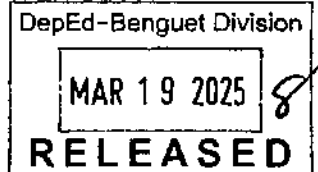




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
Schools Division of Benguet



19 March 2025

**DIVISION MEMORANDUM**  
**NO. 123 s. 2025**

**SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF POSITIONS**

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**  
**PUBLIC SCHOOLS DISTRICT SUPERVISORS**  
**PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

1. In reference to DM-OUHROD-2025-0541 and RM No. 202 s. 2025 released on March 17, 2025, this office calls for the submission of applications for the Equivalents Record Form (ERF), Conversion of Master Teachers, and Reclassification of School Heads.
2. The assessment of reclassification of positions will be based on the following guidelines:

POSITION	BASIS/GUIDELINES
Teacher II-III	*ERF – DBM PCCM Chapter 6 *DM-OUHROD-2025-0235, “Frequently Asked Questions (FAQs) on DepEd Order No. 020, s. 2024.
Master Teachers	*MEC 10, s. 1979 and RM 178, s. 2020
School Heads	*DO 97, s. 2011

3. The Division Office will accept applications, including documents returned for compliance, until **MARCH 21, 2025 only**, which must be submitted to DepEd-CAR not later than March 25, 2025. Applications received beyond March 21, 2025 including those documents submitted with incomplete attachments will be put on hold until the release of the new guidelines for reclassification of positions.
4. Application for reclassification to School Principal I position will still be accepted or processed beyond the set cut-off date in alignment with the Department’s directive to implement a 1:1 ratio of one principal to one school.
5. For information, guidance and compliance.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent

For the OIC - SDR:

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