



April 6, 2026

**DIVISION MEMORANDUM**  
No. 447 s. 2026

**ACCEPTANCE OF APPLICATIONS FOR RECLASSIFICATION OF TEACHING  
AND SCHOOL PRINCIPAL POSITIONS FOR FISCAL YEAR (FY) 2026**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs and Personnel  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 24 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 announces the acceptance of application for reclassification to the following positions from **April 6, 2026 until April 20, 2026 (5:00 PM)**. **Applicants must submit their application documents to the school to which they are assigned.**

**Teacher II, III, IV, V, VI, VII  
Master Teacher I, II, III, IV, and V  
School Principal I, II, III, IV**

2. Applicants are required to register in the link: **<https://tinyurl.com/AppLinkforReclass2026>** and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link based on their submitted documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office-Records Section on the set deadline will be considered as official applicants.

3. All interested qualified applicants shall submit their documents in color coded folders to the school sub-committee where they are assigned.

Teacher II, III, IV, V, VI, VII (Kindergarten and Elementary) – Blue,  
Teacher II, III, IV, V, VI, VII (Junior High School) – Red,  
Teacher II, III, IV, V, VI, VII (Senior High School) – Green,

Master Teacher I, II, III, IV, V (Elementary) – Blue,  
Master Teacher I, II, III, IV, V (Junior High School) – Red,  
Master Teacher I, II, III, IV, V (Senior High School) – Green,  
Master Teacher I, II, III, IV, V (SNeD) – Pink,  
Master Teacher I, II, III, IV, V (ALS) - White

School Principal I, II, III, IV (Elementary) – Yellow  
School Principal II, III, IV (Junior High School) – Orange

Documents must be fastened on the left side with Table of Contents arranged from letter A to letter L as indicated below. To facilitate the evaluation process, labels (index tabs) using A to L are requested:

For Teaching Positions:



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**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

<b>BASIC DOCUMENTARY REQUIREMENTS</b>	
<b>A</b>	Letter of Intent addressed to the Schools Division Superintendent containing the following information: ✓ Statement of purpose/ expression of interest; and ✓ Position applied for
<b>B</b>	Duly accomplished CSC Form 212 (Revised 2025) with latest passport size ID picture, duly sworn and Work Experience Sheet (if applicable), download the form at <a href="https://bit.ly/PDSCSCForm212">https://bit.ly/PDSCSCForm212</a>
<b>C</b>	Clear photocopy of valid and updated PRC License/ ID
<b>D</b>	Certificate of Competency Level issued by authorized body (if applicable)
<b>E</b>	Clear photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Record (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available)
<b>F</b>	Photocopy of duly signed Service Record
<b>G</b>	Photocopy of latest appointment
<b>H</b>	Photocopy of certificate/s of completion of NEAP-accredited professional and development programs/ courses, or certificate of training issued by NEAP-accredited public and private institutions of Photocopy of certificate/s of relevant specialized trainings training or professional development programs;
<b>I</b>	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only)
<b>J</b>	Photocopy of the required Performance Rating with <b>at least Very Satisfactory</b> rating. (Note: The applicant shall submit at most three (3) performance rating ( <b>SY 2024-2025; SY 2023-2024 and SY 2022-2023</b> ) depending on the performance requirements per Item 25 of DepEd Order No. 020, s. 2025. <b>The latest performance rating (SY 2024-2025) shall cover one (1) year complete performance rating period in the current position</b> );
<b>K</b>	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 R. A. 10173 ( <i>Data Privacy Act of 2012</i> ) using Annex C-2, can be downloaded @ <a href="https://bit.ly/Annex_C2">bit.ly/Annex_C2</a> duly sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by R.A. No. 6733 and as further amended by RA No. 10755)
<b>L</b>	Other documents: a) 1 original copy of accomplished and signed Reclassification Form for Teaching Positions (RFTP) – printed in a long size coupon (8.5"x13")- <i>for applicants for teaching position</i> , download the form at <a href="https://bit.ly/Reclassification_Forms">bit.ly/Reclassification_Forms</a> b) 1 original copy of accomplished and signed Reclassification Form for Teaching Positions (RFTP) – printed in a long size coupon (8.5"x13")- <i>for applicants for master teacher positions</i> , download the form at <a href="https://bit.ly/Reclassification_Forms">bit.ly/Reclassification_Forms</a> c) 1 clear photocopy of PRC Board Rating



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For School Administration Positions:

<b>BASIC DOCUMENTARY REQUIREMENTS</b>	
<b>A</b>	Letter of Intent addressed to the Schools Division Superintendent containing the following information: ✓ Statement of purpose/ expression of interest; and ✓ Position applied for
<b>B</b>	Duly accomplished CSC Form 212 (Revised 2025) with latest passport size ID picture, duly sworn and Work Experience Sheet (if applicable), download the form at <a href="https://bit.ly/PDSCSCForm212">https://bit.ly/PDSCSCForm212</a>
<b>C</b>	Clear photocopy of valid and updated PRC License/ ID
<b>D</b>	Certificate of Competency Level issued by authorized body (if applicable)
<b>E</b>	Clear photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Record (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available)
<b>F</b>	Photocopy of duly signed Service Record
<b>G</b>	Photocopy of latest appointment
<b>H</b>	Photocopy of certificate/s of completion of NEAP-accredited professional and development programs/ courses, or certificate of training issued by NEAP-accredited public and private institutions of Photocopy of certificate/s of relevant specialized trainings training or professional development programs;
<b>I</b>	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) of Principal's Test or other school head assessment as may be administered by DepEd); for School Principal I applicants only
<b>J</b>	Photocopy of the required Performance Rating with <b>at least Very Satisfactory</b> rating in the last rating period ( <b>SY 2024-2025</b> ) <b>covering (1) complete performance rating period in the current position.</b>
<b>K</b>	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 R. A. 10173 ( <i>Data Privacy Act of 2012</i> ) using Annex C-2, can be downloaded @ <a href="https://bit.ly/Annex_C2">bit.ly/Annex_C2</a> duly sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by R.A. No. 6733 and as further amended by RA No. 10755)
<b>L</b>	Other documents: a) 1 original copy of accomplished Reclassification Form for School Principal Positions (RFSPP) – printed in a long size coupon (8.5"x13"), download the form at <a href="https://bit.ly/Reclassification_Forms">bit.ly/Reclassification_Forms</a> b) 1 clear photocopy of PRC Board Rating c) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment



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4. The activities and timeline are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
<b>April 6, 2026 to April 20, 2026</b> (8:00AM-5:00PM)	Submission of Application letter with relevant documents to the School	School	Members of the School Sub-Committee on the submission of documents	Applicants for Reclassification
April 21-22, 2026 (8:00AM-5:00PM)	Submission of Application to the SDO-Proper (per school)	SDO-Proper, Records Section	Records Officer & Staff	
April 24-May 6, 2026 (8:00AM-5:00PM)	Initial Evaluation of documents	Personnel Section	HRMO, HRMPSB Secretariat & Sub-Committee	
May 11-15, 2026 (8:00AM-5:00PM)	Evaluation of Performance Requirements	SDO-Proper	HRMO, HRMPSB Sub-Committee, HRMPSB Secretariat	
To be announced	Observation of Demo Teaching (COI) and Assessment of Portfolio Annotation (NCOI) and Interview	School/District	HRMPSB and HRMPSB Sub-Committee	Qualified Applicants
To be announced	Document Evaluation	School/District	HRMPSB and HRMPSB Sub-Committee	Qualified Applicants
To be announced	Release of CAR	SDO	HRMPSB Secretariat	

5. Applicants must submit one (1) folder and apply to only one (1) position, provided that the position they applied for is not more than three (3) salary grades higher than their current position.

6. Promotion whether through reclassification or natural vacancy shall be required to go through any of the position within the career stage before advancing to any positions in the next career stages except for School Principal I incumbents.



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7. Consistent with the President's directive that "no teacher should retire at Teacher I," and pursuant to Sections 23-25 of the IRR of EO No. 174, s. 2022 and Section 8.0 of DBM-DepEd Joint Circular No. 01, s. 2025, the following qualified incumbents who meet the 50-cut off score shall be prioritized for reclassification regardless of their rank in the CAREER, subject to necessary assessments, applicable staffing standards, and availability of funds:

- a. Retirable Teacher I incumbents-both mandatory and optional within five (5) years (55-64 years old);
- b. Head Teachers (HT) affected by the ECP transition; and
- c. Special Needs Education Teacher (SNET), and Special Science Teacher (SST), pursuant to Section 33 of Enclosure No. 1 to DO No. 024, s. 2025

8. Portfolio/MOVs for the assessment of identified PPST – Non – Classroom Observable Indicators (NCOI) are NOT to be attached to the folder to be submitted. Prepare them separately for the NCOI assessment.

8. Applicants who failed to submit complete mandatory documents (A to K of the basic documentary requirements) on **5:00 PM of April 20, 2026** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

9. 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. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the applicant concerned.

10. The schedule of Observation of Demo Teaching (COI) and Assessment of Portfolio Annotation (NCOI), Interview and Document Evaluation will be announced in a separate memorandum.

11. The Criteria and Point System for Hiring to Higher Teaching Positions & School Administration per DepEd Order No. 7, 2023 and DepEd Order No. 20 s. 2024 are as follows:

Criteria	Higher Teaching Position (points)
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	15
<b>Total</b>	<b>100</b>



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Criteria	School Administration Position (points)
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
<b>Total</b>	<b>100</b>

12. References can be downloaded through the link <https://tinyurl.com/ECPfaQsANDGuide> which contains the following:

- DepEd Order No. 24, s. 2025 – Guidelines on the Implementation of the Expanded Career Progression for Teachers and School Heads in the Department of Education
- DepEd Order No. 19, 2024 - Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions
- DepEd Order No. 34, s. 2025 - Amendments and Clarifications to DepEd Order No. 024, s. 2025 (Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education)
- Memorandum DM-OUHROD-2025-3003 – FAQ's for DepEd Order No. 24 s. 2025 and DepEd Order No 34, s. 2025
- Memorandum DM-OUHRDI-2026-0802 – Guidance on the Reclassification of Teaching and School Principal Positions for Fiscal Year (FY) 2026

13. Only relevant Education, Training and Experience that exceeds the minimum-qualifications of the CSC approved- Qualifications Standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.

14. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results

15. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.

16. During the document evaluation, qualified applicants must be ready with their original documents for verification purposes.

17. Applicants who meet the **cut-off score of fifty (50) points** for teaching positions may be recommended for reclassification subject to the availability of funds and the number of slots for reclassification per position.



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18. The composition of the HRMPSB Sub-Committee for the receipt of application documents is as follows:

	Elementary	Secondary (JHS & SHS)
Chairperson	School Head	School Head
Vice-Chairperson	Administrative Officer II	Administrative Officer IV (for IUs) or Administrative Officer II (for Non-IUs)
Members	Other Non-teaching Personnel	Other Non-teaching Personnel

19. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.

20. This office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/ personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

21. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

22. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

23. For information, immediate and wide dissemination, guidance and compliance.

By Authority of the OIC – Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
Administrative Officer V