



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

DIVISION MEMORANDUM
 No. **214**s. 2026

22 MAY 2026

SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS FOR FISCAL YEAR (FY) 2026

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

1. In reference to DM-OUHRODI-2026-0802, titled *Guidance on the Reclassification of Teaching and School Principal Positions for FY 2026*, this Office hereby directs all Division Subcommittee to commence the reclassification of teaching and school principal positions.
2. Consistent with the President's directive that "no teacher should retire at Teacher I," and pursuant to Sections 23-25 of the IRR of EO No. 174, s.2022 and Section 8.0 of DBM-DepEd Joint Circular No, 01, s. 2025, the following qualified incumbents who meet the 50-cut off score shall be prioritized for reclassification regardless of their rank in the CAREER, subject to necessary assessments, applicable staffing standards, and availability of funds:
 - a. Retirable Teacher I incumbents-both mandatory and optional within five (5) years (55-64 years old);
 - b. Head Teachers (HT), Assistant School Principals (ASPs) affected by the ECP transition; and
 - c. Special School Principal, Assistant Special School Principal, Special Needs Education Teacher (SNET), and Special Science Teacher (SST), pursuant to Section 33 of Enclosure No. 1 to DO No. 024, s. 2025
3. Pursuant to Section 21 and 22 of Enclosure No. 1 to DO O24, 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, shall be required to undergo assessment, in accordance with the applicable guidelines:
 - Enclosure No. 2 to DO O24, s. 2025: *'Guidelines on the Reclassification to Teaching Positions'*
 - Enclosure No. 3 to DO O24, 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	HRMPSB Subcommittee (District)	June 15, 2026
School Principal Positions	Division Office, through the Records Section	June 15, 2026



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. 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;
- b. Duly accomplished and subscribed PDS (CSC Form 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Competency Level issued by Authorized body (if applicable);
- e. Photocopy of scholastic/academic record (Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- f. Service Record (to be signed upon submission to SDO);
- g. Photocopy of latest appointment;
- h. 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;
- 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 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**);
- k. 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)**;
- l. 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
- m. Other documents as may be required by the HRMPST
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.
- n. **Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) (Annex S-1 of D.O. 024, s. 2025).**

The checklist of requirements and timeline of activities are found in Enclosures No. 1-2, respectively.

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



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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.

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. In cases where the remaining FY 2025 applications in the Comparative Assessment Result for Expanded Reclassification (CAReER) cannot be fully accommodated due to funding limitations, priority shall be given to applications first submitted to the RO.

These remaining applications shall:

- a. Be prioritized and processed first for reclassification before all other new applicants.
- b. Be considered in the queue' and shall not be required to repeat or undergo the entire assessment process.
- c. Be charged against the FY 2026 reclassification budget.

11. In accordance with Section 2.1.6.3 of National Budget Circular No. 5997 and to ensure that submissions for reclassification remain aligned with the appropriated and allowable budget under the FY 2026 GAA (see Annex B), strict observance of Item G of Enclosures 2 and 3 of DO 024, s. 2025 is hereby required.

Accordingly, **the Schools Division Superintendent shall recommend to the Regional Director only those candidates who can be accommodated within the available funds**, as duly certified by the Budget Officer.

While Department recognizes that the available appropriations may not accommodate all qualified applicants within a given fiscal year, Sections 44 and 45 of Enclosures 2 and 3 of DO 024, s. 2025 provide mechanisms to ensure the sustained and continuous implementation of reclassification. All qualified remaining candidates in the CAReER who meet the 50-point cut-off score shall be prioritized for reclassification in the succeeding fiscal year and shall be processed ahead of new applicants.

These provisions allow the Department to implement reclassification on a phased and continuing basis, ensuring that qualified personnel remain in the progression pipeline without exceeding the authorized budget allocations.

12. Expenses incurred by the Division HRMP SB & Subcommittee during the evaluation of documents, interviews, assessment of COI and NCOI, deliberation, open



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ranking system, consolidation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Local Funds subject to the usual accounting and auditing rules and regulations.

13. 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



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CHECKLIST OF REQUIREMENTS

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the SDS containing the following information: <i>i. Statement of Purpose/Expression of interest</i> <i>ii. Position applied for</i>			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
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) III, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
j. 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 period in the current position)</i>			
k. 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);			
l. 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)			
m. Other documents as may be required by the HRMPSE <i>For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.</i> <i>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</i>			
n. Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) (Annex S-1 of D.O. 024, s. 2025)			

Attested:

DARWIN D. BRILLO

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.

TIMELINE OF ACTIVITIES FOR RECLASSIFICATION OF TEACHING POSITIONS

ACTIVITY	DATE	PROCEDURE
Submission of Application for reclassification of teaching positions to the HRMPSB Subcommittee Secretariat (District Office)	Until June 15, 2026	<ul style="list-style-type: none"> Applicants must submit documents on or before the set deadline. Applicants must in a color-coded 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: Elementary: BLUE JHS: RED SHS: YELLOW Principal: WHITE
Conduct of Initial Evaluation	June 16-19, 2026	<ul style="list-style-type: none"> The designated HRMPSB 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	June 22, 2026	<ul style="list-style-type: none"> The designated HRMPSB 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	June 23 – July 15, 2026	<ul style="list-style-type: none"> The designated HRMPSB Subcommittee shall convene and screen Qualified applicants to assess the competencies of applicants vis-à-vis the required competencies of the position applied for. <p>The Subcommittee shall observe the following:</p> <ul style="list-style-type: none"> 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 Consolidation of Application Documents	To be announced	To facilitate orderly submission of documents, HRMPSB Subcommittee Secretariats are advised to convene at the

		<p>Division Office for consolidation and finalization of application documents.</p> <p>Required documents for submission to Division Office per applicant:</p> <ul style="list-style-type: none"> • (1) Endorsement letter to be signed by SDS • (2) Duly accomplished RFTP of qualified applicants to be signed by SDO signatories • (1) Copy of ePSIPOP printout reflecting the name of teacher for reclassification • (1) Duly accomplished and subscribed PDS (CSC Form 212, Revised 2025) with Work Experience Sheet • (1) 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 • (1) Service Record (to be signed upon submission to SDO) • (1) Photocopy of valid and updated PRC License/ID • (1) Report on the Number of Teachers and Master Teachers (<i>for Master Teacher Applicants only</i>)
<p>Final HRMPSB Deliberation and Preparation and Signing of Division CAReER</p>	<p>To be announced</p>	<p>Division HRMPSB shall establish the Comparative Assessment Results for Expanded Reclassification (CAReER) for onward submission to the SDS.</p>
<p>Submission to RO</p>	<p>To be announced</p>	<p>The SDO shall endorse all the required documents to the Regional Office for evaluation and approval.</p>