the **completeness, authenticity, and veracity of the documents submitted**, as evidence by the Omnibus Sworn Statement duly signed by the applicant.
  7. The school shall form a sub-committee who shall check and verify the completeness, authenticity and veracity of the documents submitted before they shall be forwarded to the respective District Offices. Any **false and fraudulent documents submitted shall be grounds for disqualification.**
  8. The submission of documents for **all qualified applicants for Batch I will be on September 22, 2025 at 5:00 in the afternoon** to the respective District Offices for evaluation and approval of the respective District HRMO and District HRMPSB Sub-Committees.



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Office of the Schools Division  
Superintendent

9. The deadline for submission from the District Offices to the Division Office shall be on **September 29, 2025**.
10. Immediate dissemination of this memorandum is desired.

  
**PHOEBE GAY L. REFAMONTE, CESO VI**  
Schools Division Superintendent 



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

September 09, 2025

REGIONAL MEMORANDUM  
AD-2025-135

**DISSEMINATION OF MEMORANDUM ON THE COMMENCEMENT  
OF RECLASSIFICATION OF TEACHING AND  
SCHOOL PRINCIPAL POSITIONS**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of the Functional Divisions – AD and FD

1. Herewith is Memorandum dated September 08, 2025 from Wilfredo E. Cabral, Undersecretary, Human Resource and Organizational Development, relative to the commencement of reclassification of teaching and school principal positions, pursuant to DepEd Order No. 024, s. 2024.

2. Anent to this, SDOs are directed to commence the reclassification and submit documents to the Regional Office **on or before October 03, 2025** for evaluation and approval. Other details are contained in the enclosure for reference.

3. For monitoring purposes, SDO-HRMOs are requested to update the reclassification tool through <https://tinyurl.com/ReclassificationStatus>.

4. Career Progression Tool Kit can be accessed through <https://tinyurl.com/CareerProgToolKit>.

5. For immediate dissemination and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

Enclosed: As stated

ROA4/PS/ggs

By: *[Signature]*  
Date: *Sept. 11, 2025*  
*12561*



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Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-2505**

9/12/25  
09 SEP 2025  
17

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,<sup>1</sup> 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.

<sup>1</sup> Implementing Rules and Regulations (IRR) of Executive Order No. 174, s. 2022  
DEP-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) years<sup>2</sup>; 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.

<sup>2</sup> 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 ORAOHRA<sup>3</sup>; 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 ORAOHRA 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 BHRD, 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 **BHRD-HRDD** through **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

**For your immediate dissemination and compliance.**

Copy Furnished:  
Office of the Secretary

<sup>3</sup> CSC Resolution 2500358: 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)