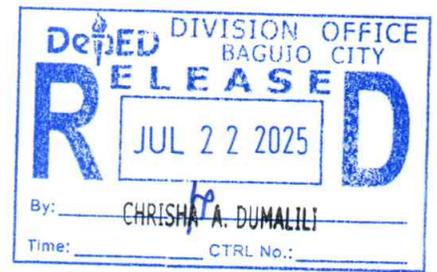




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 21, 2025

DIVISION MEMORANDUM

No. **435-2025**

DIVISION OPERATIONAL PROCEDURES FOR THE SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS FOR PROMOTION TO HIGHER TEACHING POSITIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public School Heads
 All Others Concerned

1. In relation to DepEd Order No. 20, s. 2024, titled “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Position,” and DepEd Order No. 019, s. 2025, titled “Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions,” this Office hereby sets forth the operational procedures for the submission and receipt of application documents for promotion to higher teaching positions.

2. This aims to establish clear and standardized operational procedures to ensure the orderly, timely, and efficient submission and receipt of application documents for the promotion and reclassification of teachers to higher teaching positions, in accordance with the above issuances.

3. This issuance covers all teaching personnel who intend to apply for promotions to higher teaching positions. It outlines the procedures to be followed at the school, district and division levels for the submission and receipt of application documents, in accordance with existing guidelines issued by the Department and concerned oversight agencies.

4. The detailed procedure for the submission and receipt of application documents, along with the step-by-step process to be followed at the school, district, and division levels, is outlined in Enclosure 1 (Process Flow). The Terms of Reference for the Division HRMPSB and the District Sub-Committee are outlined in Enclosure 2.

5. Additionally, to ensure the proper screening and evaluation of promotion and reclassification applications, the following committees shall be constituted:

Division HRMPSB (Teaching Position)	
Chairperson	Carmel F. Meris Assistant Schools Division Superintendent
Members	Juliet C. Sannad Chief Education Supervisor (CID) Nieves D. Ebanio Administrative Officer V (AS) Ma. Louella C. Moncada Administrative Officer IV/HRMO Nixon C. Elahe Public Schools District Supervisor/President, BCSTEA School Head where the vacancy exists
Secretariat	Christorey C. Simangan Administrative Officer III



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	Julie-Abegail Loy C. Martillana Administrative Assistant II
District Sub-Committee (Teaching Position)	
Chairperson	Public Schools District Supervisor of the District where the vacancy exists
Co-chairperson	Education Program Supervisor in the Relevant Learning Area (Secondary)
Members	School Head from the District where the vacancy exists Two (2) Master Teachers from the same District where the vacancy exists
Secretariat	Two (2) Administrative Officer II
NOTE: Members of the District Sub-Committee shall be composed of personnel who have attended the Division Assessors Training, including modules on Classroom Observation and Portfolio Assessment.	

6. If a teacher applicant wishes to apply to multiple schools, they should submit only one set of application documents, along with a letter indicating all the schools they are applying to. The school where the documents are submitted will conduct the assessment. The resulting score will be valid for six (6) months and will be used by the other schools listed in the letter.
7. These operational procedures shall take effect immediately upon issuance and shall remain in force until revised, amended, or superseded by subsequent Division issuance.
8. For guidance and strict compliance.

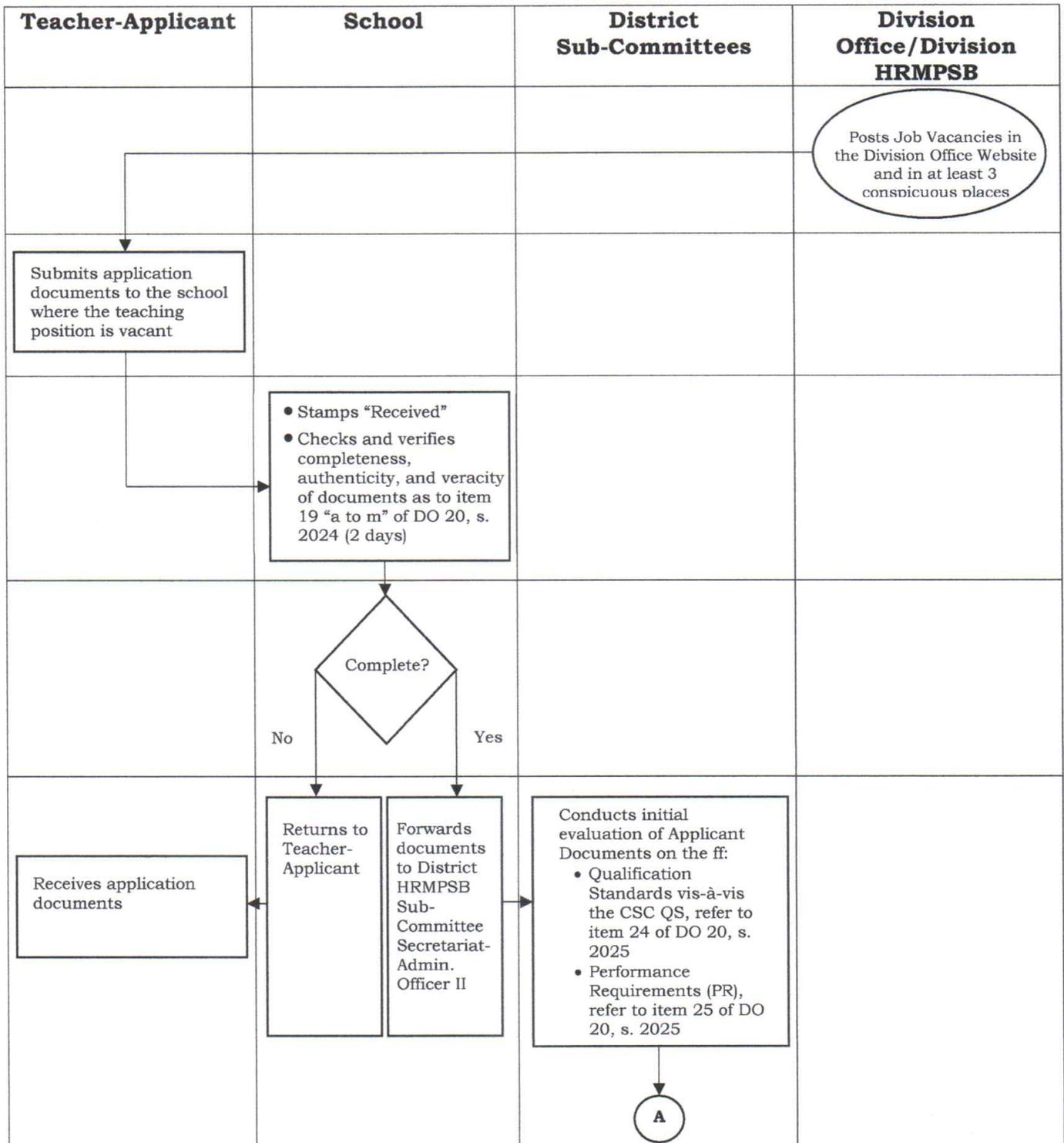
SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 435-2025

Process Flow of Promotion to Higher Teaching Positions



Teacher-Applicant	School	District Sub-Committees	Division Office/Division HRMPSB
			<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> SDS appoints from the qualified applicants guided by the report of the HRMPSB's CAR </div>
			<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> HRMO informs the appointees and require appointees to submit documentary requirements for the preparation of appointment </div>
			<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Posts the Notice of Appointments Issued (NAI) in the Division Office's Website and bulletin board for at least 15 days </div>
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Checks Division Office's Website / bulletin board for updates </div>			



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Enclosure 2 to Division Memorandum No. **435-2025**

Terms of Reference

Division HRMPSB	District Sub-Committee
<ol style="list-style-type: none"> 1. Convene and screen qualified applicants through the conduct of evaluative assessments. 2. Evaluate and compute points for Education, Training, Experience, and Performance Rating of applicants using the rubrics provided in DepEd Order No. 20, s. 2024. 3. Deliberate on the results of applicants' competencies in both Classroom Observable Strands/Indicators and Non-Classroom Observable Strands/Indicators. 4. Conduct other appropriate evaluative assessments, as may be necessary, including but not limited to Written Examinations (WE) and Skills or Work Sample Tests (S/WST), to assess applicants' potential, characteristics or traits, and overall fitness (i.e., Job Fit, Location Fit, and Organizational Fit). 5. Adopt the use of online platforms, remote modalities, and alternative strategies for conducting paper evaluations, administering tests and examinations, and facilitating BEI sessions, meetings, and deliberations, as may be necessary. 6. Inform individual applicants of the results of the deliberation using the prescribed Individual Evaluation Sheet (IES) template. Applicants shall affix their signature on the IES to signify their acknowledgment of and conformity with the evaluation process and the points awarded. 7. Prepare and submit the duly signed results of the Comparative Assessment to the appointing officer/authority. 	<ol style="list-style-type: none"> 1. Receive application documents from the school where the vacancy exists. 2. Conduct an initial evaluation of applicants' qualifications vis-à-vis the CSC-approved Qualification Standards (QS) of the position to be filled. 3. Determine whether the applicants meet the required performance standards/requirements. 4. Prepare the Initial Evaluation Results (IER). 5. Coordinate with the Division HRMO regarding the posting of the IER in at least three (3) conspicuous physical locations. In compliance with Republic Act No. 10173, or the "Data Privacy Act of 2012," its Implementing Rules and Regulations (IRR), and other related issuances of the National Privacy Commission, all personal information of applicants shall be concealed. Note: Only the application codes, and the applicants' qualifications in terms of Education, Training, Experience, Eligibility, Competency (if applicable), Performance, and remarks indicating whether they are Qualified or Disqualified, shall be made public. 6. Conduct competency assessments of applicants by: <ol style="list-style-type: none"> a. Performing classroom observations to evaluate competencies related to Classroom Observable Strands/Indicators; and b. Assessing portfolio annotations and conducting Behavioral Event Interviews (BEI) to evaluate Non-Classroom Observable Strands/Indicators. 7. Finalize the results and submit the following documents to the Division HRMPSB through the Records Unit: <ol style="list-style-type: none"> a. Transmittal Letter (2 cps.) b. Application Documents c. Initial Evaluation Results (IER) Assessment d. COI (Classroom Observable Indicators) and NCOI (Non-Classroom Observable Indicators) Tools and Forms