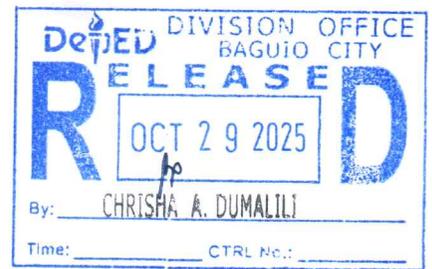




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 28, 2025

DIVISION MEMORANDUM

No. **695-2025**

**EXTENSION OF THE ACCEPTANCE OF RECLASSIFICATION APPLICATIONS**

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

1. Relative to Regional Memorandum No. 799, s. 2025 titled "Extension of Deadline for the Acceptance of Reclassification Documents by the Regional Office," this Office hereby extends the acceptance of reclassification applications within the Division.

2. All qualified applicants who wish to be considered for reclassification are encouraged to prepare and submit their required documents (as stipulated in Division Memorandum No. 586, s. 2025) to their respective District Sub-Committees for evaluation and for the conduct of the Classroom Observation/Demo Teaching (COI) and Portfolio Annotation & BEI (NCOI). **The specific schedule and deadline for submission of documents by the applicants shall be set by each District Sub-Committee to ensure timely evaluation and consolidation of results prior to the Division deadline on November 5, 2025.**

3. The **District Sub-Committee** shall submit the duly signed Comparative Assessment Result for Expanded Reclassification (CAREER), both in soft and hard copies, together with the following documents properly arranged in labeled **individual folders of applicants**, to the Division HRMPSB on or before November 5, 2025:

- a. Duly accomplished RFTP of qualified applicants (from Part I – IV)
- b. Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) (Annex S-1 of DepEd Order no. 024, s. 2025)
- c. CS Form 212 Personal Data Sheet with Work Experience Sheet
- d. Photocopy of scholastic/academic record (ie., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)
- j. Photocopy of duly signed Service Records
- k. Photocopy of certificate/ s of completion of 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 certificate/ s of relevant specialized trainings or professional development programs, if any
- l. Photocopy of the required Performance Ratings with at least Very Satisfactory rating.

4. All provisions stipulated in Division Memorandum No. 586, s. 2025 shall remain in effect.

5. Relative to this undertaking, the following school Administrative Officers are requested to report to the Division Office on November 6, 7, and 8, 2025 (Saturday, as necessary), to assist in sorting documents and preparing the PAL/ePSIPOP for submission to the Regional Office on November 10, 2025:

- |                     |                       |                      |
|---------------------|-----------------------|----------------------|
| a. Cosi, Fevi B.    | d. Ramos, Sheeler D.  | g. Padlan, Ofelia B. |
| b. Dilla, Arlene A. | e. Padonga, Cherry B. |                      |
| c. Pasul, Evelyn A. | f. James, Myline P.   |                      |

6. For strict compliance and immediate dissemination.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OASDS/CFM/ndc

