



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



February 10, 2025

DIVISION MEMORANDUM  
 No. **124-2026**

**SUBMISSION OF RECLASSIFICATION APPLICATIONS FOR TEACHING  
 AND SCHOOL PRINCIPAL POSITIONS**

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

- Pursuant to DepEd Order No. 024, 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 calls for the submission of applications for reclassification to facilitate the preparation of the FY 2027 budget and corresponding funding requirements.
- All interested applicants are hereby encouraged to prepare and submit the necessary documentary requirements in **one folder only**, in accordance with the provisions of DepEd Order No. 024, s. 2025, as amended by DepEd Order No. 034, s. 2025.
- Please be guided by the following:

Activity/ Person(s) Responsible	Mandatory application requirements
Submission and receipt of application documents a. Applicant b. School Administrative Officer Submission deadline: February 16, 2026	<p><b>Note: The following documents shall be received by the School Administrative Officer for review and assessment by the HRMPSB District Sub-Committee (for teaching positions only), in accordance with the prescribed criteria:</b></p> <ol style="list-style-type: none"> <li>Letter of intent addressed to the SDS</li> <li>Duly accomplished PDS (CS Form 212, Revised 2025/ with Work Experience Sheet;</li> <li>Photocopy of valid and updated PRC License/ID;</li> <li>Certificate of Competency level issued by authorized body (if applicable)</li> <li>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);</li> <li>Photocopy of duly signed Service Record;</li> <li>Photocopy of latest appointment;</li> <li>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;</li> <li>Photocopy of Technical Education and Skills Development Authority (TESDA) <b>National Certificate</b> (NC) II, Trainers Methodology Certificate (TMC) <u>(for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only)</u> <b>Certificate of Rating</b> (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd) <u>(for School Principal applicants only);</u></li> </ol>



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	<p>j. Photocopy of the required Performance Ratings with at least Very Satisfactory rating (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 14 of Enclosure 2 of DepEd Order No. 024, s. 2025. The latest performance rating shall cover one (1) year complete performance rating period in the current position) <u>(for Teaching applicants only)</u>;          Photocopy of the Performance Rating with at least 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 <u>(for School Principal applicants only)</u>;</p> <p>k. 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); and</p> <p>l. Other documents as may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators <u>(for Teaching applicants only)</u>.          Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to <u>(for School Principal applicants only)</u>:          ***Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of Last issuance of appointment</p>
<p>Review and processing of reclassification documents</p> <ol style="list-style-type: none"> <li>1. Applicant</li> <li>2. District Sub-Committee</li> <li>3. Division HRMPSB</li> </ol>	<p><b>Note: Upon completion of the assessment by the District Sub-Committee, <u>only the documents identified herein shall be forwarded to the Division HRMPSB through the Division HRM Officers (Personnel Unit).</u></b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished RFTP of qualified applicants - 2 copies</li> <li>2. Duly signed Service Record of qualified applicants</li> <li>3. Photocopy of Transcript of Records (TOR) of qualified applicants</li> <li>4. Certified Copy of ePSIPOP printout reflecting the name/s of the teachers for reclassification</li> <li>5. Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) (Annex S-1 of DO no. 024, s. 2025).</li> </ol> <p>***CAREER forms shall be submitted through Dropbox. The Dropbox link will be provided to the District Sub-Committee Secretariat for proper submission.</p>

4. Reclassification applications for School Principals shall be submitted to the SDO-Records Section on or before 16 February 2026.
5. Any subsequent announcements, clarifications, or addenda not covered in this memorandum shall be issued through a separate official memorandum.
6. For information, guidance and immediate dissemination.

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