



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

January 30, 2026

DIVISION MEMORANDUM  
No. 078, s. 2026

**CALL FOR APPLICATIONS FOR THE RECLASSIFICATION OF PRINCIPAL I POSITIONS (NASH PASSERS, 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 hereby announces the call for applications for the reclassification of School Principal I positions for 2025 NASH passers who are currently handling schools in this Division.
2. Interested applicants shall submit the following pertinent documents listed below properly labeled and arranged following the sequence as reflected in the Reclassification Forms (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 (HEAD TEACHER III)
RECLASSIFICATION FOR PRINCIPAL I POSITION

B. The reclassification templates and forms to be used may be downloaded through this link: <https://bit.ly/3M53zpD>

<b>Governance Level</b>	<b>Position</b>
Elementary and Junior High School	• Principal I

<b>Governance Level</b>	<b>Positions</b>	<b>Where to Submit</b>	<b>Deadline of Submission</b>
All Schools	• Principal I	Division Personnel Unit duly received by the Records Unit	February 10, 2025

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

- Duly accomplished three (3) original copies of the Reclassification Form (RFSPP 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;



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- i) 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);
- j) Photocopy of latest appointment;
- k) Special Transfer Order duly signed by the Schools Division Superintendent (*Designation as School Head*);
- l) 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;
- m) 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
- n) 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:**

<b>Activity</b>	<b>Schedule</b>	<b>Responsible Personnel</b>
1. Submission of Applications	February 10, 2026	Personnel Unit through the Records Unit
2. Initial Evaluation of Applicants (QS and Performance Requirements)	February 11 – 13, 2026	Division HRMO
3. Conduct of Evaluation Assessment & BEI	TBA	HRMPSB <i>(A separate memorandum shall be released for the venue and schedule)</i>
4. Final Deliberation and Evaluation of Comparative Assessment Result for Expanded Reclassification (CAReER)	TBA	HRMPSB <i>(A separate memorandum shall be released for the venue and schedule)</i>
5. Approval of CAReER to the SDS	TBA	HRMPSB <i>(A separate memorandum shall be released for the venue and schedule)</i>
6. Posting of the Comparative Assessment Result for Expanded Reclassification (CAReER)	TBA	HRMPSB <i>(A separate memorandum shall be released for the venue and schedule)</i>



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The following shall compose the Division HRMPSB:

**Chairperson:**

Leandro C. Canlas, PhD, ASDS

**Members:**

Arceli S. Lopez, PhD, Chief Educ. Supervisor - SGOD  
Celia R. Lacanlale, PhD, Chief Educ. Supervisor - CID  
JB B. Manalang, Administrative Officer V  
Dexter E. Pangilinan, HRMO II

**Secretariat:**

Eisel Marisse C. Punasan, ADAVI  
Vanessa Clarisse M. Garcia, PDOI  
Geraldine M. Zamar, ADA VI  
Eisel Morinne E. Cuerdo, ADA IV

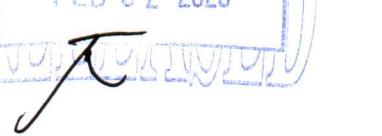
5. Applicants who failed to submit complete mandatory documents on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item m) shall not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

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. 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**.

9. Strict compliance with this Memorandum is directed.

  
**ROMEON M. ALIP, PhD, CESO V**  
Schools Division Superintendent

701102611  
FEB 02 2026  




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**Email Address:** [pampanga@deped.gov.ph](mailto:pampanga@deped.gov.ph)  
**Website:** [www.depedpampanga.ph](http://www.depedpampanga.ph)