



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

02 July 2025

DIVISION MEMORANDUM

OSDS No. 090, s. 2025

**DISSEMINATION OF MEMORANDUM DM-OUHROD-2025-1669
(SUPPLEMENTAL MEMORANDUM TO DM-2025-1331 – RECLASSIFICATION OF
QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION)**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
HRMPSB Members
Cluster Heads/School Heads
AO V (Admin.), AO IV (HRMO)
All Others Concerned
This Division

1. Enclosed is MEMORANDUM DM-OUHROD-2025-1669, Supplemental Memorandum to DM-OUHROD-2025-1331 – Reclassification of Qualified Personnel to School Principal I Position.
2. This Memorandum also serves as call for submission of documents for qualified applicants under the said Memoranda (DM-OUHROD-2020-1331 & DM-OUHROD-2025-1669).
3. For the information and guidance of all concerned personnel.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: MEMORANDUM DM-OUHROD-2025-1669; DM—OUHROD-2025-1331

Reference: MEMORANDUM TO DM-2025-1331

To be indicated in the *Perpetual Index* under the following subjects:

GUIDELINES

ISSUANCES

RECLASSIFICATION

ZNB/OSDS/DM/ DISSEMINATION OF MEMORANDUM DM-OUHROD-2025-1669 (SUPPLEMENTAL MEMORANDUM TO DM-2025-1331 – RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION)/July 2, 2025



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Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1669

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

FROM :  **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **SUPPLEMENTAL MEMORANDUM TO DM-OUHROD-2025-1331 - RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION**

DATE : 23 June 2025

This is in line with the issued **DM-OUHROD-2025-1331**, 'Reclassification of Qualified Personnel to School Principal I Position' dated 27 May 2025, directing all Regional and Division Offices to facilitate the immediate reclassification and retitling of profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head to appropriate School Principal Position**. The said Memorandum provided a list of all profiled HTs, ASPs and TICs who have met the following parameters:

1. NQESH or Principal's Test Passer;
2. Qualified based on new Qualification Standards (QS) indicated in DM-OUHROD-2025-1331; and
3. **With Current Designation as School Head.**

However, in anticipation of the implementation of the *Transitory Provisions* pursuant to Title V Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – *Establishing the Expanded Career Progression (ECP) System for Public School Teachers*, the profiling tool likewise included affected **HTs and ASPs who are not currently designated as School Head** but are likewise qualified for the School Principal position—based on the QS and NQESH/Principal's Test requirements.

This inclusion resulted in a potential surplus of prospective School Principal items vis-à-vis the number of schools with no School Principal item leading to issues on prioritization of candidates for reclassification.

To address the concern above and to support the ongoing comparative assessments at the Schools Division level, the BHROD hereby provides the following supplemental guidance to further guide all concerned Regional Offices (ROs), Schools Division Offices (SDOs), and the Human Resource Merit Promotion and Selection Board (HRMPSB) in the reclassification process:

- a. Pursuant to the *Modified Staffing Standards for Master Teacher and School Principal Positions* stipulated under **Section 9.0 of DBM-DepEd Joint Circular No. 01, s. 2025**, one (1) School Principal item, regardless of position title or level, shall be authorized for every unique school (i.e., school with School ID). As such, all reclassified positions and/or incumbents shall be subject to redeployment or reassignment, whichever is applicable, to schools with no School Principal item in compliance with the established staffing standards.
- b. Consistent with the intent of DM-OUHROD-2025-1331, **qualified incumbents with current designation as School Head shall be given priority** in the reclassification to appropriate school principal position, regardless of their rank in the Comparative Assessment Results for Expanded Reclassification (CAREER).
- c. Other **HTs and ASPs** who are **not currently designated as School Head** but are qualified for the School Principal position—based on the QS and NQESH/Principal's Test requirements—may only be considered for reclassification in the event when there are remaining schools within the Schools Division with no School Principal item, as determined by the school head needs analysis.
Their rank in the CAREER shall be the basis for determining who among the remaining candidates shall be recommended for reclassification, in cases where there are limited number of schools with no School Principal item.
- d. Prospective school principals who may not be accommodated for reclassification are not precluded from applying to any vacant School Principal position.
- e. Apart from the duly-signed copy of the CAREER, Reclassification Form for School Principal Position (RFSP) of individual applicants, and Plantilla Allocation List (PAL), all concerned SDOs shall likewise submit a **Report on the Number of School Principals within the Division** attached in this link: <https://bit.ly/25ReclassificationTemplatesAnnexes> to the RO as supporting document, for onward submission to the DBM-RO. This is to ensure that reclassification and/or retitling of positions are in accordance with the established staffing standards for School Principal positions.
- f. As part of the regular monitoring of reclassified teaching and school head positions, all regions shall provide updates in their respective monitoring tool subsequently upon the release of NOSCA.

For concerns or queries, please contact the BHROD-HRDD by email at bhrod.hrdd@deped.gov.ph or via landline at **(02) 8470-6630**.

For your immediate dissemination and compliance.



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

RECEIVED
RECORDS SECTION REGIONAL OFFICE

DATE: 6/4/25

OFFICE OF THE UNDERSECRETARY

16:53

MEMORANDUM

DM-OUHROD-2025-1331

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : RECLASSIFICATION OF QUALIFIED PERSONNEL TO
SCHOOL PRINCIPAL I POSITION

DATE : May 27, 2025

In line with the commitment of the Department of Education (DepEd) to address the shortage of school principal items and to **establish a one school, one school principal deployment ratio**, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), has profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head** to facilitate the **immediate reclassification and retitling of qualified incumbents to appropriate School Principal positions**. This is likewise in line with the implementation of the *Transitory Provisions* for affected Head Teachers and Assistant School Principals pursuant to *Title V, Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – Establishing the Expanded Career Progression (ECP) System for Public School Teachers* and in response to the recommendations of The Second Congressional Commission on Education (EDCOM II) to provide structured succession plan to prepare interim leaders, such as TICs, for permanent functions in recognition of their critical role in maintaining school operations and leadership continuity during transitions.

In anticipation of the implementation of EO 174 and its IRR, the mapping out of school heads conducted through the *Profiling of Prospective School Principals* and *School Head Quick Inventory* deployed last March 2025 took into account their qualifications vis-à-vis the proposed new Qualification Standards (QS) for School Principal I positions, as shown in Table 1, as well as the school head assessment (i.e., National Qualifying Examination for School Heads (NQESH), Principal's Test).

Table 1. *Proposed New Qualification Standards (QS) for School Principal I position*

Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer

Pending the issuance of comprehensive DepEd Order stipulating the *Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads*, the immediate reclassification of qualified HTs, ASPs, and TICs, as profiled in the School Head Quick Inventory deployed last March 2025, shall be facilitated and given priority, in accordance with the approved QS by the Civil Service Commission (CSC) and pursuant to **DBM-DepEd Joint Circular No. 01, s. 2025** on the '*Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*'^[1].

In this light, all concerned **Schools Division Offices (SDOs)** and **Regional Offices (ROs)** are hereby directed to undertake the following courses of action:

I. Schools Division Offices

- a. SDOs shall immediately commence the processing of reclassification of the profiled HTs, ASPs, and TIC with Current Designation as School Head to appropriate School Principal position, subject to the applicable assessments stipulated in **Enclosure No. 3 to DepEd Order (DO) No. 007, s. 2023 – Guidelines on Recruitment, Selection, and Appointment in the Department of Education; DO 21, s. 2024 – Amendments to DepEd Order No. 007; Sections 7.4 - Pre-requisites for classification of positions and 7.5 - Reclassification of Positions of the DBM-DepEd Joint Circular No. 01, s. 2025¹.**
- b. Pending the issuance of the *Guidelines on the Implementation of Expanded Career Progression System for Teachers and School Heads in the Department of Education*, all profiled HTs, ASPs, and TICs

¹ DBM-DepEd Joint Circular No. 01, s. 2025 - Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System:
<https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf>

included in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position accessible through <https://bit.ly/25MonitoringSPReclassification>, who are NQESH/Principal's Test passers and have met the above-mentioned QS for School Principal I position, **shall be instructed by their respective SDOs to prepare and submit** the following pertinent documentary requirements for reclassification to School Principal I position on or before the deadline to be set by the SDO:

- i. **Reclassification Form for School Principal Positions (RFSPP) - (see Annex A)**
 - ii. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for
 - iii. Duly accomplished PDS (*CSC Form 212, Revised 2017*) with Work Experience Sheet;
 - iv. Photocopy of Voter's ID and/or any proof of residency;
 - v. Photocopy of valid and updated PRC License/ID;
 - vi. Certificate of Competency Level issued by Authorized body (if applicable)
 - vii. 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);
 - viii. Photocopy of duly signed Service Record;
 - ix. Photocopy of certificate/s of relevant training
 - x. Certificate of Rating (COR) in the School Head Assessment [National Qualifying Examination for School Heads (NQESH) or Principal's Test];
 - xi. Photocopy of the Performance Rating:
 - Performance rating of **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position;
 - xii. 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*), using the attached form (*Annex G*); and
 - xiii. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment
- c. For the purposes of initial evaluation and computation of corresponding points for Education, Training, and Experience (ETE), the proposed new QS for School Principal I position, as shown in Table 1, shall apply.

- d. Criteria and point system stipulated in **Enclosure No. 3 to DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis of the comparative assessment in computing the scores for *Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential*.
- e. Upon the completion of the assessment, the SDOs shall prepare and release the duly signed Comparative Assessment Results for Expanded Reclassification (CAReER) (see *Annex B*), for onward submission to the DepEd RO together with the duly-signed RFSP of individual applicants and Plantilla Allocation List (PAL) (see *Annex C*) on or before **June 25, 2025**.
- f. For oversight purposes, all SDOs are expected to provide updates on the status of appointment of the profiled school principal prospectives, indicating whether they are currently occupying the same position, have been promoted to higher position, or have pending application for reclassification.

SDO HRMOs shall be responsible for reflecting timely updates in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position provided above (Item B). Additionally, should there be other personnel who are currently eligible for principal I position—NQESH/ Principal's Test passers and meet existing CSC-approved QS, SDO HRMOs shall update the list provided by including the name of the unprofiled personnel in the monitoring tool.

II. Regional Offices

- a. The Teacher Credentials Evaluator (TCE) in the RO shall immediately evaluate the submitted CAReER, RFSP, and PAL for onward submission to the Regional Director for approval and signature.
- b. Upon approval, the RO shall submit the duly signed PAL to the Department of Budget and Management (DBM) Regional Office on or before **July 15, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).
- c. The DepEd RO shall endorse the DBM-approved PAL and NOSCA to the DepEd SDO concerned to prepare and process the appointment papers and the necessary adjustment to the salaries.
- d. Oversee and provide technical assistance in terms of compliance and regular updating of the Division HRMOs on the *Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position* to ensure accurate, timely, and efficient response to address the gap on the shortage of School Principal items.



Pursuant to Item D, Section 56 of the DepEd Order No. 007, s. 2023, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the CAREER; and shall be responded to, in writing, by the HRMPSB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.

Please note that all annexes referenced in this memorandum are accessible and downloadable via the link: <https://bit.ly/25ReclassificationTemplatesAnnexes>.

For concerns or queries, please contact the BHROD-HRDD by email at bhrod.hrdd@deped.gov.ph or via landline at (02) 8470-6630.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary

ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPF)

DBM-DepEd JC 01, s.2025_Form No. 2-B



Republic of the Philippines
Department of Education

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPF)

Name: _____ Current Position: _____
Position Applied: _____ Item Number: _____
Station/School: _____ SG/Annual Salary: _____
Level: _____ Kindergarten _____ Junior High School
Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	To be filled-out by the HRMO	To be filled-out by the HRMO	
Training			
Experience			
Eligibility			

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

☐ Eligible Score _____
☐ Not Eligible

III. PERFORMANCE RATING: _____

Must be at least *Very Satisfactory*

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCR) form, (which ever is applicable) in the last rating period

IV. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&O	Potential	Total Score

Conforme: _____

Attested by: _____

Applicant

HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by: _____

Administrative Officer IV (HRMO)

Certified Correct

Administrative Officer V (Admin Services)

Recommending Approval:

Schools Division Superintendent

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director

EX B - COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAREER)

COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAREER)

Division: _____ Date of Final Deliberation: _____

Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS						Remarks	Per Background Investigation (Y/N)		Per Recommendation (To be filled-out by the Schools Division Superintendent. Please sign opposite the name of the applicant)
		Education (10 pts)	Training (10 pts)	Experience (10 pts)	Performance (50 pts)	PPWT COG (Classroom Observation/ Demo Teaching) (25 pts)	PPWT MOG (Portfolio Assessment and SRA) (15 pts)		Total (100 pts)	Yes	
Juan C. Dela Cruz											

Prepared by: (tr) HRMPSB
All members should sign signature

Recommending Approval:

Name and Position: _____ Name and Position: _____ Name and Position: _____
 HRMPSB Member HRMPSB Chairperson HRMPSB Member
 Name and Position: _____
 Schools Division Superintendent

FD-302a (Rev. 12-13-2011)

Reclassification of School Principal Positions

enoy: _____
 gien: _____
 nton: _____
 uestion: Elementary/secondary

[illegible]

Nothing ensures self-reporting for the veracity and accuracy of the leads for subject conversion of positions after thorough review and in accordance with existing legal bases and Digital guidelines on the retention of data of Report Requested Information. In addition, we certify to the correctness of all the above-mentioned email and that employees whose names appear on the list are the individuals of said position. We further certify that the PIR requirement covering the request for conversion shall be limited under the Unemployment Law.

Approved by:

#Accounting Academy:

Bedroon D'silva Superintendent

Residential Director

普通

米田

米田

be submitted to DDEPO;

Union Brown coat of Gun Museum and Director of Dead

Martin Luther King Jr. Foundation of the Americas

Universität Bonn

Department of the Internal Division Department of

Certified Pharmacy Technician

Certified Copy of the Comprehensive Assessment Results for Expanded Remediation (CAERER) reflecting the status of the remediated principal for remediation.

Certified Copy of original printed reflecting the names of the teachers/refused principal for recommendation (only those pages containing such names)

and the Department of Health and Human Services.

01-078 10-6-92

Instructions:

Each page should show a sub-total of the current page to be forwarded on the next page.

Subtotal-figures should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and c) sub-total of (a) and (b) to be forwarded to the next page.

The final page should also show (a) and (b) and the total of (a) and (b), which should be marked as Grand Total.

Please sort the position numbers in descending order.

get Dates:

Examine Over 17s and in WPR

DBM-Dep2 Join Cautions No. 01, d. 2025