

1445



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

October 30, 2025

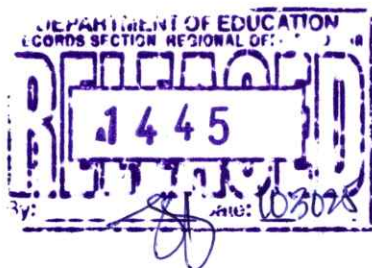
**REGIONAL MEMORANDUM**

No. **1445** s. 2025

**ADVISORY ON THE SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION  
TO DEPED REGIONAL OFFICE VIII**

To: Schools Division Superintendents  
Human Resource Merit Promotion and Selection Board  
Human Resource Management Officers  
All Others Concerned

1. While the Department of Budget and Management (DBM) set a cut-off on the submission of requests for staffing modification including reclassification of items not later than November 17, 2025, the DepEd Regional Office VIII has not set a deadline on the acceptance of application from the Schools Division Offices.
2. The Schools Division Superintendents are hereby advised to continuously submit application for reclassification documents to the Regional Office for processing and evaluation and shall be submitted upon receipt of a new Advisory from the DBM on the resumption of submission.
3. Immediate dissemination of and compliance with this Memorandum are desired.



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

Enclosure: As stated

Reference: RM 1432, s. 2025; RM 1171, s. 2025; RM 1080, s. 2025

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

ADVISORY

RECLASSIFICATION

SUBMISSION

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
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1432



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

October 27, 2025

**REGIONAL MEMORANDUM**

No. **1432** s. 2025

**SUBMISSION OF REQUESTS FOR STAFFING MODIFICATION FOR FY 2025**

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

1. Attached is an Advisory dated October 22, 2025 from the Department of Budget and Management (DBM), Region VIII with the subject: Submission of Requests for Staffing Modification for FY 2025.
2. Relative thereto, the Schools Division Superintendents are advised on the cut-off date of submission of application for reclassification, realignment, conversion and retitling of items to the Department of Budget of Management through this Office, which is **November 17, 2025** for the current year.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.



**RONELO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

MODIFICATION

STAFFING

SUBMISSION

AD-PS-EDR



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

**ADVISORY**

October 22, 2025

DEPARTMENT OF EDUCATION  
RECEIVED  
10/24/25  
OFFICE OF THE REGIONAL DIRECTOR  
SIGNATURE: *[Signature]*

DEPARTMENT OF EDUCATION  
RECEIVED  
RECORDS SECTION REGIONAL OFFICE NO. VIII  
LORELIE R. BADAACS  
DATE: 10/24/25  
TRACKING #: 10520 TIME: 9:01  
SIGNATURE: *[Signature]*

**For : The Regional Director, Schools Division Superintendents, and Heads of Implementing Unit Secondary Schools, Department of Education (DepEd) Region VIII**

**ATTENTION: Human Resource Management Officers/  
Administrative Officers**

**From : The Regional Director**  
Department of Budget and Management (DBM) Region VIII

**Subject : SUBMISSION OF REQUESTS FOR STAFFING MODIFICATION  
FOR FY 2025**

- 1.0 In connection with the agreements reached between DBM Regional Office VIII and DepEd Region VIII held on July 28, 2025, the deadline set for the submission of requests for **staffing modification** is **not later than November 17, 2025 (Monday)**.
- 2.0 All requests submitted by the set deadline must comply with the following requirements to facilitate prompt processing of said request, to wit:
  - i. Each **endorsement letter** from DepEd Regional Office VIII shall cover **no more than thirty (30) positions per request** for staffing modification;
  - ii. Documentary requirements as prescribed in the existing DBM Citizen's Charter 2025 (1<sup>st</sup> edition) and other relevant policies and guidelines, only of applicants who qualify for reclassification shall be submitted;
    - a. Agency Request
    - b. Additional requirements (as applicable)
      1. For Reclassification of positions of DepEd due to approved Equivalent Records Forms (ERFs):



- 1.1 Revised Plantilla Allocation List (PAL) for Reclassification of Teaching Positions due to Approved ERF
  2. For Conversion to Master Teacher positions:
    - 2.1 Revised PAL for Reclassification of Master Teacher Position
    - 2.2 For Secondary Schools-Updated List of Teachers by Subject Area
  3. For reclassification of School Head positions
    - 3.1 Revised PAL for Reclassification of School Head Positions
    - 3.2 Revised PAL for Reclassification of School Head Positions by Academic/Subject Area
- iii. **DepEd Schools Division Offices** shall ensure that applicants for Master Teachers (Secondary) are listed in his/her **core subject in the Updated List of Teachers by Subject Area in the said school.**
- 3.0 Please be reminded of the responsibility of DepEd Regional Office VIII to ensure that sufficient funds are available to cover payment of the salary differential of the endorsed requests for staffing modification.
- 4.0 For guidance and compliance, please. Thank you.

*L. Quia Rhonondiz 10/22/25*  
**IMELDA C. LACERAS, CESO III**

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

September 16, 2025

**REGIONAL MEMORANDUM**

No. **1171**, s. 2025

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

To: Schools Division Superintendents  
Human Resource Merit Promotion and Selection Board  
Human Resource Management Officers  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-2505 with the subject: Commencement of Reclassification of Teaching and School Principal Positions pursuant to DepEd Order NO. 024, s. 2025.
2. Relative thereto, the Schools Division Superintendents through the Human Resource Merit Promotion and Selection Board (HRMPSB) are expected to have commenced the reclassification process for teaching and school principal positions in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.
3. Upon completion of the assessment process, all the required documents indicated in Regional Memorandum 1080, s. 2025 shall be submitted to the Regional Office for evaluation and approval, and subsequent submission to the Department of Budget and Management-Regional Office on or before **November 30, 2025**.
4. It is reiterated that this Office shall continue accepting applications for processing and evaluation and shall be submitted upon receipt of Advisory from the DBM on the resumption of submission.
5. 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: As stated

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

EVALUATION                      RECLASSIFICATION                      SUBMISSION  
AD-PS-EDR



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

September 1, 2025

**REGIONAL MEMORANDUM**

No. **1080** s. 2025

**ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION OF  
TEACHING AND SCHOOL PRINCIPAL POSITIONS IN ALL  
LEVELS UNDER EXPANDED CAREER  
PROGRESSION (ECP) SYSTEM**

To: Schools Division Superintendents  
Human Resource Merit Promotion and Section Board  
Human Resource Management Officers  
All Others Concerned

1. With the issuance of 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," this Office shall start accepting and processing requests for reclassification of Teaching and School Principal positions under the Expanded Career Progression (ECP) System from **September 15, 2025 onwards**.

2. The following positions with the parameters are considered for reclassification:

Position	Level	Parameters
Teacher I-VII	Elementary and Secondary Level	None
School Principal I-IV	Elementary and Secondary Level	One (1) plantilla item per school regardless of position title
Master Teacher I-V	Kindergarten and Elementary Level	One (1) plantilla item for every five (5) Teachers within the school, regardless of position title
Master Teacher I-V	Secondary Level (Junior High Schools)	One (1) plantilla item for every five (5) Teachers per subject/learning area within the school, regardless of position title



Master Teacher I-V	Secondary Level (Senior High Schools)	One (1) Plantilla item for every five (5) Teachers per track within the school, regardless of position title
Master Teacher I-V	Secondary Level (Regional Science High School)	One (1) Plantilla item for every three (3) Teachers per subject/learning area within the school, regardless of position title
Master Teacher I-V	Special Needs Education	One (1) Plantilla item for every five (5) SNEd Teachers within the Schools Division, regardless of position title
Master Teacher I-V	Alternative Learning System	One (1) Plantilla item for every five (5) ALS Teachers within the Schools Division, regardless of position title
Master Teacher I-V	Multigrade Schools and Hardship Posts	One (1) Plantilla item for every three (3) Teachers within the school, regardless of position title

3. The required documents for submission to the Regional Office are as follows:

No.	Document	No. of Copies
a.	Transmittal Letter duly signed by the SDS	Two (2)
b.	Duly accomplished Reclassification Form for Teaching Positions (RFTP)/Reclassification Form for School Principal Positions (RFSP) of qualified applicants	Two (2)
c.	Duly signed Comparative Assessment Results under Expanded Career Progression (CAREER);	Two (2)
d.	Duly signed Plantilla Allocation List (PAL)	Four (4)
e.	Certified copy of ePSIPOP printout reflecting the names of the school heads for reclassification <i>(only those pages containing such names)</i>	One (1)
f.	Certification of Availability of Funds duly signed by the Budget Officer and Latest status report on the lumpsum fund	One (1)
g.	Certified copy of Sub-ARO	One (1)
h.	CS Form 212 Personal Data Sheet with Work Experience Sheet	One (1)
i.	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	One (1)

j.	Photocopy of duly signed Service Records	One (1)
k.	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	One (1)
l.	Certificate of Rating (COR) in the NQESH, Principal's Test, or applicable School Heads Assessment	One (1)
m.	Report on the Number of School Principal Position within the Division for School Principal position	Two (2)
n.	Report on the Number of Teachers and Master Teachers	Two (2)
o.	Special Transfer Order duly signed by the Schools Division Superintendent (In-case of Transfer of Positions is deemed necessary);	One (1)
p.	Quantum Leap justification (if applicable).	One (1)

4. The Schools Division Superintendents through the Division Selection Committee shall ensure that the qualification standards indicated in DepEd Order No. 19, s. 2025, criteria and guidelines under DepEd Order 7, s. 2023, DepEd Order Nos. 20 & 21, s. 2024, DepED Order No. 024, s. 2025 shall be strictly followed.

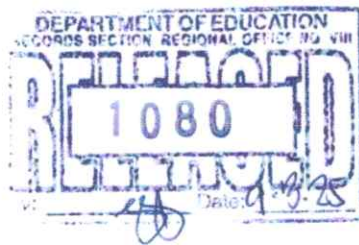
5. Only applications which complies the new qualification standards, performance indicators, cut-off score with complete documentary requirements shall be processed. Incomplete requirements and/or with discrepancies in the submitted documents shall be returned to SDO without favorable action.

6. Initial submission of reclassification documents to the Regional Office shall be based on the budgetary allocation per division as follows:

Division Office	Number of Teaching and School Heads Positions	Allocation
Baybay City	1,351	2,913,449.74
Biliran	2,473	5,333,057.90
Borongan City	958	2,065,939.94
Calbayog City	2,537	5,471,074.76
Catbalogan City	1,312	2,829,345.72
Eastern Samar	5,800	12,507,778.32
Leyte	18,088	39,007,016.26
Maasin City	1,008	2,173,765.61
Northern Samar	9,167	19,768,759.29
Ormoc City	2,325	5,013,893.90
Samar	8,042	17,342,681.60
Southern Leyte	4,322	9,320,451.36
Tacloban City	2,410	5,197,197.54
<b>Total</b>	<b>59,793</b>	<b>128,944,411.94</b>



7. For SDOs with applications beyond the allocated budget may still be submitted to the Regional Office provided a certification from the budget officer on the availability of funds shall be attached.
8. Templates for CAREER, PAL, RFTP, RFSPP, Report on the Number of Teachers and Master Teachers, and Report on the Number of School Principal Position are hereto attached for reference. These are also accessible through the link: <https://shorturl.at/UmJNc>.
9. Immediate dissemination of and strict compliance with this Memorandum are desired.



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

Enclosures: As stated

References: DO 024, s. 2025, DO 20 & 21, s. 2024, DO 07, s. 2023,  
DM 19, s. 2022

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

APPLICATION  
EXPANDED CAREER PROGRESSION

RECLASSIFICATION  
SUBMISSION

AD-PS-EDR