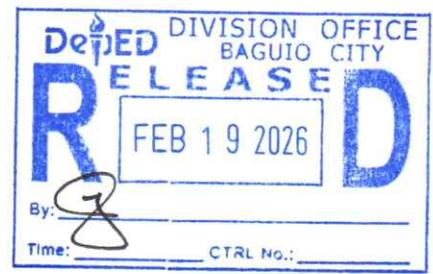




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 19, 2025

DIVISION MEMORANDUM  
 No. **151-2026**

**TIMELINE FOR DOCUMENTARY ASSESSMENT AND SUBMISSION OF REQUIRED RECLASSIFICATION DOCUMENTS TO THE DIVISION OFFICE**

To: Division HRMPSB  
 District Sub-Committee  
 School Heads  
 School Administrative Officers  
 All Others Concerned

1. Relative to Division Memorandum No. 124, s. 2026 on the Submission of Reclassification Applications for Teaching and School Principal Positions, this Office informs all District Sub-Committee members of the schedule and procedures for assessing and submitting the required documents:

Activity	Date	Person/s in-charge
Documentary Assessment of Applications, Conduct of Classroom Observation, Assessment of Portfolio Annotations, and Behavioral Interviews	February 19-27, 2026	District Sub-Committee
Finalization and Consolidation of Evaluation Results	March 2, 2026	District Sub-Committee & Secretariat
Submission of Required Documents (physical copies) and CAREER Forms (online) to the Division HRMPSB	March 3, 2026	District Sub-Committee Secretariat
Receiving of Required Documents (physical copies) and CAREER Forms (online)	March 3, 2026	Division HRMPSB Secretariat
Review of Submitted CAREER, RFTP and Other Required Documents	March 4-6, 2026	Division HRMPSB

2. Upon completion of the assessment by the District Sub-Committee, only the following documents shall be forwarded to the Division HRMPSB Secretariat:

- Duly accomplished RFTP of qualified applicants – two (2) copies
- Duly signed Service Record of qualified applicants
- Photocopy of Transcript of Records (TOR) of qualified applicants
- Certified copy of ePSIPOP printout reflecting the name/s of the teachers for reclassification
- Report on the Number of Teachers and Master Teachers (for Master Teacher applicants only) (Annex S-1 of DO No. 024, s. 2025)

**Note:** CAREER forms shall be submitted through Dropbox. The link will be provided to the District Sub-Committee Secretariat for proper submission.

3. Assessment of reclassification documents for School Principal positions shall be conducted by the Division HRMPSB.

4. For information and strict compliance.

Digitally signed by Soraya T. Faculo  
 Date: 2026.02.19 16:46:49 +08'00'

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

OASDS/CFM/ndc



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