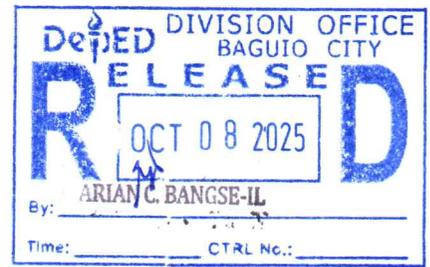




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 7, 2025

DIVISION MEMORANDUM
No. **637-2025**

**COMPOSITION OF THE EXPANDED CAREER PROGRESSION (ECP) COMMITTEE
AND ISSUANCE OF FREQUENTLY ASKED QUESTIONS (FAQS)
ON ITS IMPLEMENTATION**

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

1. In reference to DepEd Order No. 024, s. 2025, titled "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education," this Office hereby issues the composition of the Expanded Career Progression (ECP) Committee, which shall lead and monitor the transition from the current system to the Expanded Career Progression System. The Committee shall oversee change management efforts and ensure the effective and consistent implementation of the policy across all levels, in accordance with the provisions of the aforementioned DepEd Order.
2. To support the effective implementation of the policy, this Office also provides the attached Frequently Asked Questions (FAQs) addressing common concerns related to the Expanded Career Progression System.
3. Attached are the following documents for your reference:
Annex A – Composition of the ECP Committee
Annex B – Frequently Asked Questions (FAQs)
4. For any questions not covered in the FAQs, submit through this link <https://tinyurl.com/baguioecp>
5. For information, guidance, and widest dissemination.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

NIEVES D. EBANIO
Administrative Officer V



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Annex A

COMPOSITION OF THE EXPANDED CAREER PROGRESSION (ECP) COMMITTEE

CHAIRPERSON	CARMEL F. MERIS OIC-Assistant Schools Division Superintendent	FUNCTIONS: 1. Monitor strict adherence to the provisions of the guidelines; 2. Manage the advocacy and information dissemination to internal and external stakeholders; 3. Profile and facilitate professional development and career advancement of personnel affected by the implementation of the ECP System; 4. Guide and provide support to affected personnel based on the available options stipulated in this Order; 5. Facilitate the changes in the Plantilla, staffing modification, and personnel movements, and reporting thereof to the RO and CO; 6. Ensure the conduct and cascading of capacity building activities to incumbents, implementers, assessors, and key stakeholders; 7. Ensure alignment and streamlining of systems and procedures at the SDO level in accordance with applicable provisions under Section 38 of the Enclosure to the DepEd Order; h. Establish a systematic feedback mechanism; and evaluate, address, and report implementation and policy issues that may arise; i. Document and resolve ECP System-related issues and concerns, subject to the applicable policies and guidelines, rules and regulations, and relevant issuances; and j. Report and elevate policy and higher-level implementation issues and concerns to RO-HRDD, for onward submission to BHROD.
MEMBERS	JULIET C. SANNAD Chief Education Supervisor, CID NIÑO M. TIBANGAY Chief Education Supervisor, SGOD JOVELYN PETRA T. BALANTIN Senior Education Program Specialist, HRD OLIVIA O. GOMES Planning Officer III BELEN R. TOMIN Budget Officer LILIBETH G. DEGSI Accountant III NIEVES D. EBANIO Administrative Officer V MA. LOUELLA C. MONCADA HRMO	



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Annex B

FREQUENTLY ASKED QUESTIONS (FAQs) on DO no. 024, s. 2025

QUESTIONS FROM THE FIELD	SDO HRMPSB RESPONSES
<p>1. Are beginning teachers with less than three years in public service eligible to apply for reclassification? I am approaching my second year in the public school system, but I have prior teaching experience in private schools and am nearing completion of my Master's degree.</p>	<p>Yes, beginning teachers may submit application for reclassification. In this particular case where you have taught for only two years, please check your experience and performance qualifications in the next career stage.</p> <p>While DepEd Order No. 24, s. 2025 primarily focused on the career progression within the public school system, a closely related issuance, DepEd Order No. 19, s. 2025, clarifies the component on "experience".</p> <p>Accordingly, "Experience" refers to skills and knowledge gained in previous or current employment in either the government or private sector, whether full-time or part-time, which enables one to perform the duties of the position.</p>
<p>2. If a teacher currently holds a Teacher II or III position and qualifies for multiple higher-level positions (e.g., Teacher III to V or Teacher IV to VI), can they apply for all eligible positions in a single application form or letter?</p>	<p>Consider one highest teaching position where the applicant qualifies based on CSC qualification standards and PPST-based performance requirements</p>
<p>3. How many items are available? Will the selection be division wide or are there allotted items per school?</p>	<p>The estimated number of slots for reclassification per position shall be determined based on the following parameters:</p> <ol style="list-style-type: none"> a. Available budget allotment for the current fiscal year; b. Priority positions based on teacher needs analysis; and c. Applicable staffing standards and ratios for Master Teacher position
<p>4. If a teacher is not qualified for a position applied for, but is qualified for another, can the teacher be still considered for the other position or shall wait for the next application period?</p> <p>In case we apply for Teacher VI, but after assessment our documents do not meet the requirements for Teacher VI, yet may qualify for Teacher IV or Teacher V positions, will</p>	<p>The purpose of the ECPS reclassification is to reward teachers commensurate with their qualifications and competencies; the application package serves as the submission for the highest possible rank achieved.</p> <p>Hence, when a teacher fails to meet the QS for the target position, the HRMPSB will proceed to check if the applicant meets the QS for the next lower position. And if the teacher meets the QS and the minimum score for the next lower position, the HRMPSB is expected to recommend the teacher for reclassification to that appropriate rank.</p> <p>In summary, under the ECPS reclassification, the teacher does not need to wait for a new application period; he or she will be recommended for the rank he or she has successfully qualified for based on</p>



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<p>we automatically be disqualified or can we still be considered for Teacher IV or V positions?</p>	<p>evaluation of submitted documents, subject to the availability of funds and staffing standards.</p>
<p>5. Since I received a rating of 'Satisfactory' in Objective 11 of my IPCRF for SY 2023–2024, but my overall remarks are 'Outstanding,' am I still qualified for Teacher VI?</p> <p>Is a Teacher III applicant for Teacher VI position disqualified if he or she has at least one (1) Satisfactory in one of the items of his/her PMES-IPCRF for the past three school years although the final ratings of these 3 IPCRFs are Outstanding?</p>	<p>To qualify for a Teacher VI position, an applicant must have at least 12 proficient COIs at Outstanding and at least 4 Proficient NCOIs at VS and 6 Proficient NCOIs at Outstanding.</p> <p>In this particular case, applicants may still qualify even if one (1) objective is rated Satisfactory, provided they meet the required number of COIs and NCOIs at the VS or Outstanding levels.</p> <p>However, in teaching positions that require all 37 indicators (COI and NCOI) like Teacher IV (21 Proficient COIs at VS and 16 Proficient NCOIs at VS), Master Teacher I (21 Proficient COIs at O, 8 Proficient NCOIs at VS, and 8 Proficient NCOIs at O), Master Teacher III (21 HP COIs at O, 8 HP NCOIs at VS, and 8 HP NCOIs at O), and Master Teacher V (21 Distinguished COIs at O, 8 Dist. NCOIs at VS, and 8 Dist. NCOIs at O), having a Satisfactory rating in any one (1) indicator, shall mean NOT satisfying the performance requirements for the position applied for.</p>
<p>6. How do I apply for Teacher VI or VII? What is the most needed requirement? I have been Teacher 3 for almost 15 years.</p>	<p>DepEd Order No. 19, s. 2025 provides the CSC-approved qualification standards for all teaching positions from elementary to senior high school and school principal positions.</p> <p>DepEd Order No. 24, s. 2025 (pages 30 onwards) provides the Performance requirements and other criteria needed to qualify to higher teaching positions.</p>
<p>7. Is Plus Factor (Item 15) under PMES-IPCRF of SYs 2022-2023 and 2023-2024 included in the counting of NCOIs?</p> <p>Item 14.a.iii of Enclosure No. 2 of D0 24 s. 2025 provides for an example of a Teacher II applicant for Teacher V position. It states that the applicant is required to submit three (3) IPCRFs showing 6 Proficient COIs and 4 Proficient NCOIs at Outstanding with all the other 27 Proficient indicators at Very Satisfactory. If we were to add all these indicators, there are 37 indicators. However, if we are going add all the indicators of</p>	<p>No, the "plus factor" is not included in the counting of Non-Classroom Observable Indicators (NCOIs) for teachers applying for reclassification, as it's not part of the PPST-based objectives, though it can affect the teacher's overall evaluation.</p> <p>No, the Philippine Performance Management and Evaluation System (PMES) does not have 44 indicators; rather, it is based on the 37 indicators of the PPST, organized into 7 domains.</p> <p>The confusion about the number of indicators (44 versus 37) likely stems from the multi-year implementation of the performance management system for teachers, which is designed to cover all 37 indicators of the PPST over a three-year cycle.</p> <p>The number of objectives varies per year (meaning, there may be indicators that are repeated across the three-year period). Each specific school year (like 2022-2023) uses a prescribed set of objectives that corresponds to a selection of the 37 PPST indicators, ensuring a complete cycle by the end of the third year. for instance, the SY 2024-2025 tool for Proficient</p>



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<p>PMES-IPCRF for the past three school years (2022-2023; 2023-2024; and 2024-2025), there is a total of 44 indicators.</p> <p>Which of these 37 indicators are included in the 44 total indicators of PMES-IPCRF?</p>	<p>Teachers has a total of 14 objectives composed of COIs and NCOIs (DepEd Memorandum No. 017, s. 2025)</p>
<p>8. Can I use my Certificate of earned units since I don't have my OTR for my MA</p>	<p>Based on the guidelines for reclassification under DepEd Order No. 24, s. 2025, an applicant CANNOT use only certificates of earned units in the absence of the TOR.</p> <p>The documentary requirements explicitly ask for a "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)."</p> <p>The TOR is listed as the primary document for scholastic records, as it is the official, comprehensive, and notarized document issued by the educational institution that shows all courses taken, grades obtained, and the official status of units earned, or the degree conferred.</p>
<p>9. How many numbers of hours do we need in NEAP trainings?</p>	<p>For certain position reclassifications, the minimum required training hours, which must be relevant, recent, and often NEAP-recognized are specified in the Qualification Standards included in DepEd Order No. 19, s. 2025.</p>
<p>10. Can a Teacher III apply for reclassification to Teacher VI, or what position can a Teacher III be promoted to?</p>	<p>Under the Expanded Career Progression System (EO 174 and DO 24, s 2025), a Teacher III can seek advancement through reclassification guided by the following conditions:</p> <ul style="list-style-type: none">a. the incumbent teacher meets the CSC-approved qualification standards in terms of Education, Training, Experience, Eligibility of the target position. Applicants must also meet the PPST-based performance requirements, and must undergo the PPST-based selection process;b. under no circumstance shall an applicant be allowed to jump to a higher career stage/s for promotion without progressing through each of the career stages defined under the established professional standards; andc. promotion, whether through reclassification or natural vacancy, shall not exceed three (3) salary grades higher than the applicant's present position, except when the promotional appointment falls within the purview of any applicable exemptions granted by the CSC as stipulated in the ORAOHRA.



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<p>11. Am I eligible to apply for reclassification/promotion from Teacher II to Teacher IV even though I have only served one year in my current position?</p>	<p>Applying for reclassification from Teacher II to Teacher IV requires the incumbent to have at least 3 years teaching experience, counted from the date of original appointment.</p> <p>Moreover, the applicant must meet other criteria stipulated in the CSC-approved qualification standards, PPST-based performance requirement, and PPST-based selection process.</p>
<p>12. Are certificates of training given by those conducting seminars online and advertised on Facebook accepted? These are DepEd-endorsed, with QR code and original certificate copy delivered through LBC</p>	<p>For a training certificate to be strongly and consistently accepted for promotion through reclassification or natural vacancy, it must ideally be from a professional development program that is recognized or accredited by the NEAP, being the training arm of DepEd.</p> <p>Professional Development Programs offered by DepEd (Regional, Division, District, Schools) or Non-DepEd entities, as long as NEAP-accredited or recognized Learning Service Providers, are automatically authorized.</p>
<p>13. For Teacher VI, instructional supervision is included as a requirement for Training along with pedagogy and subject-area professional development. Is a training on instructional supervision mandatory?</p>	<p>Pursuant to DepEd Order No. 19, s. 2025, Teachers VI and VII positions require 24 and 32 (respectively) hours training in any of or cumulative of the following: curriculum, pedagogy, subject specialization, instructional supervision acquired within the last 5 years or completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher).</p> <p>Hence, instructional supervision for Teacher VI is not mandatory on its own. It is listed as one of several acceptable training areas alongside curriculum, pedagogy, and subject specialization, that may be completed individually or cumulatively to meet the required number of training hours.</p> <p>It is different in the case of Master Teachers since instructional supervision is a mandatory requirement under training qualifications.</p>
<p>14. When do we start counting for teaching experience? Based on original appointment or from last promotion?</p>	<p>For teaching experience to meet the qualification standards for higher teaching positions, it must be counted from the date of original appointment</p>
<p>15. Will my teaching experience in the private school be counted?</p>	<p>Experience refers to the skills and knowledge gained from previous or current work in either the government or private sector, whether full-time or part-time. However, the experience must be relevant and material to the duties and functions of the position.</p>
<p>16. On the Education Requirement for Teacher VI - Senior High School, if I graduated BSED-English and will apply in ACAD and/or CORE, I already</p>	<p>With your current qualifications, you satisfy the minimum education requirement for Teacher VI in Senior High School under the Academic Track and Core Subjects.</p>



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<p>satisfied the minimum Education Requirement right? But if I am AB English or BS Math graduate, I need 18 units Professional or Education Units and if my course is any other course not related to teaching, I need 30 units Masteral. Is this correct?</p>	<p>For an AB English or BS Math graduate, the applicant has 2 options: a. acquires 18 professional units in Education and at least 30 units towards Master's degree in relevant strand/subject; or b. acquire only at least 30 units towards Master's degree in the relevant strand/subject. (Reference: DepEd Order No. 19, s. 2025)</p>
<p>17. Who will fill out the RFTP (Reclassification Form for Teaching Positions)? Is it the applicant?</p>	<p>The RFTP shall be accomplished by the HRMPSB. The applicant affixes his/her signature to signify his or her knowledge of and conformity to the process undertaken, and the points given. (Reference: DepEd Order No. 24, s. 2025)</p>
<p>18. What will happen to the pool of qualified applicants for reclassification after selections are made this year? Will their records be retained for next year, or will they need to submit a new set of documents?</p>	<p>The CAREER (Comparative Assessment Results for Expanded Reclassification) for a particular position shall be valid until exhausted. The remaining applicants in the CAREER who were not accommodated in the current year shall be prioritized in the reclassification for the following year. They shall be considered "in the queue" and shall not be required to undergo the assessment process. The reclassification of their positions shall be processed before all other new applicants can be reclassified.</p> <p>All candidates who were not accommodated who opt to participate in the next reclassification process for the same position shall be given the option to carry over their CAREER scores and/or update their credentials without having to undergo the entire assessment process; provided, they submit a Letter of Intent and most recent performance ratings compliant with the performance requirements of the position applied for.</p> <p>All candidates who may not be accommodated for reclassification are not precluded from applying to any vacant position, subject to applicable RSA guidelines.</p>
<p>19. Should the PDS and Checklist of Requirements and Omnibus Sworn Statement be notarized?</p>	<p>The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant.</p> <p>Likewise, the PDS must be duly signed by the applicant.</p> <p>DepEd Order No. 21, s. 2024 states that "the Checklist of Requirements and OSS on the Certification on the Authenticity and Veracity (CAV) of a document submitted, as required in DO 007, s. 2023, shall NO longer be required to be notarized. The aforesaid document shall henceforth be required to be sworn before any public officer authorized to</p>



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	<p>administer oath pursuant to EO 292, as amended by RA No. 6733, and as further amended by RA 10755."</p> <p>RA 10755 (Section 41) provides the list of Officers authorized to administer oath: Provincial governors, City Mayors, Municipal Mayors, Regional Directors, Punong barangays, notaries public, other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments.</p>
<p>20. What if a teacher has the latest IPCRF (2024-2025), but according to the teacher's service record, he did not actually complete the entire school year because he was promoted in (ex.) January 2025 or he took a 6-month leave within the school year, will the IPCRF be considered?</p>	<p>The question depicts two scenarios requiring different responses:</p> <p>a. On not being able to complete the RPMS/PMES cycle due to promotion, DM 19, s. 2025 states, "In cases where a teacher is promoted within the SY to a position that entails movement across career stages, the performance evaluation shall be based on the new position and career stage, provided that the teacher has rendered at least 90 days of service in the new position. However, if the teacher has rendered less than 90 days in the new position, the performance shall continue to be evaluated using the tools applicable to the previous position and career stage. Performance ratings and supporting documents obtained prior to the promotion shall be honored and carried over, as applicable."</p> <p>b. On the teacher taking a 6-month leave, DO 24, s. 2025 states, "A teacher who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion through reclassification. In such cases, the applicable performance ratings to be used for purposes of satisfying the performance requirements shall be based on at most three (3) rating periods reckoned from the last rating period prior to the leave of absence." (page 31, DO No. 24, s. 2025)</p>
<p>21. What trainings are considered as Instructional Supervision trainings?</p>	<p>In DepEd context, Instructional Supervision training refers to any of the following: Instructional Leadership Training, Clinical Supervision, Coaching and Mentoring, Supervision Excellence (SEAMEOs SUPEReXCELS). Relevant training includes Curriculum implementation and development, Data-driven instructional decision making, Developing Re-entry action plans or WAPS, Assessment and Evaluation, PPST, PPSS, Technical assistance in instruction.</p>
<p>22. Should ALS teacher applicants do their demonstration teaching in a regular class or in an ALS class?</p>	<p>ALS teachers shall conduct their demonstration teaching in their ALS classes.</p> <p>Any qualified applicant for higher teaching position, scheduled to conduct demonstration teaching to satisfy the COI requirement of the position they are applying for, shall be observed in their actual classes.</p>



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<p>23. An applicant for Master Teacher position applied 2 months ago and wants to apply for reclassification to T4 or T5. Can he use the omnibus certification in the MT application for his T4 /T5 application for reclass?</p>	<p>The applicant must submit a new OSS. Each application is considered a separate personnel action, and all supporting documents must be specific to the position being applied for. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the OSS, duly signed by the applicant.</p>
<p>24. For COI, will a Principal from the elementary public school be allowed to observe a teacher applying for higher teaching position in the secondary public school?</p>	<p>Qualifications of assessors who shall conduct classroom observations per DO 24, s. 2025 prioritize that the pool of trained assessors shall have undergone rigorous training under the Career Progression Assessors Program. In terms of work experience, the School Head must have been a SH for at least five (5) years and has conducted classroom observation, provided feedback, and rated/validated IPCRFs. He or she must be trained in PPST, PPSSH, PPSS and have knowledge and understanding of the use and implementation of HR policies, RSA guidelines, and career progression policy.</p>