



Republic of the Philippines
Department of Education
Schools Division of Benguet

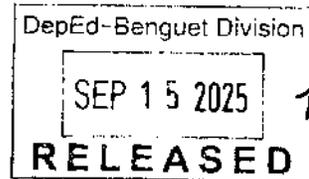
September 12, 2025

DIVISION MEMORANDUM

No. 395 s. 2025

**ADDENDUM TO THE CALL FOR SUBMISSION OF RECLASSIFICATION
APPLICATIONS FOR TEACHING AND SCHOOL PRINCIPAL POSITIONS
(DM No. 386, s. 2025)**

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



1. In reference to the Division Memorandum No. 386, s. 2025 titled "Call for Submission of Reclassification Applications for Teaching and School Principal Positions in Accordance with DepEd Order No. 024, s. 2025," this Addendum is issued to set the deadline for submission of applications to the District Offices.
2. All interested applicants for **Teaching Position Reclassification** shall submit their complete documents to their respective District Offices **on or before September 25, 2025**.
3. All interested applicants for **School Principal Position Reclassification** shall submit their complete documentary requirements directly to the **Division Office on or before September 25, 2025** (instead of September 26, 2025-Declared Holiday).
4. The Public Schools District Supervisors/In-Charge (PSDS/PSDI) shall ensure that applications received are checked for completeness and authenticity in accordance with the prescribed requirements and procedures under DO 024, s. 2025 (Pre-Assessment of documents, classroom observations, NCOI, BEI, etc.) District Offices shall then consolidate and prepare all documentary requirements for transmittal to the Schools Division Office on or before October 17, 2025.
5. All expenses to be incurred in the conduct of this activity shall be charged against local funds or to the MOOE of the schools, subject to existing accounting and auditing rules and regulations.

6. All other provisions of the aforementioned Memorandum shall remain in full force and effect.
7. For strict compliance.


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

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