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

DIVISION MEMORANDUM
No. 552 s. 2026

27 OCT 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE RETITLING OF ECP AFFECTED FILLED POSITIONS

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

1. Pursuant to **DepEd Order No. 024, s. 2025**, otherwise known as the **Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education**, the Schools Division Office of Capiz announces the call for the submission of documentary requirements for the retitling of existing filled positions affected by the implementation of the ECP System.

2. Under the transitory provisions of the ECP System, existing filled positions with titles that do not conform to the position titles under the ECP System shall be retitled to the corresponding ECP position of equivalent Salary Grade, subject to the applicable Qualification Standards, staffing standards, and other requirements prescribed by DepEd and the Civil Service Commission.

3. Retitling is intended to align the position title of qualified incumbents with the corresponding position title under the ECP System without diminution of salary, benefits, and other privileges attached to the position.

4. The following position equivalencies shall be observed, as applicable:

Current Position	ECP Retitled Position	Salary Grade
Assistant School Principal II	School Principal I / Master Teacher II	19
Head Teacher VI	School Principal I / Master Teacher II	19
Head Teacher V	Master Teacher I	18
Head Teacher IV	Teacher VII	17
Head Teacher III	Teacher VI	16
Head Teacher II	Teacher V	15
Head Teacher I	Teacher IV	14
Special Needs Education Teacher III	Teacher VI *(Special Needs Education Teacher III)*	16
Special Needs Education Teacher II	*Teacher V (Special Needs Education Teacher II)*	15
Special Needs Education Teacher I	Teacher IV *(Special Needs Education Teacher I)*	14

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Special Science Teacher I	Teacher III *(Special Science Teacher)*	13

5. For positions with more than one equivalent ECP position, the incumbent shall indicate his/her preferred retitled position, subject to the applicable Qualification Standards and other requirements. The submission of a preference shall not be construed as an automatic approval of the requested retitled position.

6. Incumbents who will retitle to the equivalent position in the ECP System. As such, they shall be given the following options in terms of functions upon the concurrence of the incumbent:

a. Assume the functions attached to the equivalent Teacher or Master Teacher position;
b. Perform their existing functions in the same school by virtue of designation pursuant to Section 35 of DO 24, s.2025; or
c. Perform as a School Head Designate in any Elementary or Secondary school within the SDO with no School Principal item pursuant to Section 35 of DO 24, s.2025.

7. Incumbents who opt for retitling shall accomplish the prescribed Retitling Form and submit the required supporting documents for evaluation by the Division Human Resource Management Office (HRMO).

8. Incumbents who are qualified for retitling to an equivalent ECP position shall not be subjected to HRMPSB comparative assessment, pursuant to the ECP guidelines.

9. All concerned incumbents applying for retitling shall submit the following documents in plain BLUE folder:

a. (1) Endorsement letter to be signed by the SDS (c/o school AO);
b. (2) Duly accomplished Retitling Form;
c. (1) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025), **to be signed by the Administrative Officer V upon submission to the Division Office**, with Work Experience Sheet;
d. (1) Photocopy of scholastic/academic records, including Special Orders, Transcript of Records (TOR), Diploma, and graduate/postgraduate units or degrees, if applicable;
e. (1) Photocopy of certificates of completion of NEAP-accredited professional development programs/courses, or certificates of relevant trainings/professional development programs issued by NEAP-accredited institutions, as applicable;
f. (1) Photocopy of **valid and updated** PRC License/ID, where applicable;
g. For Assistant School Principal II/III and Head Teacher VI who opt for retitling to a School Principal position, (1) Photocopy of Certificate of Rating (COR) in the applicable School Head Assessment, such as NQESH, Principal's Test, or other school head assessment administered by DepEd;
h. Other documents that may be required by the Division HRMO to establish compliance with the applicable Qualification Standards.

10. The documentary requirements shall be submitted in the prescribed order and properly labeled for efficient evaluation. Applicants shall ensure that all photocopies are clear and readable and that all information provided is true and complete.

11. All concerned incumbents shall submit their completed Retitling Form, Option/Preference Form, and documentary requirements to the **Division Human Resource Management Office – Personnel Section** through the designated receiving personnel on or before **November 6, 2026**.

12. Submissions received beyond the prescribed deadline shall be subject to applicable DepEd guidelines and may no longer be included in the current processing, unless otherwise authorized by the proper authority.

13. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: None

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

PROMOTION OFFICIALS RETITLING