



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



October 2, 2025

DIVISION MEMORANDUM

No. **618-2025**

**EXTENSION OF THE SUBMISSION DEADLINE FOR RECLASSIFICATION
APPLICATION FOR TEACHING AND SCHOOL PRINCIPAL POSITIONS**

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

1. Relative to the Division issuance on the submission of reclassification applications, and in response to numerous requests and activities, this Office hereby announces the extension of the deadline to allow ample time for the preparation and submission of necessary documents for Teaching and School Principal positions.
2. The new deadline for submission is October 10, 2025. All concerned personnel are advised to submit their complete documents to their respective schools, which should be received by the School Administrative Officers on or before this date.
3. Additionally, for School Principals, Assistant School Principals, Head Teachers, SNET, and SST, reclassification application documents will be received by Mr. **Christorey C. Simangan**, HRMPSB Secretariat, at the Division Office.
4. For strict compliance and immediate dissemination

SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent

CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent