



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

September 23, 2025

DIVISION MEMORANDUM
OSDS NO.: 126 s. 2025

**DISSEMINATION OF THE MEMORANDUM DM-OUHROD-2025
(COMMENCEMENT OF RECLASSIFICATION OF TEACHING AND SCHOOL
PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025) AND
TIMELINE IN THE PROCESSING OF RECLASSIFICATION AT THE SDO LEVEL**

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
Human Resource Merit Promotion and Selection Board (HRMPSB) Members
All Others Concerned

1. Pursuant to **DepEd Memorandum DM-OUHROD-2025-2505** titled **"Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025"**, the Schools Division Office of Tacurong City through its HRMPSB sets and disseminates the **timeline and activities in the processing of reclassification of teaching and school principal positions** as provided below.

Date	Activity
Sept. 23, 2025	Meeting of HRMPSB and School Heads - Orientation on DO No. 024, s. 2025 and workshop on the evaluation of reclassification application documents
Sept. 24 or 25, 2025	School-based/cluster-based orientation on DO No. 024, s. 2025
Sept. 26-30, 2025	Preparation and submission of reclassification application documents to school heads
Oct. 1-3, 2025	School level evaluation (QS and Requirement) of documents and endorsement to SDO
Oct. 6-8, 2025	Initial evaluation of reclassification application documents per QS and Requirement by the HRMO
Oct. 9-10, 2025	Communicating the IER to applicants



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Oct. 13-15, 2025	<p>Schedule for:</p> <ul style="list-style-type: none">➤ Classroom Teaching Reclassification Applicants (c/o Sub-Committee) for Demonstration Teaching (COIs), and Portfolio Assessment and BEI (NCOIs) <p>Note: The specific dates for the demonstration teaching, portfolio assessment and BEI shall be scheduled and communicated by the sub-committee concerned to their respective applicants</p> <ul style="list-style-type: none">➤ School Administration Reclassification Applicants (c/o HRMPSB) for Written Examination and BEI• For SP I - BEI will be on October 13, 2025 at 8:30 a.m.• For SP II-IV - Written examination and BEI is on October 14, 2025 at 8:30 a.m. and 1:00 p.m., respectively.
Oct. 16-17, 2025	Consolidation and submission to SDO of the COIs and NCOIs assessment results per cluster by the Sub-committee
Oct. 13-19, 2025	HRMPSB assessment of reclassification application documents
Oct. 20-22, 2025	Preparation of CAReER and other documents by the HRMPSB
Oct. 23, 2025	Deliberation of CAReER by the HRMPSP
Oct. 24, 2025	Submission of the CAReER, PAL, RFTP, and RFSP to the SDS by the HRMPSB
October 27, 2025	Posting of CAReER
October 29, 2025	Endorsement of all reclassification documents to RO

2. All school heads are directed to orient teachers on DO No. 024, s. 2025 and assist them in the preparation of their documents for reclassification. They are expected to ensure the widest dissemination of this Memorandum to all teachers and other personnel concerned.

4. For queries and clarifications, concerned personnel may coordinate with the **Schools Division Human Resource Section** through tacurong.hrmo@deped.gov.ph.



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3. For guidance and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: DM-OUHROD-2025-2505
Reference/s: DO 024, S. 2025, DO 19, S.2025, EO No. 174, s. 2022, DM-OUHROD-2025-2505
Allotment:
To be indicated in the Perpetual Index under the following subjects
MEETING SCHOOL HEADS

GPO/ADMIN-HR/OSDS/DISEMINATION OF THE MEMORANDUM DM-OUHROD-2025-2505 (COMMENCEMENT OF RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025) AND TIMELINE IN THE PROCESSING OF RECLASSIFICATION AT THE SDO LEVEL/

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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025- 2505

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : **COMMENCEMENT OF RECLASSIFICATION OF TEACHING**
AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024, s. 2025

DATE : September 8, 2025

I. Background

Under the Fiscal Year (FY) 2025 General Appropriations Act (GAA), a total budget of **6,148,433,000.00** is appropriated to cover the Reclassification of Teaching and School Head Positions in the Department of Education (DepEd), which is expected to be utilized within the year.

In view of the above and the recent issuance of **DepEd Order No. 024, s. 2025** or the *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, pursuant to **Executive Order (EO) No. 174, s. 2022** and its subsequent issuances,¹ this Office hereby directs all concerned Schools Division Offices (SDOs) to **commence the reclassification of teaching and school principal positions**, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

¹ **Implementing Rules and Regulations (IRR)** of Executive Order No. 174, s. 2022

DBM-DepEd Joint Circular No. 01, s. 2025 on the 'Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System'

DepEd Order No. 019, s. 2025 - 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

II. Prioritization

Consistent with one of the President's notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)—that **“no teacher should retire at Teacher I,”** and pursuant to **Title V. Sections 23 and 24** of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 and **Section 8.5.2** of DBM-DepEd Joint Circular No. 01, s. 2025, priority in the promotion whether through reclassification or natural vacancy shall be given to the following qualified incumbents, subject to necessary assessments, applicable staffing standards, and availability of funds:

- i. **Retirable Teacher I** incumbents—both mandatory and optional in the next five (5) years²; and
- ii. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

Notwithstanding the prioritization of abovementioned incumbents, **other qualified teaching and school principal incumbents** shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.

III. Reclassification of Position

Pursuant to **Section 21 and 22 of Enclosure No. 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority (i.e., Retirable Teacher I, HTs, and ASPs), shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: *‘Guidelines on the Reclassification to Teaching Positions’*
- Enclosure No. 3 to DO 024, s. 2025: *‘Guidelines on the Reclassification to School Principal Positions’*.

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) - Regional Office on or before **November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

To ensure timely compliance with the foregoing timelines, ROs and/or SDOs may set earlier deadlines for the submission of applications, insofar as practicable, taking into account the anticipated volume of applications and current workforce capacity to evaluate and process the applications.

² Section 13-13 (A) of Republic Act No. 8291 - The Government Service Insurance System Act of 1997

Mandatory Retirement: retirement shall be compulsory for an employee at **sixty-five (65) years of age** with at least fifteen (15) years of service

Optional Retirement: at least sixty (60) years of age and has rendered at least fifteen (15) years of service

Immediately upon Issuance of the NOSCA, the concerned SDO shall prepare and process the corresponding appointment papers salary adjustments, in accordance with applicable provisions of the CSC ORAOHRA³; and issue the same to all teachers and school heads concerned not later than **March 30 of the succeeding year**, or as may be determined by both DBM and DepEd in cases of emergency and unprecedented situations.

Pursuant to **Item F, Section 48 of DO 024, s. 2025**, 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.

IV. Career Progression Tool Kit

In line with the Department's goal to strengthen the advocacy and communication mechanisms and to further guide all the HRMPSB Members, HRMOs, and other key stakeholders in the entire process of the reclassification of position, the Department, through the BHROD, hereby provides the Career Progression Tool Kit, accessible through this link: <https://tinyurl.com/CareerProgToolKit>

This tool kit includes List of Frequently Asked Questions (FAQs) with answers, Legal Bases, Orientation and capacity building Materials.

V. Monitoring

For monitoring purposes, all ROs and SDOs are requested to update the reclassification tool of reclassified teaching and school principal positions using this template: <https://tinyurl.com/ReclassificationStatus>.



For more information and further clarifications, you may contact the **BHROD-HRDD** through **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at bhrod.hrdd@deped.gov.ph.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary

³ **CSC Resolution 2500358.** 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)