



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

January 26, 2026

DIVISION MEMORANDUM
OSDS - 2026 - 012

**DIVISION MULTI-YEAR GUIDELINES ON THE CALL FOR APPLICATIONS
FOR RECLASSIFICATION UNDER THE EXPANDED CAREER PROGRESSION
(ECP) SYSTEM FOR TEACHERS AND SCHOOL HEADS**

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

1. Pursuant 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) and DepEd Order No. 034, s. 2025 (Amendments and Clarifications to DepEd Order No. 024, s. 2025), this Office through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the call for applications for the reclassification of classroom teaching (CT) and school administration (SA) positions under the ECP program of the Department of Education.
2. The reclassification process shall be conducted in accordance with the ECP guidelines, with the following activities and timelines to be observed:

Activities	Timeline	Tasks to Do
Submission of application documents by the teacher/school head to the Administrative Officer II of the school	Whole year round	<p>The AO II acknowledges receipt of the documents.</p> <p>The AO II organizes the documents by batch for submission to the HRMPSB sub-committee in the cluster.</p> <p>The AO II prepares the transmittal letter.</p>
Submission of application documents for CT and SA positions by the AO II of the school to the HRMPSB sub-	Two batches of documents every month:	The AO II submits the documents to the sub-committee.



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

committee assigned in the cluster	Batch 1 - Second Friday Batch 2 - Last working day of the month	The sub-committee acknowledges receipt of the documents. The Sub-committee conducts initial evaluation and verification as to the completeness, authenticity, and veracity of the documents submitted. The Sub-committee is expected to assist the applicants in ensuring the completeness of the documents to be submitted to the HRMO.
Submission of application documents by cluster of the sub-committee chairperson to the Records Section	Every First Friday of the month	The Records Section acknowledges receipt of the application documents.
Forwarding of application documents by the Records Section to the HRMO	Every second Monday of the month	The HRMO acknowledges receipt of the documents through the Division Tracking System (DTS)
Initial evaluation of application documents for CT and SA positions by the HRMO	To be scheduled by the HRMO	The HRMO evaluates the applicants' documents as per QS and requirements. The HRMO submits the IER to the HRMPSB for deliberation.
Communicating the IER	To be scheduled by the HRMO	The HRMO posts the IER in at least three conspicuous places, concealing the names of the applicants. The HRMO notifies the



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

		applicants of the IER through official communications.
Conduct of classroom observation for the PPST COIs, and assessment of PPST NCOIs (Portfolio Assessment and BEI) for applicants for reclassification for classroom teaching positions.	<ul style="list-style-type: none"> • Whole year round • The specific date for each activity is to be scheduled by the sub-committee assigned in the cluster and to be approved by the HRMPSB chairperson. 	<p>The sub-committee discusses and proposes to the HRMPSB chairperson the schedules of the classroom observation, portfolio assessment and BEI, and communicates with the applicants. They may conduct orientation with the applicants relative to the details of the classroom observation, portfolio assessment and BEI.</p> <p>The applicant prepares his/her lessons to be done in an actual classroom setting with learners. He/she reports to the sub-committee on the scheduled dates for the portfolio assessment and BEI.</p> <p>The sub-committee submits the COI and NCOI rating sheets to the HRMO.</p> <p>Note: <i>Applicants who intend to apply for promotion in the classroom teaching positions through the ECP or existing vacancies can request for a classroom observation addressed to</i></p>



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

		<p><i>the sub-committee chairperson copy furnished the HRMPSB Chairperson through the HRMO. The COI rating sheets of the prospective applicants prior to submission of application documents shall be certified by the sub-committee members. It shall be valid for one year, reckoned from the date of the conduct of the classroom observation.</i></p> <p><i>The sub-committee prepares four sets of original records of the classroom observation, two copies to be given to the teacher, one copy for the HRMO, and one file copy for the sub-committee. The sub-committee prepares a list of teachers who have undergone classroom observations and submits a copy to the HRMO.</i></p>
Consolidation and submission of the COI and NCOI rating sheets to the HRMO.	<ul style="list-style-type: none">Two days after the complete conduct of the three activities	<p>The sub-committee submits the COI and NCOI rating sheets to the HRMO.</p> <p>The HRMO acknowledges receipt of the documents.</p>
HRMPSB assessment of reclassification application documents	To be scheduled by the HRMPSB Chairperson	The members of the HRMPSB convenes and assess the competencies of the applications



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

		as per required competencies.
Conduct of Written Examination and BEI for applicants for the reclassification for the SA positions	To be scheduled by the HRMPSB chairperson Note: <i>This may be scheduled before or after the conduct of the assessment of the application documents by the HRMPSB.</i>	The HRMPSB chairperson drafts a Division Memorandum for approval by the SDS to disseminate the specific schedule of the Written Examination and BEI.
Preparation of CAReER, PAL and other documents by the HRMPSB	Two days – After the HRMPSB assessment	The HRMPSB through the HRMO and secretariat prepares the CAReER, PAL and other documents for deliberations by the HRMPSB.
Deliberation of CAReER by the HRMPSB	To be scheduled by the HRMPSB chairperson	The HRMSPB chairperson issues a Notice of Meeting to the HRMPSB members and deliberates the CAReER and on other matters relative to reclassification applications under the ECP.
Submission of the CAReER, PAL, RFTP, and RFSPP to the SDS by the HRMPSB	On the day after the deliberation	The HRMPSB submits the CAReER, PAL, RFTP, and RFSPP to the SDS.
Posting of CAReER	On the day of approval by the SDS	The HRMO posts the CAReER in the division office and the schools concerned.
Endorsement of all reclassification documents to RO	Monthly	The HRMO organizes all documents for CT and SA positions reclassification for endorsement to the



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

DepEd regional Office.

3. All interested applicants for reclassification shall submit the Reclassification Form for Teaching Positions (RFTP) or Reclassification Form for School Principal Positions (RFSPP).

The RFTP shall be supported by the following documents:

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/ Expression of interest
 - ii. Position applied for
- b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency Level issued by authorized body (if applicable);
- e. 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);
- f. Photocopy of duly signed Service Record;
- g. Photocopy of latest appointment;
- h. 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;
1. 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);
- 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 this Enclosure. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- 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), using the attached form (Annex C-2); and
- 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.



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

The RFSPP shall be supported by the following documents:

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/Expression of interest;
 - ii. Position applied for;
- b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency Level issued by Authorized body (if applicable);
- e. 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);
- f. Photocopy of duly signed Service Record;
- g. 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;
- h. Certificate of Rating (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);
 1. Photocopy of latest appointment;
- j. 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;
- 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), using the attached form (Annex C-2J);
- I. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment

4. Online submission of electronic copies of the above enumerated application documents may be allowed provided that the requisites of Section 7(a) of RA No. 8792 or the "Electronic Commerce Act of 2000, whenever applicable, are complied with. Online submission is subject to submission of hard copies upon request for purposes of verification.



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

5. The following HRMPSB Sub-committees are established for each cluster.

East Cluster

Chairperson: **MEMVIE L. ALESNA**

Principal III Cluster Head

Members: **MA. BELLA A. VICTORIO**
Principal I

NANCY D. CASTRO
Principal I

RODOLFO M. AGON
Principal I

West Cluster

Chairperson: **MA. MERESA F. BACEA**

Principal II Cluster Head

Members: **GLEND A ROSE G. YASIN** **WENDY** **LYNN** **G.**
CONEJAR Principal II Principal II

REGINA O. BARON **ANABEL D. BESONA**
Principal I Principal I

South Cluster

Chairperson: JEANILYN C. BATCHAR

Principal III Cluster Head

Members: **FAITH C. SOMCIO**
Principal I

ROMULO C. VENTURA, JR.
Principal I

JOHN GIL L. PAMPOSA
Head Teacher II



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

North Cluster

Chairperson: **MELANIE B. DELOS SANTOS**

Principal II
Cluster Head

Members: **MA. ELVA P. BELGIRA** **MARY GRACE G. HILARIO**
Principal I Principal II

JACKIE A. OCHINANG
Head Teacher III

Central Cluster

Chairperson: **SAMSON M. TALLODAR**

Principal II Cluster Head

Members: **FLORO A. BELANO** **GLADYS P. VIOLA**
Head Teacher I Master Teacher II

ROY E. SOBERANO **JOSEPH L. TAYO**
Head Teacher I Master Teacher II

Secondary Schools Cluster - Junior High School

Chairperson: **MA. TERESITA H. ESCOBIA**

Principal IV Cluster Head

Members: **RAMELYN V. USMAN** **DENNIS B. RUBIN**
Principal II Master Teacher II

MA. TERESITA H. RUZ
Assistant School Principal II

Secondary Schools Cluster – Senior High School

Chairperson: MARTIN I. DIAZ

Principal III Cluster Head

Members: **RONALD D. DELA PEÑA**
Master Teacher III

RIZA P. VELASCO
Principal I

CLARISSA C. SATORRE
Assistant School Principal II



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

6. All school heads are directed to orient teachers on this division multi-year guidelines on the implementation of ECP program 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.

7. Expenses relative to the various activities of the Division for the implementation of the ECP program of the DepEd shall be charged against the SDO or School MOOE/local funds.

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

9. This memorandum remains in effect until rescinded or superseded.

10. For information, guidance and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosures: none
References: DO 024, S. 2025, DO 034, s. 2025, EO No. 174, s. 2022
Allotment:
To be indicated in the Perpetual Index under the following subjects

**GUIDELINES
RECLASSIFICATION**

GPO/ADMIN-HR/DIVISION MULTI-YEAR GUIDELINES ON THE CALL FOR APPLICATIONS FOR RECLASSIFICATION
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