

#### Republic of the Philippines

# **Department of Education**REGION VIII - EASTERN VISAYAS

June 4, 2025

REGIONAL MEMORANDUM No. 625 , . 2025

## RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION

To: Schools Division Superintendents

Division HRMPSBs/HRMOs

All Others Concerned

- 1. With reference to Memorandum DM-OUHROD-2025-1331 with the subject: Reclassification of Qualified Personnel to School Principal I Position, the Schools Division Offices are directed to immediately commence the processing of reclassification of the profiled Head Teachers, Assistant School Principals, Teachers-In-Charge with Current Designation as School Head to appropriate School Principal Position, subject to the applicable assessments stipulated in Enclosure No. 3 to DepEd Order 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; Section 7.4 Prerequisites for classification of positions and 7.5 Reclassification of Positions of the DBM-DepEd Joint Circular No. 01, s. 2025.
- 2. The new qualification standards, school heads assessment, and performance requirement for School Principal I position shown in the table below shall apply:

Education	Experience	Training	Eligibility	School Heads Assessment	Performance Requirement
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	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 10180 (Teacher)	Principal's Test or NQESH Passer	Must be at least Very Satisfactory in one-year complete performance rating in the current or latest position per Item 20.i of DO 7, s. 2023 and Item 8 of DO 21, s. 2024



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



The following documentary requirements shall be submitted to the Regional Office on or before June 25, 2025:

No.	Document	No. of Copies
1	Indorsement of the SDS	2 original copies
2	Plantilla Allocation List (PAL) using the attached template	4 original copies
3	Duly accomplished Reclassification Form for School Principal Positions (RFSPP)	2 original copies
4	Comparative Assessment Result for Expanded Reclassification (CAReER)	2 certified true copies
5	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test	1 certified true copy
6	Designation Order as School Head	1 certified true copy
7	Transcript of Records	1 certified true copy
8	Updated Service Records	1 original copy
9	Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017)	1 original copy

- The Schools Division Superintendents through the Human Resource Merit Promotion and Selection Board (HRMPSB) shall ensure that the qualification standards, guidelines, and other procedures and documents for reclassification have been met and strictly followed.
- Attached are the new templates for RFSPP, CAReER, and PAL for reference. 5.
- Immediate dissemination of and strict compliance with this Memorandum are 6. desired.

EVELYN R. FETALVERO, CESO III

Regional Director

Enclosures: As stated

References:

Memorandum DM-OUHROD-2025-1331

DBM-DepEd Joint Circular No. 01, s. 2025

DepEd Order No. 21, s. 2024 DepEd Order NO. 007, s. 2023

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

NEW GUIDELINES

PRINCIPAL

RECLASSIFICATION

DEPARTMENT OF EDUCATION RECORDS SECTION, REGIONAL OFFICE NO.

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738 Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



# ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RFSPP)

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



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Annex B - comparative assessment result for expanded reclassification (career)

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5													-	
Prepared by the HRMPSB (All members should affix signature)	SB fix signature)											Recommending Approval:	ding Approv	ral:
Name and Position HRMFSB Member		Name and Position HRMPSB Member	Name	Name and Position HRMFSB Chairperson	Na HR	Name and Position HRMPSB Member	Name and HRMPSB	Name and Position HRMPSB Member				Schools 1	Division Su	Schools Division Superintendent

# ANDEX C - PLANTILLA ALLOCATION LIST

DBM-DepEd JC 01, s. 2025\_Form No. 3-B

PLANTILLA ALLOCATION LIST
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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMEN

SIGNATURE 7

OFFICE OF THE DIRECTOR III

MEMORANDUM DM-OUHROD-2025-133

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

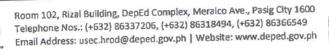
May 27, 2025

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





Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	DM-OUHROD 03.23.23	Page	1 of 5



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	(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:

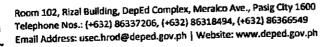
#### I. Schools Division Offices

- 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. 2025<sup>1</sup>.
- 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

<sup>&</sup>lt;sup>1</sup> 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: <a href="https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf">https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf</a>







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Effectivity	03.23.23	Page	2 of 5



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:

- Reclassification Form for School Principal Positions (RFSPP) - (see Annex A)
- Letter of intent addressed to the SDS containing the following ii. information:
  - Statement of Purpose/Expression of interest
  - Position applied for
- Duly accomplished PDS (CSC Form 212, Revised 2017) with iii. Work Experience Sheet;
- Photocopy of Voter's ID and/or any proof of residency; iv.
- Photocopy of valid and updated PRC License/ID; v.
- Certificate of Competency Level issued by Authorized body (if vi. applicable)
- Photocopy of scholastic/academic record (i.e., Special vii. Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if
- Photocopy of duly signed Service Record; viii.
- Photocopy of certificate/s of relevant training ix.
- Certificate of Rating (COR) in the School Head Assessment x. (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
- Photocopy of the Performance Rating: хi.

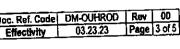
Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600

Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

- Performance rating of at least Very Satisfactory in the last rating period covering one complete (1) performance cycle in the current position;
- Checklist of Requirements and Omnibus Sworn Statement xii. 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
- Other documents as may be required by the Human xiii. 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 RFSPP 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.

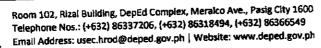
SDO HRMOs shall be responsible for reflecting timely updates in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position provided above (Item B). Additionally, should there be other personnel who are currently eligible for principal I position-NQESH/ Principal's Test 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, RFSPP, 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.







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Effectivity	03.23.23	Page	4 of 5



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.

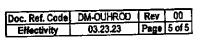
Please note that all annexes referenced in this memorandum are accessible and downloadable via the link: <a href="https://bit.ly/25ReclassificationTemplatesAnnexes">https://bit.ly/25ReclassificationTemplatesAnnexes</a>.

For concerns or queries, please contact the BHROD-HRDD by email at <a href="mailto:bhrod.hrdd@deped.gov.ph">bhrod.hrdd@deped.gov.ph</a> 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 (RSFPP)

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



## RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RFSPP)

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#### VI. DEPED REGIONAL OFFICE ACTION

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Certified Corre	et:					
Chief, A	dministrat	tive Division				
				Approved:		

Regional Director

annex B - comparative assessment result for expanded reclassificatioon (career)

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	3	COMPARATIVE ASSESSMENT	E ASSESS	MENT RE	SULT FOR	EXPANDED	RESULT FOR EXPANDED RECLASSIFICATION (CAREER)  Date of Final Deliberation	CATION (CAREER) Date of Final Deliberation:	ReER)		
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						PPST COL	STOCK STOCK		Remarks		Superintendent;
Name of Applicant	Application Code	Education (10 pts)	Training (10 pts)	Experience (10 pts)	Performance (30 pts)	(Classroom Observation/ Demo Teaching)	(Portolio Annotation and BEI) [15 pts]	Total (100 pts)		Yes No	Heuse sign opposite the name of the applicant)
1 Juan C. Dela Cruz											
2											
8											
5										Recommending Approval:	proval:
Prepared by the HRMPSB (All members should affix signature)	APSB affix signaturel										
Name and Position HRMPSB Member	l 1	Name and Position HRMPSB Member	Name	Name and Position HRMPSB Chairperson	1	Name and Position HRMPSB Member	Name an HRMPSI	Name and Position HRMPSB Member		Schools Division Superintendent	ion ent
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ANNEX C - PLANTILLA ALLOCATION LIST

DBM-DepEd JC 01, s.2025\_Form No. 3-B

PLANTILLA ALLOCATION LIST Reclassification of School Principal Positions (Pursuant to Executive Order 174 titled, "Establishing the Expanded System of Career Prograssion of Teachers and School Heads in the Public Busic Education System?

Region:	] ]													
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To

Approved by:

Recommending Approval:

Division HRMO Date:

Prepared hy:

Schools Division Superintendent Date:

Regional Director Date:

Documentary Requirements:

1. Letter Request of the Regional Director of DepEd To be submitted to DBM RO.

2. Plantile Allocation List for Reclessification of School Heads Positions

Additional Documents for DepEd RO level only:

4. Certified Photocopy of Approved Reclassification Form for School Principal Positions (RFSPP) for School Principal I, III, and IV (DBM-Depted Joint Circular No. 01, s.2025, Form No. 2-8) 5. Cartified Copy of the Comparative Assessment Retults for Expanded Reclassification (CARJEET) reflecting the names of the teacherstactor principal for reclassification (only those pages containing such names) 6. Certified Copy of ePSIPOP printed reflecting the names of the teacherstacthod principal for reclassification (only those pages containing such names)

7. Certification of Availability of Funds duly signed by the Budget Officer/Accumiant/Bookheopei

8. Certified copy of Sub-ARO

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Instructions:

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

2) Succeeding page's should show the 3 sub-total of the current page b) sub-total forwarded from the previous page, and 3) sub-total of (b) and (b) which should be labelled as Grand Tolal.

3) The last page should show (a) and (b) and the total of (a) and (b), which should be labelled as Grand Tolal.

Legal Bases: 1, Executive Order 174 and ha IRR 5, DBM-DepEd Joint Circular No. 01, s. 2025