



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. 462 s. 2025

19 SEP 2025

SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF TEACHING AND SCHOOL
PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, s. 2025

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, CES/ OIC CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. In reference to DepEd Order No. 024, s. 2025, titled *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education* and its subsequent issuances, this Office hereby directs all District and School Subcommittee to commence the reclassification of teaching and school principal positions.

2. 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 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:

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

Notwithstanding the prioritization of aforementioned 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. Further, **teachers with approved Equivalent Record Form (ERF)** that were returned due to change of reclassification guidelines shall likewise be given priority.

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 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'*.

4. Applicants are advised to observe the following deadlines and submission procedures for reclassification:

Position	Where to Submit	Deadline
Teaching Positions	District/ School Subcommittee	September 26, 2025
School Principal Positions and Teachers with approved ERF	Division Office, through the Human Resource Management Office	September 26, 2025



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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5. Interested applicants shall submit the following documentary requirements on or before the deadline indicated above:

- a. Approved ERF, if applicable;
- b. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/ expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
- c. Duly accomplished and subscribed PDS (CSC Form 212, Revised 2025) with Work Experience Sheet;
- d. Photocopy of Voter's ID and/or any proof of residency;
- e. Photocopy of valid and updated PRC License/ID;
- f. Photocopy of Certificate of Board Rating;
- g. 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);
- h. Photocopy of duly signed Service Record;
- i. Photocopy of latest appointment;
- j. Photocopy 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;
- k. 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);
- l. Photocopy of required Performance Ratings 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);
- m. 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);
- n. 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), **to be attached on the first page of application documents**; and
- o. 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 Verifications (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
- p. **Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) (Annex S-1 of D.O. 024, s. 2025).**

6. All documents must be orderly arranged based on the Checklist of Requirements (Annex C-2) **with side tabbing and Table of Contents**. Applicants who fail to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

7. All applicants are required to register and encode pertinent information per application using the link <https://bit.ly/SDOCapizECP>. Upon registration, a confirmation message with a link will be shown to generate the application code. The unique **application code** will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.



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8. 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, and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.
9. Scanned copies of the application documents should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>.
10. Expenses incurred by the Division HRMPSB during the evaluation of documents, interviews, assessment of COI and NCOI, deliberation, open ranking system, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order (No.024 s. 2025)

To be indicated in the Perpetual Index
Under the following subjects:

RECLASSIFICATION RANKING RECRUITMENT SELECTION

TIMELINE OF ACTIVITIES FOR RECLASSIFICATION OF TEACHING POSITIONS

ACTIVITY	DATE	PROCEDURE
Submission of Application for reclassification of teaching positions to the District or School (for Secondary) Subcommittee	Until September 26, 2025	• Applicants must submit documents on or before the set deadline. • Applicants must submit one BLUE folder containing the complete documentary requirements. The front cover of the folder should contain information regarding the Applicant's Name, present position/ designation, present school, and the position applied for. All documents must be arranged in order and properly labeled with side tabbing.
Conduct of Initial Evaluation	September 29-30, 2025	• The designated District/ School HRMP SB Subcommittee shall assist the HRMO in the conduct of initial evaluation. They shall assess whether the applicants meet the minimum Qualification Standards (QS) in terms of Education, Training, Experience, Eligibility, Performance Requirements and Competency (if applicable).
Submission of Initial Evaluation Results to the Human Resource Section	October 1, 2025	• The designated District/ School HRMP SB Subcommittee shall submit to the Human Resource Section the Initial Evaluation result of applicants. They shall likewise notify all applicants of the results of the initial evaluation through a written notice served through official communication channels.
Comparative Assessment of Applicants and Open Ranking System	October 2 – 8, 2025	• The designated District/ School HRMP SB Subcommittee shall convene and screen Qualified applicants to assess the competencies of applicants vis-à-vis the required competencies of the position applied for. The Subcommittee shall observe the following: • Assess, deliberate, and rate the applicants' competencies on the Classroom Observable Indicators and Non-Classroom Observable Indicators. • Convene applicants for the Open Ranking System.
Submission and Receipt of Application Documents	October 9-10, 2025	To facilitate orderly submission of documents, District / School Subcommittees are advised to follow the schedule below: • 1st Congressional District – October 9, 2025 • 2nd Congressional District – October 10, 2025 Required documents for submission: • (3) Duly accomplished and pre-assessed Reclassification form for Teaching Positions (RFTP) • (1) BLUE folder per applicant containing all required documentary requirements based on the checklist. The front cover of the folder should contain

		information regarding the Applicant's Name, present position/ designation, present school, and the position applied for. All documents must be arranged in order and properly labeled with side tabbing. • Individual Evaluation Result • Individual Evaluation Sheet of Applicants, duly signed by the subcommittee and acknowledged by the applicant • Minutes of the Deliberation • Rating Sheets for Classroom Observation, portfolio Annotation, and BEI • Inter-Observer Agreement Form for COI & Inter-Assessor Agreement Forms for Portfolio Annotation and BEI • Attendance Sheet for Demonstration Teaching, Interview, Exam, and Open Ranking System
Final HRMPSB Deliberation and Preparation and Signing of Division CArEER	October 13-17, 2025	Division HRMPSB shall establish the Comparative Assessment Results for Expanded Reclassification (CArEER) for onward submission to the SDS.
Submission to RO	On or before October 30, 2025	The SDO shall endorse all the required documents to the Regional Office for evaluation and approval.

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 HRMCO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of Intent addressed to the SDS containing the following information: 1. Statement of Purpose/Expression of interest 2. 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 1, 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 <i>(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)</i>			
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)			
nl. Other documents as may be required by the HRMPSB <i>For Teaching: portfolio for the assessment of identified IPST non-classroom observable indicators.</i> <i>For School Principal: Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment</i>			

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