



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

September 16, 2025

DIVISION MEMORANDUM
No. 561, s. 2025

**CALL FOR APPLICATIONS FOR RECLASSIFICATION OF POSITIONS
(TEACHER II-VII, MASTER TEACHER I-V, & PRINCIPAL II-IV)
UNDER DEPED ORDER NO. 24, s. 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Teaching Personnel
Others Concerned

1. Pursuant to DepEd Order No. 24, s. 2025, entitled “**Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education**”, this Office announces the call for applications for the reclassification of positions for qualified **Teachers, Master Teachers, and School Principals** in this Division.
2. The Expanded Career Progression (ECP) System provides opportunities for advancement through reclassification of positions in the Classroom Teaching Career Line (Teacher I-VII; Master Teacher I-V) and the School Administration Career Line (School Principal I-IV). Reclassification shall be based on the qualifications, competencies, and performance of incumbents, consistent with CSC-approved Qualification Standards based on **DepEd Order 19, s. 2025**.
3. Interested applicants shall submit the following pertinent documents listed below properly labeled and arranged following the sequence as reflected in the Reclassification Forms (RFTP/RFSPP) of DepEd Order 24, s. 2025, and the following general guidelines for the submission of their application.

General Guidelines

- A. All interested applicants shall submit one (1) set of documentary requirements, **properly labelled with tabbing**. The Division Sub-Committee shall review and conduct an assessment of the applicant’s qualifications and accomplishments, and forward the application documents to the Records Unit of the Division in a **violet folder**, on or before the deadline set for each career line as shown in the table below. The folder of the applicant must have a cover following the format as shown in the figure below:

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NAME OF SCHOOL DISTRICT/CLUSTER
NAME OF APPLICANT (DELA CRUZ, JUAN A.) POSITION TITLE (TEACHER II)
RECLASSIFICATION FOR TEACHER III POSITION (POSITION APPLYING FOR)
GRADE LEVEL FOR ELEMENTARY /SUBJECT AREA FOR JHS OR STRAND FOR SHS

- B. An application code shall be assigned for every applicant to ensure objectivity and integrity of the process and to adhere to the Data Privacy Act when posting the result of the ranking.
- C. The application code per applicant (**only for classroom teaching career line**) shall be assigned by the District and School Sub-Committee following the format below:

Level	Format	Sample
Elementary	Rec-ES-District-SchoolID-2025-Applicant No.	Rec-ES-BSD-159548-2025-001
Junior HS	Rec-School-Cluster-SchoolID-2025-Applicant No.	Rec-JHS-BIS-C4-502660-2025-001
Senior HS	Rec-School-Cluster-SchoolID-2025-Applicant No.	Rec-SHS-EBHS-C5-306934-2025-001

- D. All applicants (**only for the classroom teaching career line**) who submitted their intent for reclassification with the application code shall register their information through this link: <https://forms.office.com/r/gc6hwH727n>.
- E. A **notarized List of Teachers per Learning Area** shall be submitted for applicants for reclassification for Master Teacher I-V positions and Annex S-1 of DO 24, s. 2025.
- F. No additional documents shall be accepted after the set deadline, as indicated in this Memorandum.
- G. Applicants who obtained a score **lower than fifty (50) points shall not be recommended for reclassification**. Applicants who meet the **cut-off score of fifty (50) points** may be recommended for reclassification, **subject to the availability of funds and the estimated number of slots for**



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reclassification per position as determined based on the set parameters stipulated under Section 27 of DO No. 16, s. 2025

- H. Priority in the promotion, whether through reclassification or natural vacancy, shall be given to the Retirable Teacher I incumbents, both mandatory and optional, in the next five (5) years, subject to necessary assessments, applicable staffing standards, and availability of funds.
- I. Notwithstanding the prioritization of the abovementioned incumbents, other qualified teaching incumbents shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.
- J. The reclassification templates and forms to be used may be downloaded through this link: <https://tinyurl.com/reclassTFsdop>.

For Classroom Teaching Career Line:

Governance Level	Positions (including SNeT, ALS, and SST)
Elementary	• Teacher II – VII, Master Teacher I-V
Junior High School	• Teacher II – VII, Master Teacher I-V
Senior High School	• Teacher II – VII, Master Teacher I-V

Documentary Requirements: one set each fastened in a violet folder with tabbing:

- Duly accomplished three (3) original copies of the Reclassification Form (RFTP for Teachers);
- Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/ Expression of Interest
 - Position applied for
- Duly accomplished PDS (CS Form 212, Revised 2025/ with Work Experience Sheet;
- Photocopy of a valid and updated PRC License/ID;
- Certificate of Competency level issued by an authorized body (if applicable);
- 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);
- Photocopy of duly signed Service Record;
- Photocopy of latest appointment;
- Photocopy of certificate/s of completion of the 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 certificates/ s of relevant specialized trainings or professional development programs, if any;
- 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);
- Photocopy of the required Performance Ratings with at least a Very Satisfactory rating. *(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest*

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performance rating shall cover one (1) year complete performance rating period in the current position.

- 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), using the attached form (Annex C-2 of DO No. 16, s. 2025); and
- m) Other documents as may be required by the HRMPSB, including but not limited to a portfolio for the assessment of identified PPST non-classroom observable indicators.

Schedule of Activities for Classroom Teaching Career Line:

Activity	Schedule	Responsible Personnel
1. Submission of Applications	September 19 to September 24, 2025	District Sub-Committee (for Elementary, School Sub-Committee (for JHS and SHS)
2. Initial Evaluation of Applicants (QS and Performance Requirements) <i>(Soft copy of IER shall be submitted to the HRMPSB through email: hrmpsb.pampanga@deped.gov.ph)</i>	September 25-26, 2025	District Sub-Committee (for Elementary, School Sub-Committee (for JHS and SHS)
3. Conduct of Classroom Observation	September 29 – October 6, 2025	District Sub-Committee (for Elementary, School Sub-Committee (for JHS and SHS) The applicants shall be informed of the schedule & venue of the activity by the sub-committees.
4. Portfolio Assessment & Behavioral Events Interview (BEI)		
5. Final Deliberation and Evaluation of Comparative Assessment Result for Expanded Reclassification (CAREER)	October 9, 2025	District Sub-Committee (for Elementary, School Sub-Committee (for JHS and SHS) The applicants shall be informed of the schedule & venue of the open ranking activity by the sub-committees.
6. Submission of Documents of Applicants and Approval of CAREER to the SDO – Hard Copy	October 10, 2025	HRMPSB through the Records Unit



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Submission of Documents of Applicants and Approval of CAREER to the SDO – Soft Copy (Excel File)	October 10, 2025	HRMPSB email address: hrmpsb.pampanga@deped.gov.ph
7. Posting of the Comparative Assessment Result for Expanded Reclassification (CAREER)	October 13, 2025	HRMPSB and Division Records Officer

For School Administration Career Line:

Governance Level	Positions
Elementary and Junior High School	- Principal II - Principal III - Principal IV

Governance Level	Positions	Where to Submit	Deadline of Submission
All Schools	Principal II-IV	Division Personnel Unit duly received by the Records Unit	September 26, 2025

Documentary Requirements: one (1) set each fastened in a violet folder with tabbing:

- Duly accomplished three (3) original copies of the Reclassification Form (RFSP for School Principals);
- Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/ Expression of Interest
 - Position applied for
- Duly accomplished PDS (CS Form 212, Revised 2025/ with Work Experience Sheet;
- Photocopy of a valid and updated PRC License/ID;
- Certificate of Competency level issued by an authorized body (if applicable);
- 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);
- Photocopy of duly signed Service Record;
- Photocopy of certificate/s of completion of the 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 certificates/ s of relevant specialized trainings or professional development programs, if any;
- 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);
- Photocopy of latest appointment;



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- k) Photocopy of the required Performance Ratings with **at least a 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;
- 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), using the attached form (Annex C-2 of DO No. 16, s. 2025); and
- m) Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

Schedule of Activities for School Administration Career Line:

Activity	Schedule	Responsible Personnel
1. Submission of Applications	September 26, 2025	Personnel Unit through the Records Unit
2. Initial Evaluation of Applicants (QS and Performance Requirements)	September 29-30, 2025	Division HRMO
3. Conduct of Evaluation Assessment & BEI	TBA	HRMPSB (A separate memorandum shall be released for the venue and schedule)
4. Final Deliberation and Evaluation of Comparative Assessment Result for Expanded Reclassification (CAREER)	TBA	HRMPSB (A separate memorandum shall be released for the venue and schedule)
5. Approval of CAREER to the SDS	TBA	HRMPSB (A separate memorandum shall be released for the venue and schedule)
6. Posting of the Comparative Assessment Result for Expanded Reclassification (CAREER)	TBA	HRMPSB (A separate memorandum shall be released for the venue and schedule)

The following shall compose the Division HRMPSB:

Chairperson:

Members:

Leandro C. Canlas, PhD, ASDS
 Arceli S. Lopez, PhD, Chief Educ. Supervisor - SGOD
 Celia R. Lacanlale, PhD, Chief Educ. Supervisor - CID
 JB B. Manalang, Administrative Officer V
 Lolita L. Molano, PhD, PSDS, Pres. NEU



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Dexter E. Pangilinan, HRMO II
Alvaro Pabustan, Principal III, Pres. ASSERT

Secretariat:

Eisel Marisse E. Cuervo, ADAVI
Geo Manalang, ADA VI
Geraldine M. Zamar, ADA VI
Eisel Morinne E. Cuervo, ADA IV

4. The District and School Sub-Committee shall be composed of the duly constituted and functioning **District Sub-Committee for Higher Teaching Positions per Division Memorandum No. 160, s. 2025**. The Sub-Committee shall be responsible for receiving and conducting the pre-evaluation of applicants' qualifications and performance requirements based on the position being applied for. It shall likewise undertake the comparative assessment of applicants under the classroom teaching career line. Furthermore, the Sub-Committee shall accomplish the prescribed reclassification forms and templates and submit these, together with the applicants' supporting documents, to the Division Office in accordance with the schedule of activities stipulated in this Memorandum.

5. Applicants who failed to submit complete mandatory documents for the classroom teaching career line and school administration career line on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item m) shall not warrant exclusion from the pool of official applicants.

6. In the interest of transparency and equal opportunity, this Memorandum for the Call of Applications for Reclassification shall be posted in at least three (3) conspicuous physical places in every school, such as the school's bulletin boards. The same shall also be posted through other modes, such as but not limited to the school's official website (if applicable), school social media pages, and other available platforms for information dissemination.

7. This Office promotes the Equal Employment Opportunity Principle (EOOP). Qualified applicants are welcome to apply regardless of disability, sexual orientation, gender, age, civil status, religion, and ethnicity.

8. Enclosed with this Memorandum are the following:

- a) Point System for the Evaluative Assessment for each Career Line (Enclosure No. 1)
- b) PPST-Based Performance Requirements for Teaching Positions (Enclosure No. 2)
- c) Basic Qualification Standards per DO 19, s. 2025



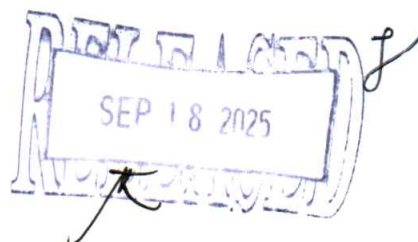
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9. For inquiries and clarifications, school heads may coordinate directly with the Administrative Services Unit through the official email: **hrmpsb.pampanga@deped.gov.ph** or contact us at **(045) 963 1074**.
10. Strict compliance with this Memorandum is directed.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/09-061-2025

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Enclosure No. 1 to Division Memorandum No.____, s. 2025

POINT SYSTEM FOR EVALUATIVE ASSESSMENT
(Classroom Teaching Career Line)

CRITERIA	MAXIMUM POINTS PER CRITERION
Education	10
Training	10
Experience	10
Performance	30
PPST COIs (Classroom Observation)	25
PPST NCOIs (Portfolio Annotations and BEI)	15
Total	100

POINT SYSTEM FOR EVALUATIVE ASSESSMENT
(School Administration Career Line)

CRITERIA	MAXIMUM POINTS PER CRITERION
Education	10
Training	10
Experience	10
Performance	25
Outstanding Accomplishments	10
Application of Education	10
Application of L&D	10
Potential (Written Exam, BEI)	15
Total	100

Enclosure No. 2 to Division Memorandum No.____, s. 2025

PPST-BASED PERFORMANCE REQUIREMENTS FOR TEACHING POSITIONS
(Classroom Teaching Career Line)

Position Applied For	PPST Career Stage	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher II	Career Stage I (Beginning towards Proficient)	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher III		At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Teacher IV	Career Stage II (Proficient)	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
Teacher V		At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
Teacher VI		At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory, and 4 Proficient NCOIs at Outstanding
Teacher VII		At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory; and 6 Proficient NCOIs at Outstanding
Master Teacher I	Career Stage III (Highly Proficient)	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding
Master Teacher II		At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding
Master Teacher III	Career Stage IV (Distinguished)	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory; and 8 Highly Proficient NCOIs at Outstanding
Master Teacher IV		At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory; and 5 Distinguished NCOIs at Outstanding
Master Teacher V		21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory; and 8 Distinguished NCOIs at Outstanding