



Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

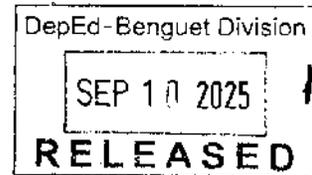
September 10, 2025

**DIVISION MEMORANDUM**

No. 386 s. 2025

**CALL FOR SUBMISSION OF RECLASSIFICATION APPLICATIONS FOR  
TEACHING AND SCHOOL PRINCIPAL POSITIONS IN ACCORDANCE WITH  
DEPED ORDER NO. 024, S. 2025**

**TO:** Public Schools District Supervisors/In-charge  
Elementary and Secondary School heads  
Administrative Officer II  
All Others Concerned



1. 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, this Office hereby directs all Districts of Benguet 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.
2. 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:

Retirable Teacher I incumbents-both mandatory and optional in the next five (5) years<sup>2</sup>; and

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.

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 of Teaching Positions

Enclosure No. 3 to DO 024, s. 2025: 'Guidelines on the Reclassification of School Principal Positions'.

4. All interested applicants for reclassification (**Teaching**) shall submit the **Reclassification Form for Teaching Positions (RFTP)** (Annex B-1 in DO 24 s. 2025) to their respective District (Deadline will be determined after the meeting with the PSDS/PSDI). The RFTP 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 applied for
  - b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
  - 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 a 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) 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 (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements of the position. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2 in DO 24, s. 2025); and
- 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.

All interested applicants for reclassification (**School Principal**) shall submit the **Reclassification Form for Principal Positions (RFSPP)** (Annex B-2 in DO 24 s. 2025) to the **Division Office on or before September 26, 2025**. The RFSPP 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 applied for
- b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
- 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 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;

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 latest appointment;

j. Photocopy of the Performance Rating with at least Very Satisfactory rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;

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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2 in DO 24, s. 2025); and

l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:

i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment

**\*\*Individuals who failed to submit complete mandatory documents (Items a to k) 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 (Item l) shall not warrant exclusion from the pool of official applicants.**

**\*\*The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item k), duly signed by the applicant. The sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. 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.**

5. All Districts, upon the completion of the required assessment (Teaching), shall submit all the required documents as follows to the Schools Division Office **on or before October 17, 2025**, for evaluation and approval, if found

in order, and for onward submission to the Department of Education - Regional Office, for further evaluation.

- a. Duly signed CAREeR per position ranked from highest to lowest based on the total scores obtained from the evaluative assessments (submit soft copies)

**\*\* cut-off score of 50 points**

- b. Duly accomplished RFTP of qualified applicants
  - c. CSC Form 212 PDS with Work Experience Sheet
  - d. 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);
  - e. Photocopy of duly signed Service Record;
  - f. 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;
  - g. Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) (Annex S-1 of DO 24 s. 2025)
6. To ensure proper guidance on the submission process and to address possible clarifications, **a face-to-face meeting with all PSDS/PSDI, together with the Division HRMPSB, will be conducted on September 12, 2025, at 1:00 PM onwards at the SDO Benguet - Adivay or Red Room.**
  7. This memorandum also serves as the official Travel Authority for all participants in official business. Travel and other incidental expenses incurred by participants to attend the meeting shall be charged to school MOOE, local funds, or other sources, subject to standard accounting and auditing rules and regulations.
  8. Immediate and widest dissemination of this Memorandum is desired.



Digitally signed by ESTELA  
P. LEON-CARIÑO EdD,  
CESO III  
Date: 2025.09.10 15:10:35  
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**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
concurrent Officer-in-Charge  
Office of the Schools Division Superintendent

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