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Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

September 16, 2025

REGIONAL MEMORANDUM

No. **1.192** s. 2025

**CONVERSION OF VACANT/UNFILLED EXPANDED CAREER
 PROGRESSION (ECP) AFFECTED POSITIONS**

To: Schools Division Superintendents
 Human Resource Management Officers
 All Others Concerned

1. The transitory provision of DepEd Order No. 24, s. 2025 "Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education," particularly Item 32.b explicitly provides that vacant positions with titles that *do not* conform with the position titles in the ECP System shall no longer be filled-up and shall be converted to appropriate positions in the ECP System.

2. In consonance thereto, the hereunder vacated/unfilled items shall be subject to conversion:

Vacant/Unfilled Item	Appropriate Position in the ECP System
Special School Principal (SSP) I-II	School Principal I
Assistant School Principal (ASP) II-III	School Principal I
Assistant School Principal (ASP) I	Teacher I
Assistant Special School Principal (ASSP) I	Teacher I
Head Teacher I-VI	Teacher I

3. The Human Resource Management Officers shall facilitate the conversion of the vacated/unfilled items within ninety (90) days from the effectivity of DepEd Order No. 24, s. 2025 dated August 28, 2025 through the submission of accomplished Plantilla Allocation List (PAL) which should include all the identified positions for conversion to this Regional Office. If found complete and in order, these shall be endorsed to the DBM-RO until November 26, 2025.

4. The Schools Division Superintendent are directed to ensure the immediate filling-up of the converted items within one (1) year from approval in compliance with the DepEd Merit Selection Plan and applicable Recruitment, Selection, and Appointment guidelines.

5. A report on the approved conversion of positions shall be regularly submitted by the Schools Division Offices (SDOs) and Regional Office (RO) to the Bureau of Human Resource and Organizational Development (BHROD), DepEd Central Office, for information and tracking purposes.
6. Immediate dissemination of and compliance with this Memorandum are desired.



RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Office-in-Charge
Office of the Regional Director

Enclosure: PAL Template
References: DO 24, s. 2025

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

CONVERSION EXPANDED CAREER PROGRESSION SYSTEM

AD-PS-EDR

PLANTILLA ALLOCATION LIST

Pursuant to Executive Order 174 titled, "Establishing the Expanded System of Career Progression for Public School Teachers" and its Implementing Rules and Regulations (IRR) and 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")

Agency: _____
Region: _____
Division: _____
Education: Elementary/Junior High School/Senior High School

Item No. (per latest PSP/OP) (1)	Organizational Code per PSP/OP (2)	Organizational Code per PSP/OP to which the item will be transferred (3) Leave blank if not applicable	Name of Incumbent (5) (Surname, Name, Middle Name)	Position Title		Date of Approval (6)	Salary Grade with Step Increment/Monthly Rate			Monthly Differential			<Current Year Requirements> Months (17)=(16)* no. of months	MYB and/or YEB Differential (18)	Total Funding Requirements (19)=(17)+(18)	Remarks (15)
				Present (8)	DepEd Approved Position (7)		Present (9)	DepEd Approved Position (11)	Sal. Differential (13) = (12) - (10)	PHIC (14)	RUP (15) = (13) * 0.12	Total Monthly Requirements (16)=(13)+(14)+(15)				
(see DBM-DepEd Joint Circular No. 01, s. 2025 re: Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System)																
-NOTHING FOLLOWS-																
Sub-total for this page																
Total previous page																
Total this pageGrand Total																

Prepared by: _____

Recommending Approval: _____

Approved by: _____

Division HRMO
Date: _____

Schools Division Superintendent
Date: _____

Regional Director
Date: _____