



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

July 13, 2026

DIVISION MEMORANDUM

No. 417, s. 2026

**CALL FOR APPLICATIONS FOR THE RECLASSIFICATION OF SCHOOL
PRINCIPAL (PRINCIPAL I - IV) POSITIONS UNDER DEPED ORDER 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 hereby announces the call for applications for the reclassification of School Principal positions, 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 in a **violet folder**.

NAME OF SCHOOL DISTRICT/CLUSTER
NAME OF APPLICANT (DELA CRUZ, JUAN A.) POSITION TITLE (HEAD TEACHER III)
RECLASSIFICATION FOR PRINCIPAL I POSITION

3. The reclassification templates and forms to be used may be downloaded through this link: <https://bit.ly/3M53zpd>



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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Governance Level	Positions	Where to Submit	Deadline of Submission
All Schools	• Principal I – IV positions	Division Personnel Unit duly received by the Records Unit	July 23, 2026
Documentary Requirements: one (1) set each fastened in a violet folder with tabbing: a) Duly accomplished three (3) original copies of the Reclassification Form (RFSP for School Principals); b) Letter of intent addressed to the SDS containing the following information: i. Statement of Purpose/ Expression of Interest ii. Position applied for c) Duly accomplished PDS (CS Form 212, Revised 2026/ with Work Experience Sheet; d) Photocopy of a valid and updated PRC License/ID; e) Certificate of Competency level issued by an authorized body (if applicable); f) 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); g) Photocopy of duly signed Service Record; h) 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; i) Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal I positions only); j) Photocopy of latest appointment; k) Special Transfer Order duly signed by the Schools Division Superintendent (<i>Designation as School Head</i>); 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.			



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4. The following are the schedule of activities for School Administration Career Line:

Activity	Schedule	Responsible Personnel
1. Submission of Applications	July 23, 2026	Personnel Unit through the Records Unit
2. Initial Evaluation of Applicants (QS and Performance Requirements)	July 27 – 31, 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>

Composition of the Division HRMPSB:

Chairperson: Leandro C. Canlas, PhD, ASDS
Mikael Sandino T. Andrey, OIC-ASDS

Members: Arceli S. Lopez, PhD, Chief Educ. Supervisor - SGOD
JB B. Manalang, Administrative Officer V
Dexter E. Pangilinan, HRMO II

Secretariat: Carmela M. Zamar, ADA VI
Eisel Marisse C. Punsalan, ADAS III
Vanessa Clarisse M. Garcia, PDOI
Eisel Morinne E. Cuervo, ADAS II

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.



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6. 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.

7. Pursuant to Memorandum DM-OUHRODI-2026-0802, entitled "Guidance on the Reclassification of Teaching and School Principal Positions for Fiscal Year (FY) 2026," particularly Item V. Further Clarifications on the Transitory Provision, No. 4 – Career Stage-Based Promotion for Principal Positions, the following guidance is hereby emphasized:

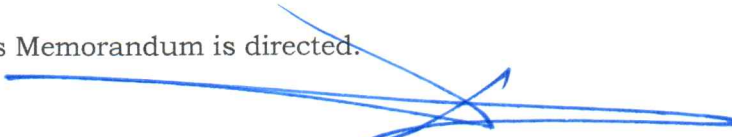
"Pending the establishment of a career stage recognition system for teachers and school leaders, and the issuance of the Philippine Professional Standards for School Heads (PPSSH)-Based Office Performance Commitment and Review Form (OPCRF)/Individual Performance Commitment and Review Form (IPCRF) for School Principal positions, career stage-based promotion through reclassification or natural vacancy shall not yet be implemented until either of the above-mentioned measures has been duly established and/or issued.

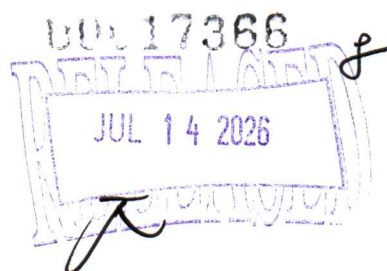
In the interim, School Principal I incumbents shall be allowed to apply for promotion to any higher School Principal positions (i.e., School Principal II-IV), subject to the prescribed Qualification Standards (QS), competency assessments, applicable staffing standards, and the availability of funds in the case of reclassification."

8. Attached to this Memorandum are the amended Qualification Standards for the School Principal positions as provided under DepEd Order No. 19, s. 2026.

9. For inquiries and clarifications, school heads may coordinate directly with the Personnel Unit through the official email: **hrmpsb.pampanga@depd.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



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Attachment A

**DepEd Amendment and Proposed QS of Various Teaching and School
Administration Positions under DepEd Order 19, s. 2025**

Position	SG	Education	Experience	Training	Eligibility
School Principal I	19	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in learning area coordination, subject area supervision, school management and operations, or instructional supervision	32 hours of training in Curriculum, Pedagogy, School Management and Operations, or Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal II	20	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in Curriculum, Pedagogy, School Management and Operations, or Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal III	21	Master's degree in Education, or Educational Management, or	5 years teaching experience and 3 years experience in school	40 hours of training in Curriculum, Pedagogy, School Management	RA 1080, as amended (Teacher)

		Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	management and operations	and Operations, or Instructional Leadership acquired within the last 5 years	
School Principal IV	22	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in Curriculum, Pedagogy, School Management and Operations, or Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)