



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

April 8, 2026

**REGIONAL MEMORANDUM**

No. **460** s. 2026

**SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF  
 ON-STREAM CANDIDATES FOR RECLASSIFICATION**

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

1. Attached are Memorandum DM-OUHRODI-2026-0802 with the subject Guidance on the Reclassification of Teaching and School Principal Positions for Fiscal Year (FY) 2026 and letter from DBM Acting Secretary Rolando U. Toledo approving the request of DepEd on the reclassification of positions of the on-stream candidates to School Principal I position despite the three (3) salary grade limitation or the so-called *quantum leap*.

2. Relative thereto, the Schools Division Superintendents through the Human Resource Management Officers of the concerned divisions are requested to facilitate submission of the required documents of the listed on-stream candidates for reclassification found in the enclosure to the Regional Office on or before **April 20, 2026**.

3. The documentary requirements and number of copies are as follows:

Item	Document	No. of Copies
a.	Indorsement duly signed by the SDS	Two (2)
b.	Duly accomplished Reclassification Form for School Principal Positions (RFSP)	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 applicants 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 SDS using the attached template	One (1)
g.	CS Form 212 Personal Data Sheet with Work Experience Sheet	One (1)
h.	Photocopy of scholastic/academic record (i.e. Special Orders, Transcript of Records (TOR) and Diploma,	One (1)



Address: Government Center, Candahug, Palo, Leyte  
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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

	including completion of graduate and post-graduate units/degrees, if available	
i.	Photocopy of duly signed Service Records	One (1)
j.	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)
k.	Certificate of Rating (COR) in the National Qualifying Examination for School Heads (NQESH), Principal's Test, National Assessment for School Heads (NASH), or applicable School Heads Assessment	One (1)
l.	Report on the Number of School Principal Position within the Division for School Principal position	Two (2)
m.	Special Transfer Order duly signed by the Schools Division Superintendent (In-case of Transfer of Position is deemed necessary)	One (1)

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

*M:*  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
 Regional Director



Enclosure: As stated

Reference: As stated

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

ON-STREAM CANDIDATES

RECLASSIFICATION

AD-PS-EDR



Republic of the Philippines

**Department of Education**

REGION VIII

SCHOOLS DIVISION OF BILIRAN

**LIST OF ON-STREAM CANDIDATES FOR RECLASSIFICATION TO SCHOOL PRINCIPAL I POSITION**

NO.	DIVISION	NAME	POSITION		SCHOOL
			CURRENT POSITION	POSITION TO BE RECLASSIFIED TO	
1	Baybay City	CANTONEROS, GIRLY AGUDA	Head Teacher I	School Principal I	Bidlinan Elementary School
2	Baybay City	CAGOL, ROGELIO BELMORES	Head Teacher II	School Principal I	San Juan Elementary School
3	Baybay City	FLORES, GLOWILA PARANGAN	Head Teacher I	School Principal I	Hipusngo Elementary School
4	Baybay City	MURILLO, GARY ROSS PATOLJILIC	Head Teacher I	School Principal I	Mahayahay Elementary School
5	Baybay City	ALQUIÑO, JETCHELLE ANN MONTALBAN	Head Teacher I	School Principal I	Kagumay Elementary School
6	Baybay City	MORILLO, MARIBEL MASBAD	Head Teacher I	School Principal I	Punta National High School
7	Baybay City	PERTIMOS, NIEZEL CANETE	Head Teacher II	School Principal I	Gaas Elementary School
8	Baybay City	MABALATAN, DARLYN BALARENSIA	Head Teacher I	School Principal I	Gubang Elementary School
9	Baybay City	DACLAG, ALBERT FILEMON BOISER	Head Teacher I	School Principal I	Zacario Elementary School
10	Baybay City	PADILLA, MARY ROSE BACALSO	Head Teacher I	School Principal I	Maypatag Elementary School
11	Biliran	ARREGLO, LEAH ROSARIO	Head Teacher I	School Principal I	Calipayan Elementary School
12	Biliran	PALCONIT, ANDRIAN P.	Head Teacher I	School Principal I	Canila Elementary School
13	Biliran	BETONIO, MA. CRISTINA O.	Head Teacher II	School Principal I	Casibang Elementary School
14	Biliran	DACLETAN, MARY GRACE J.	Head Teacher I	School Principal I	Talustusan Elementary School
15	Biliran	CALAGOS, FAITH CLEOFE PLECKERDA	Teacher III/TIC	School Principal I	Salvacion Elementary School
16	Biliran	BERINGA, ANNE V.	Teacher III/TIC	School Principal I	Kaulangohan Elementary School
17	Borongan City	GESOYOT, JESSA APAR	Head Teacher II	School Principal I	Songco Elementary School
18	Borongan City	REBLANDO, LORNA AGNO	Head Teacher I	School Principal I	Balacdas Elementary School
19	Borongan City	ANGUREN, HEDELISA APELO	Teacher III/TIC	School Principal I	San Gabriel Elementary School

NO.	DIVISION	NAME	POSITION		SCHOOL
			CURRENT POSITION	POSITION TO BE RECLASSIFIED TO	
20	Calbayog City	PAGHUNASAN, MA. IRENE NAPURAN	Head Teacher I	School Principal I	San Policarpo National High School
21	Calbayog City	CATAMPO, JOEY ARIOJA	Head Teacher II	School Principal I	San Jose Integrated School
22	Calbayog City	ALEGRIA, MARICEL PITAO	Head Teacher II	School Principal I	Calbayog City Night High School
23	Calbayog City	TOMALON, ENRICO GAL	Head Teacher I	School Principal I	Lapaan Integrated School
24	Calbayog City	TERMO, LOUIE MACAPAGAT	Head Teacher I	School Principal I	Canjumadac Integrated School
25	Calbayog City	BEDUYA, BENJIE ALEGRIA	Head Teacher II	School Principal I	Mabini Integrated School
26	Calbayog City	CASALJAY, JAYSAM MAMILOTO	Head Teacher I	School Principal I	Gabay-Magsalong Elementary School
27	Calbayog City	MERENCILLO, MARICEL GACELOS	Head Teacher I	School Principal I	Bagong Lipunan-Hibatang Elementary School
28	Calbayog City	MAGBUTAY, JOSEPHINE GULDO	Head Teacher II	School Principal I	Migara Elementary School
29	Calbayog City	ADIZAS, MARIA GINA GAYONDATO	Head Teacher II	School Principal I	Palanogan Occidental Elementary School
30	Calbayog City	COMAYINGKING, MERARDO SARMIENTO	Head Teacher II	School Principal I	Danao I Elementary School
31	Calbayog City	DE LOS REYES, MA. RONA LIM	Head Teacher II	School Principal I	Mag-Ubay Elementary School
32	Calbayog City	MANAGAYSAY, WILFREDO, JR. AMOTO	Head Teacher II	School Principal I	Tanval Elementary School
33	Calbayog City	MANUALES, NORMEL JOHN ANABESO	Head Teacher II	School Principal I	Cabatuan National High School
34	Calbayog City	OBINGUAR, LORIDEL LACBAYO	Head Teacher II	School Principal I	Baay Elementary School
35	Calbayog City	REFUNCION, JACINTO DUMAYAN	Head Teacher II	School Principal I	Alibaba Elementary School
36	Calbayog City	TARRAYO, NICOLAS, JR. BOLITAS	Head Teacher II	School Principal I	Dawo Integrated School
37	Calbayog City	AYONG, PAULTETE GELETA	Head Teacher I	School Principal I	Bantian Elementary School
38	Calbayog City	JOSE, JANICE BALDOMARO	Head Teacher II	School Principal I	Salhag Elementary School
39	Calbayog City	ADEL, LILIA LABIAN	Head Teacher II	School Principal I	San Joaquin NHS-Manguino-O Annex
40	Calbayog City	REGULACION, MARVIN DEE	Teacher III/TIC	School Principal I	Cahumpan Elementary School
41	Calbayog City	ALLITA, JAYSSON AGUAVIVA	Teacher III/TIC	School Principal I	Roxas II Elementary School
42	Leyte	MARAYA, SHERLY A.	Head Teacher I	School Principal I	Malibago National High School
43	Leyte	PADULLA, LENARD PAULO B.	Head Teacher II	School Principal I	Carigara School of Fisheries-Sogod Annex
44	Maasin City	MULLET, SARAGEN LEONOR	Head Teacher II	School Principal I	Pansaan Elementary School
45	Maasin City	LACERNA, DENNIS RAMOS	Head Teacher II	School Principal I	Baugo National High School
46	Maasin City	ALMOSA, DENNIS GOLLE	Head Teacher I	School Principal I	Lunas National High School
47	Maasin City	CARSULA, JEANNIL ABINON	Head Teacher II	School Principal I	San Rafael Stand Alone NHS

NO.	DIVISION	NAME	POSITION		SCHOOL
			CURRENT POSITION	POSITION TO BE RECLASSIFIED TO	
48	Maasin City	GUISADIO, IRISH MAE GARCIA	Head Teacher I	School Principal I	Guadalupe National High School
49	Maasin City	MISOLES, MAILEN PADRO	Head Teacher II	School Principal I	Bactul II Elementary School
50	Maasin City	LIMAS, RICARDO OBLIGADO	Head Teacher II	School Principal I	Canlugoc Elementary School
51	Maasin City	EMBOY, JUNAZ SALUBRE	Head Teacher I	School Principal I	Dongon National High School
52	Maasin City	BERSABAL, LEONEL BANDIBAS	Head Teacher II	School Principal I	Cabadiangan Elementary School
53	Maasin City	GAVIOLA, EVELYN LORZANO	Head Teacher II	School Principal I	Cabulihan Elementary School
54	Maasin City	PONCE, NELSON CALBAN	Head Teacher II	School Principal I	Gawisan Elementary School
55	Tacloban City	NAPUTO, HAROLD M.	Head Teacher II	School Principal I	North Hill Arbours Integrated School



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

**MEMORANDUM**  
**DM-OUHRODI-2026- 6802**

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

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

SUBJECT : **GUIDANCE ON THE RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS FOR FISCAL YEAR (FY) 2026**

DATE : March 13, 2026

**I. BACKGROUND**

In view of the enactment of **Republic Act No. 12314**, otherwise known as the **General Appropriations Act (GAA) of 2026**, and in support of the continuing implementation of the Expanded Career Progression (ECP) System, the Department of Education (DepEd) has been allocated **Php 6,148,433,000.00** for the reclassification of teacher and school principal positions pursuant to Executive Order No. 174, s. 2022 and its subsequent issuances<sup>1</sup>.

This allocation is intended to address the remaining applications from Fiscal Year (FY) 2025 and expand opportunities for all qualified teachers and school heads to advance through reclassification within the current FY, under a merit- and competency-based promotion system.

In line with this, the Human Resource and Organizational Development (HROD) issue this Memorandum to:

1. Provide guidance on the processing of reclassification applications;
2. Clarify implementation issues encountered; and
3. Ensure the consistent and uniform application of policies and procedures under the ECP System across all governance levels.

<sup>1</sup>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

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

DepEd Order No. 034, s. 2025 - Amendments and Clarifications to DepEd Order No. 024, s. 2025

## II. SUBMISSION OF FY 2025 RECLASSIFICATION APPLICATIONS

Pursuant to Section 45 of Enclosure No. 2 and Section 44 of Enclosure No. 3 of DepEd Order No. 024, s. 2025, all concerned Schools Division Offices (SDOs), in coordination with their respective Regional Offices (ROs), are directed to **immediately process and submit to the Department of Budget and Management (DBM) the remaining reclassification applications from FY 2025** processed under both previous and existing guidelines:

### 1. Applications Processed Under Old Guidelines (ERF, MEC10, and DO No. 97, s. 2011)

Reclassification of **5,335** unsubmitted reclassification applications processed under the old guidelines, pursuant to DBM Approval Letter, dated 2 March 2026.<sup>2</sup>

In adherence to the one (1)-month timeline set by the DBM, all concerned ROs shall ensure the complete submission of the identified backlog applications **on or before April 2, 2026 only**. Thereafter, all remaining backlog applications shall no longer be accepted for submission to the DBM, and applicants shall be required to undergo the regular assessment process under the ECP system.

To ensure accuracy and avoid duplication:

- a. Applicants included in the submitted request who have already been promoted, whether through reclassification or natural vacancy, shall be **excluded** from the list for submission to DBM.
- b. Only reclassification applications included in the consolidated data submitted to the DBM (**See Annex A**) shall be processed and submitted.

**No additional applications outside of the list shall be accepted.**

**Note:** A separate issuance on the processing and submission of **914 on-stream candidates and Teacher-in-Charge (TIC) appointments to School Principal positions, processed under DM-OUHROD-2025-1331, shall be issued upon receipt of the DBM approval.**

### 2. Applications Processed Under ECP Guidelines (DepEd Order Nos. 024 and 034, s. 2025)

Remaining qualified applicants included in the Comparative Assessment Results for Expanded Reclassification (CAReER) at the SDOs and ROs who were not accommodated in FY 2025 due to limited funding, shall be submitted to the DBM-RO, if any, on or before **30 April 2026** for evaluation and issuance of NOSCA.

In cases where the remaining applications in the CAReER cannot be fully accommodated due to funding limitations, priority shall be given to applications first submitted to the RO.

<sup>2</sup> See Attached - DBM Approval Letter Dated March 2, 2026 - Approval of the Pending 5,335 ERF Applications

These remaining applications<sup>3</sup> shall:

- a. Be **prioritized and processed first** for reclassification before all other new applicants.
- b. Be considered '*in the queue*' and shall **not be required** to repeat or undergo the entire assessment process.
- c. Be **charged against the FY 2026 reclassification budget** (See Annex B) and shall be subject to the provisions of Item IV of this Memorandum.

### III. PROCESSING OF FY 2026 RECLASSIFICATION APPLICATIONS UNDER ECP

#### 1. Call for FY 2026 Reclassification

While FY 2025 applications shall be processed first, SDOs **may continue processing new reclassification applications for FY 2026**, subject to the availability of funds, as certified by the Budget Officer, to accommodate qualified applicants vying for promotion to higher teaching and school principal positions (i.e., Teacher II-VII; Master Teacher I-V; School Principal I-IV).

In the event that the FY 2026 budget is fully utilized and exhausted, all processed applications shall be included in the **pool of eligible applicants** in the CAREER and shall be maintained for submission to the DBM in the succeeding budget cycle, in accordance with the prescribed timelines set forth in Section III (3) of this Memorandum. This mechanism ensures the continuous implementation of the reclassification of teachers and school heads, even while awaiting additional budgetary allocations.

SDOs with ongoing call for applications or ongoing assessment and evaluation processes prior to the issuance of this Memorandum shall continue to follow the procedures set forth in Enclosures 2 and 3 of DO 024, s. 2025 while observing the clarifications provided herein.

#### 2. Prioritization of Reclassification

Consistent with the President's directive that **"no teacher should retire at Teacher I,"** and pursuant to **Sections 23-25** of the IRR of EO No. 174, s. 2022 and **Section 8.0** of DBM-DepEd Joint Circular No. 01, s. 2025, the following qualified incumbents who meet the 50-cut off score shall be prioritized for reclassification regardless of their rank in the CAREER, subject to necessary assessments, applicable staffing standards, and availability of funds:

- a. **Retirable Teacher I incumbents**—both mandatory and optional within five (5) years (55-64 years old);
- b. **Head Teachers (HT), Assistant School Principals (ASPs)** affected by the ECP transition; and
- c. **Special School Principal, Assistant Special School Principal, Special Needs Education Teacher (SNET), and Special Science Teacher (SST)**, pursuant to Section 33 of Enclosure No. 1 to DO No. 024, s. 2025

<sup>3</sup> 1. Applications Processed Under Old Guidelines and 2. Applications Processed Under ECP Guidelines

### 3. **Timeline for Processing and Submission of Reclassification Applications for FY 2026**

To align with the DBM budget preparation and fund release cycle and existing timeline for the inclusion of positions in the reclassification budget and the corresponding salary adjustments in the succeeding fiscal year, the following timelines shall be strictly observed:

- a. SDOs shall complete the required assessment and endorse all necessary reclassification documents<sup>4</sup> to their respective ROs **on or before August 15 of the current fiscal year** for further evaluation and approval.
- b. Upon verification and approval, the ROs shall submit the approved documents<sup>5</sup> to the DBM – Regional Office **not later than November 30 of the current fiscal year** for evaluation and the issuance of Notice of Organization, Staffing, and Compensation Action (NOSCA).
- c. The **preparation and issuance of appointments**,<sup>6</sup> shall be undertaken only within the period of **January to March of the succeeding fiscal year** to ensure inclusion in the regular budget preparation and fund release cycle of the DBM.

### IV. **UTILIZATION OF FY 2026 RECLASSIFICATION BUDGET**

In accordance with Section 2.1.6.3 of **National Budget Circular No. 599<sup>7</sup>** and to ensure that submissions for reclassification remain aligned with the appropriated and allowable budget under the FY 2026 GAA (*see Annex B*), strict observance of **Item G of Enclosures 2 and 3 of DO 024, s. 2025** is hereby required.

Accordingly, **the Schools Division Superintendent shall recommend to the Regional Director only those candidates who can be accommodated within the available funds**, as duly certified by the Budget Officer.

While Department recognizes that the available appropriations may not accommodate all qualified applicants within a given fiscal year, Sections 44 and 45 of Enclosures 2 and 3 of DO 024, s. 2025 provide mechanisms to ensure the sustained and continuous implementation of reclassification. All qualified remaining candidates in the CAREER who meet the 50-point cut-off score shall be prioritized for reclassification in the succeeding fiscal year and shall be processed ahead of new applicants.

These provisions allow the Department to implement reclassification on a phased and continuing basis, ensuring that qualified personnel remain in the progression pipeline without exceeding the authorized budget allocations.

### V. **FURTHER CLARIFICATIONS ON TRANSITORY PROVISIONS**

#### 1. **Reclassification and Retitling of Special Needs Education Teachers (SNET)**

In view of the ongoing transition to the ECP system and pending the issuance of revised qualification standards (QS) for SNET, all SDOs shall apply and use

<sup>4</sup> Item G, Section 51 of Enclosure No. 2 and Section 50 of Enclosure No. 3 to DO 024, s. 2025

<sup>5</sup> Item G, Section 56 of Enclosure No. 2 and Section 55 of Enclosure No. 3 to DO 024, s. 2025

<sup>6</sup> The corresponding appointment papers shall be in accordance with applicable provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

<sup>7</sup> Guidelines on the Release of Funds for Fiscal Year (FY) 2026 - "all requests for additional funding shall only be allowed once it has been determined that the Personnel Services (PS) deficiency cannot be accommodated within the agency's current allotment"

the regular QS for teaching and school principal positions under **DO No. 19, s. 2025**<sup>8</sup> in processing the retitling or the reclassification of SNET to positions under the ECP that are commensurate with their qualifications and competencies.

The SDOs and ROs shall also ensure that, upon the reclassification or retitling of a SNET incumbent, the following provisions and requirements are strictly observed:

- a. Reclassified or retitled SNET incumbents shall follow the **parenthetical titles** under Section 34(d) of Enclosure No. 1 to DO No. 024, s. 2025 for purposes of **calling for reclassification applications** and **tagging in internal monitoring tools**.
- b. In the interim, SDOs are advised not to include parenthetical titles in the appointment paper, PSIPOP, and other CSC and DBM Documents, pending the issuance of revised QS.
- c. Reclassified or retitled SNET incumbents shall continue performing the functions in the existing job description for SNET and remain assigned to teaching duties aligned with their specialization in Special Needs Education, unless otherwise reclassified to School Principal Position or to other positions, where a change in roles and responsibilities is inherent to the position.

SNET Incumbents already reclassified or retitled to any positions under the ECP<sup>9</sup> prior to the issuance of this Memorandum shall comply with the provisions stated above. However, those incumbents with ongoing assessment shall continue to be evaluated using the QS prescribed in DO 19, s. 2025 and applicable procedures set forth in Enclosures 2 and 3 of DO 024, s. 2025. Upon the approval of the corresponding reclassification or retitling, the provisions under Item V(1)(a-c) of this Memorandum shall thereafter apply.

## 2. **Reclassification and Retitling of Special Science Teachers (SST)**

SST incumbents applying for reclassification or retitling shall be evaluated using the regular QS under DO No. 19, s. 2025. Upon approval, the same provisions under Item V(1) (a-c) of this Memorandum shall apply.

For SST incumbents under provisional status, reclassification or retitling shall not be applicable until such time that the incumbent has obtained the required eligibility, and the employment status has been updated from provisional to permanent.

## 3. **Priority Sequence of Reclassification and Retitling for SNET and SST During Transition Period**

Pursuant to **Sections 33 and 34 of Enclosure No. 1 to DO No. 024, s. 2025**, both SNET and SST incumbents shall be prioritized for promotion, whether through reclassification or natural vacancy, to appropriate positions under the ECP commensurate with their qualifications and proficiency levels.

<sup>8</sup> 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 – June 24, 2025

<sup>9</sup> i.e., Teacher IV-VII, Master Teacher I-V, and School Principal I-IV

Retitling shall apply to incumbents who, at the time of effectivity of the IRR of EO 174, s. 2022, do not yet meet the qualifications for promotion to higher positions.

#### 4. Career Stage-Based Promotion for School Principal Positions

Pending the establishment of a career stage recognition system for teachers and school leaders,<sup>10</sup> and the issuance of PPSSH<sup>11</sup>-Based Office Performance Commitment and Review Form (OPCRF)/Individual Performance Commitment and Review Form (IPCRF) for School Principal positions, **career stage-based promotion through reclassification or natural vacancy, shall not yet be implemented until either of the above-mentioned measures has been duly established and/or issued.**

In the interim, School Principal I incumbents shall be allowed to apply for promotion to any higher School Principal positions (i.e., School Principal II-IV), subject to QS, competency assessments, applicable staffing standards, and availability of fund in the case of reclassification.

To support merit-and-competency-based assessment, the Human Resource Merit and Promotion Selection Board (HRMPSB) may require the submission of Means of Verification (MOVs) demonstrating **Outstanding Accomplishments, Application of Education, and Application of Learning and Development**, acquired since the last appointment, consistent with Item C, Section 6(l) of Enclosure No. 3 to DO No. 024, s. 2025.

#### 5. Promotion of Master Teacher III to Master Teacher IV

Master Teacher III incumbents who intend to apply to Master Teacher IV or Master Teacher V positions whose previous IPCRFs contain only PPST Indicators aligned with the Highly Proficient Teacher Career Stage shall undergo a **special assessment** to demonstrate performance at the Distinguished Career Stage.

##### a. Classroom Observable Indicators (COIs)

COIs under the Distinguished Teacher Career Stage as reflected and rated in the applicant's IPCRF for the School Year (SY) 2025-2026 shall be considered in the evaluation for promotion to higher teaching positions.

For the remaining COIs, applicants shall provide evidence of demonstration through the conduct of **one (1) or more classroom observations, as necessary, using the Classroom Observation Tool (COT) for Distinguished Teachers** to rate the teacher's demonstration of the remaining indicators.

All classroom observations shall be conducted in accordance with the established protocols under the existing guidelines on teacher performance management and evaluation.

<sup>10</sup> To be issued by Teacher Education Council (TEC), pursuant to Section 8(f) of RA 117135 "Excellence in Teacher Education Act"

<sup>11</sup> Philippine Professional Standards for School Heads

b. **Non-Classroom Observable Indicators (NCOIs)**

For NCOIs under the Distinguished Career Stage, applicants shall be rated based on the submitted Reflective Journal as evidence of professional practice.

The Reflective Journal shall document the applicant's professional experiences, leadership roles, mentoring practices, innovations, and other professional contributions aligned with the PPST Indicators under the Distinguished Teacher Career Stage, accompanied by verifiable evidence of such demonstration, including but not limited to:

- Implemented lesson plan (any format shall be accepted);
- Utilized assessment tool;
- Utilized instructional material;
- Performance Monitoring and Coaching Form (PMCF); or
- Other relevant evidence, as may be deemed appropriate.

Performance shall be rated using the Performance Management and Evaluation System (PMES) Tool for Distinguished Teachers, and all procedures and protocols in the evaluation process shall comply with existing PMES guidelines for Teachers.

The corresponding ratings for the indicators shall be recorded in the prescribed rating form, duly signed by the Rater and approved by the Approving Authority, in accordance with existing DepEd performance management and evaluation policies.

**6. Conversion of Vacant Positions under the ECP**

Pursuant to Section 32 of Enclosure 1 to DO 024, s. 2025, the following clarifications are issued to ensure uniform and consistent implementation and to maintain compliance with existing rules and regulations governing the conversion of positions:

a. **Positions Conforming to the ECP**

- **Prior to the Issuance of IRR of EO 174** – For vacant positions (e.g. Teacher I–III, Master Teacher I–IV and School Principal I–IV), SDOs shall be allowed to fill these vacant positions only within one (1) year, reckoned from the date of issuance of the IRR – **February 25, 2025<sup>12</sup> to February 24, 2026.**
- **After the Issuance of IRR of EO 174 and DO 024, s. 2025** – For vacant positions (e.g. Teacher I–III, Master Teacher I–IV and School Principal I–IV), SDOs shall be given a period of one (1) year to fill these vacant positions, reckoned from the date the positions became vacant.

Thereafter, such vacant positions shall be converted to the appropriate position in accordance with the Scrap-and-Build Policy under Section 26 of Enclosure No 1 to DO 024, s. 2025.

<sup>12</sup> Date of publication in the Official Gazette

**b. Positions Non-Conforming to the ECP**

- **Prior and after the issuance of the IRR of EO 174 and DO 024, s. 2025** – Vacant positions not conforming to the ECP position titles, such as Head Teacher, Assistant School Principal, Special School Principal, Assistant Special School Principal, and Special Needs Education Teacher **shall no longer be published or filled by the SDOs**. Instead, these vacant positions shall be requested for conversion to the appropriate ECP positions, in accordance with Section 32(b) of Enclosure No. 1 to DO 024, s. 2025, and the Scrap-and-Build Policy.

**c. Vacant Special Science Teacher**

- **Prior and after the issuance of the IRR of EO 174 and DO 024, s. 2025** – Vacant SST shall be published and filled within one (1)-year from the date the position becomes vacant to accommodate qualified RA 7687 teacher incumbents vying for promotion, as well as RA 10612, and RA 7687 teacher incumbents requesting transfer from other regions or schools' division, pursuant to Section 34 (d) (iii-b) of Enclosure No. 1 of DO 024, s. 2025. If the position remains vacant after the 1-year period, the vacant SST position shall be converted to Teacher I.

The conversion process prescribed in **Table D3, pages 236–237 of the DBM Citizen’s Charter**<sup>13</sup> shall be applied accordingly.

**VI. CAREER PROGRESSION TOOLKIT AND OTHER ECP REFERENCE MATERIALS**

Consistent with the Department’s objective to strengthen advocacy and communication mechanisms, and to ensure uniformity in the reclassification process, the Department, through the BHROD, provides the Career Progression Toolkit and other ECP related materials—including forms and templates, presentation slides, FAQs, legal bases, and recorded orientation videos—accessible via this link for reference and guidance: <https://tinyurl.com/CareerProgToolKit>.

For more information and further clarifications, you may contact BHROD-HRDD through **Mr. Raymond C. Oplado** at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and guidance.

**Copy Furnished:**  
Office of the Secretary

<sup>13</sup> DBM Citizen’s Charter 2025 (1<sup>st</sup> Edition) - Table D3 - Documentary Requirements for Regional Office (RO) Staffing Modifications Requests - “For abolition and creation/ reclassification/ **conversion**/ upgrading of positions” pp 236-237

## Annex A

### NUMBER OF PENDING RECLASSIFICATION APPLICATIONS BY DIVISION AND POSITION

(Submitted to DBM as of 2 October 2025)

Regions	Number of Unsubmitted Reclassification
National Capital Region (NCR)	227
Region I - Ilocos	65
Cordillera Administrative Region (CAR)	9
Region II – Cagayan Valley	243
Region III – Central Luzon	182
Region IVA - CALABARZON	1,727
Region IVB - MIMAROPA	25
Region V - Bicol	141
Region VI – Western Visayas	474
Region VII – Central Visayas	1
Region VIII – Eastern Visayas	72
Region IX – Zamboanga Peninsula	651
Region X – Northern Mindanao	547
Region XI - Davao	0
Region XII - SOCCSKSARGEN	958
Region XIII - CARAGA	13
<b>TOTAL:</b>	<b>5,335</b>



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

02 MAR 2026

**SECRETARY JUAN EDGARDO "SONNY" ANGARA**

Department of Education of Education (DepEd)  
DepEd Complex, Meralco Avenue, Pasig City

Dear **Secretary Angara**:

Greetings!

This pertains to the request of the DepEd for the reconsideration of the processing of the proposed **reclassification/conversion/retitling of 5,335 teaching/school head positions** using the previous system under the Equivalent Record Form (ERF) guidelines, as follows:

<b>Regional Office (RO)</b>	<b>No. of Pos.</b>
National Capital Region (NCR) Office	227
Cordillera Administrative Region (CAR) Office	9
RO No. I	65
RO No. II	243
RO No. III	182
RO No. IV-A	1,727
RO No. IV-B	25
RO No. V	141
RO No. VI	474
RO No. VII	1
RO No. VIII	72
RO No. IX	651
RO No. X	547
RO No. XII	958
RO No. XIII	13
<b>Total</b>	<b>5,335</b>

Said proposed positions for reclassification/conversion/retitling have already been validated by the Department of Budget and Management (DBM), in coordination with the DepEd's Bureau of Human Resource and Organizational Development (BHRD).

As a background, it may be recalled that the implementation of the ERF of the subject DepEd personnel shall no longer be recognized or used as basis for the processing of the reclassification/conversion/retitling of teaching positions starting June 4, 2025

to ensure consistency with **DepEd-DBM Joint Circular (JC) No. 01, s. 2025**<sup>1</sup> relative to the implementation of the Expanded Career Progression (ECP) System for teachers.

The DepEd, however, is requesting reconsideration on the matter in view of the clamor from its stakeholders and the considerable volume of complaints received by the Department through various platforms (*e.g., 8888 portal, Contact Center ng Bayan, and the DepEd Helpdesk*).

Said appeal is also being pursued in order to recognize the valuable time and efforts invested by applicants and the human resource personnel/evaluators involved, which may be disregarded with the adoption of the ECP guidelines.

May we highlight that prior to the June 4, 2025 cutoff, the DepEd has been implementing the following policies on the allocation and reclassification/conversion/retitling of teaching and school head positions:

<b>Legal Basis</b>	<b>Positions Covered</b>
DBM Budget Circular (BC) No. 2004-1 <sup>2</sup> - <i>Guidelines on Automatic Upgrading of Eligible Public-School Teachers Through the Equivalent Record Form Scheme</i>	Teacher I to III
Ministry of Education and Culture (MEC) Order No. 10, s. 1979 <sup>3</sup> - <i>Rules and Regulations for the Implementation of the System of Career Progression for Public School Teachers</i>	Master Teacher I-IV
DepEd Order No. 97, s, 2011 <sup>4</sup> - <i>Revised Guidelines on the Allocation and Reclassification of School Head Positions</i>	School Head Positions (Head Teacher I-VI) (Principal I-IV)

On the other hand, the ECP System for public school teachers was established through Executive Order (EO) No. 174<sup>5</sup>, s. 2022 to promote professional development and career advancement among public school teachers, and define the career lines of teachers within the public school system, specifically in the elementary and secondary levels, including the Senior High School.

Correspondingly, the Implementing Rules and Regulations (IRR) of EO No. 174 was issued in FY 2024 to provide the guidelines, rules, and regulations, conditions, and parameters for the establishment and implementation of the ECP System for public school teachers.

Consistent with said EO and its IRR, the DepEd-DBM JC No. 01, s. 2025 was signed last February 19, 2025 and became effective on June 4, 2025 or 15 days after the publication of the same in the Official Gazette on May 19, 2025.

<sup>1</sup> Modified Position Classification and Compensation Scheme, and System of Career Progression of Teachers and School Heads in Public Elementary and Secondary Schools (February 19, 2025)

<sup>2</sup> Guidelines on Automatic Upgrading of Eligible Public School Teachers through the Equivalent Record Form Scheme (dated January 23, 2004)

<sup>3</sup> Implementing Rules and Regulations for the System of Career Progression for Public School Teachers (January 31, 1979)

<sup>4</sup> Revised Guidelines on the Allocation and Reclassification of School Head Positions (December 16, 2011)

<sup>5</sup> Establishing the Expanded Career Progression System for Public School Teachers (June 23, 2022)

Said JC primarily provides the policy and procedural guidelines for the modified position classification and compensation scheme, and system of career progression of teachers and school heads in public elementary and secondary schools pursuant to EO No. 174, s. 2022.

May we also note that various coordination efforts have been undertaken by the DBM with the BHROD to verify the submitted list of teaching items, including the rectification of the unreconcilable data and the corresponding details, ensure the accuracy and reliability of the information provided, and take into consideration the rationale of said request by the DepEd.

Upon perusal of the subject 5,335 pending applications, it has been observed that *majority* of the proposed positions for reclassification/conversion/retitling (79.93% or 4,264 positions) are lower-level teaching items, *i.e.*, *Teacher I, SG-11 (34.51%), Teacher II, SG-12 (18.33%), and Teacher III, SG-13 (27.09%),* as shown below:

<b>Position Title/SG</b>	<b>No. of Positions</b>	<b>%</b>
<b><i>Teacher I, SG-11</i></b>	<b><i>1,841</i></b>	<b><i>34.51%</i></b>
<b><i>Teacher III, SG-13</i></b>	<b><i>1,445</i></b>	<b><i>27.09%</i></b>
<b><i>Teacher II, SG-12</i></b>	<b><i>978</i></b>	<b><i>18.33%</i></b>
Master Teacher I, SG-18	388	7.27%
School Principal I, SG-19	185	3.47%
Head Teacher I, SG-14	133	2.49%
Master Teacher II, SG-19	115	2.16%
Head Teacher III, SG-16	53	0.99%
Head Teacher II, SG-15	50	0.94%
School Principal II, SG-20	37	0.70%
School Principal III, SG-21	32	0.59%
Head Teacher IV, SG-17	21	0.39%
Assistant School Principal II, SG-19	21	0.39%
Special Needs Education Teacher I, SG-14	17	0.32%
School Principal IV, SG-22	9	0.17%
Master Teacher III, SG-20	6	0.11%
Special Needs Education Teacher II, SG-15	3	0.06%
Special Needs Education Teacher III, SG-16	1	0.02%
<b>Total</b>	<b>5,335</b>	<b>100%</b>

Further, the proposed positions for reclassification/conversion/retitling are distributed in various ROs of the major island groups in the country, with three (3) ROs which have less than 20 items, as shown below:

<b>DepEd ROs</b>	<b>No. of Positions</b>	<b>%</b>
RO No. IV-A	1,727	32.37%
RO No. XII	958	17.96%
RO No. IX	651	12.20%
RO No. X	547	10.25%
RO No. VI	474	8.88%
RO No. II	243	4.55%
NCR Office	227	4.24%

<b>DepEd ROs</b>	<b>No. of Positions</b>	<b>%</b>
RO No. III	182	3.41%
RO No. V	141	2.64%
RO No. VIII	72	1.34%
RO No. I	65	1.22%
RO No. IV-B	25	0.47%
RO No. XIII	13	0.24%
CAR Office	9	0.17%
RO No. VII	1	0.07%
<b>Total</b>	<b>5,335</b>	<b>100%</b>

We recognize the subject proposal of the DepEd since the processing for the reclassification/conversion/retitling of positions has already been completed by the DepEd ROs concerned using the implementation of the ERF guidelines.

Moreover, the DepEd already exerted valuable time and efforts in the processing of the applications of incumbents to said 5,335 teaching/school head positions in the Department's ROs concerned.

In this regard, we are pleased to inform you of the **favorable consideration** of the processing of the aforesaid pending applications for **reclassification/conversion/retitling of 5,335 teaching/school head positions** in the DepEd ROs concerned using the old system (ERF guidelines), in view of the following:

- The volume of pending requests for staffing actions that needed to be addressed by the respective DBM ROs is significant, such that immediate action should be facilitated using the more familiar ERF system and no more additional submissions from the applicants concerned;
- Majority of those pending applications involves lower-level teaching positions, i.e., Teacher I to III items, upon which advancement of incumbents to the same is in line with the ECP system; and
- The time, effort, and dedication by the teacher/school head applicants to prepare for the requirements, as well as the DepEd personnel who had already assessed the applications using the old system, are also recognized and acknowledged, thereby, doing so would prevent them to undergo the same process using the new system.

It is understood that only the **identified 5,335 pending applications by the DepEd ROs** in the herein approval by the DBM shall be considered for processing using the old system (ERF guidelines).

Any additional request for the reclassification/conversion/retitling of positions in the DepEd will now be considered following the ECP System, as provided under DepEd-DBM JC No. 1, s. 2025.

Further, as agreed upon with the DepEd Undersecretary Wilfredo E. Cabral and BHRD OIC-Director III Albert Jerome C. Andres<sup>6</sup>, the DepEd will be given **one (1) month upon approval of the subject request by the DBM** to submit the applications and requisite documents for the reclassification/conversion/retitling of said 5,335 teaching/school head positions to this Department's ROs concerned for evaluation and processing.

The preparation and issuance of the corresponding Notice of Organization, Staffing and Compensation Action for the purpose shall be issued by the DBM ROs.

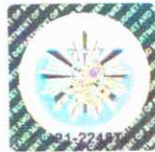
It is also understood that this approval is subject to the existing civil service, budgeting, accounting, and auditing rules and regulations.

Thank you very much!

Very truly yours,



**ROLANDO U. TOLEDO**  
Acting Secretary



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<sup>6</sup> During the online consultation meeting on the matter last January 21, 2026

**Annex A**

<b>TOTAL NUMBER BY DIVISION AND POSITION - REGION VIII - EASTERN VISAYAS</b>				
<b>Division</b>	<b>T 3, SG-13</b>	<b>HT 1, SG-14</b>	<b>HT 2, SG-15</b>	<b>OVERALL TOTAL</b>
Baybay City	0	8	2	10
Biliran	2	3	1	6
Borongan City	1	1	1	3
Calbayog City	2	6	14	22
Leyte	0	1	1	2
Maasin City	0	3	8	11
Tacloban City	0	0	1	1
<b>TOTAL</b>	<b>5</b>	<b>22</b>	<b>28</b>	<b>55</b>

<b>LIST OF ON-STREAM CANDIDATES FOR RECLASSIFICATION - REGION VIII</b>				
<b>NAME</b>	<b>Current Position</b>	<b>Position to be Reclassified to:</b>	<b>School</b>	<b>Division</b>
Arreglo, Leah Rosario	Head Teacher I	School Principal I	Calipayan Elementary School	Biliran
Mullet, Saragen Leonor	Head Teacher II	School Principal I	Pansaana Elementary School	Maasin City
Lacerna, Dennis Ramos	Head Teacher II	School Principal I	Baugo National High School	Maasin City
Almosa, Dennis Golle	Head Teacher I	School Principal I	Lunas National High School	Maasin City
Carsula, Jeannil Abiñon	Head Teacher II	School Principal I	San Rafael Stand Alone Nhs	Maasin City
Guisadio, Irish Mae Garcia	Head Teacher I	School Principal I	Guadalupe National High School	Maasin City
Misoles, Mailen Padro	Head Teacher II	School Principal I	Bactul ii Elementary School	Maasin City
Limas, Ricardo Obligado	Head Teacher II	School Principal I	Canlugoc Elementary School	Maasin City
Emboy, Junaz Salubre	Head Teacher I	School Principal I	Dongon National High School	Maasin City

Bersabal, Leonel Bandibas	Head Teacher II	School Principal I	Cabadiangan Elementary School	Maasin City
Gaviola, Evelyn Lorzano	Head Teacher II	School Principal I	Cabulihan Elementary School	Maasin City
Ponce, Nelson Calban	Head Teacher II	School Principal I	Gawisan Elementary School	Maasin City
Cantoneros, Girly Aguda	Head Teacher I	School Principal I	Bidlinan Elementary School	Baybay City
Cagol, Rogelio Belmores	Head Teacher II	School Principal I	San Juan Elementary School	Baybay City
Flores, Glowila Parangan	Head Teacher I	School Principal I	Hipusngo Elementary School	Baybay City
Murillo, Gary Ross Patolilic	Head Teacher I	School Principal I	Mahayahay Elementary School	Baybay City
Alkuino, Jetchelle Ann Montalban	Head Teacher I	School Principal I	Kagumay Elementary School	Baybay City
Morillo, Maribel Masbad	Head Teacher I	School Principal I	Punta National High School	Baybay City
Pertimos, Niezel Cañete	Head Teacher II	School Principal I	Gaas Elementary School	Baybay City
Mabalatan, Darlyn Balaresia	Head Teacher I	School Principal I	Gubang Elementary School	Baybay City
Daclag, Albert Filemon Boiser	Head Teacher I	School Principal I	Zacarito Elementary School	Baybay City
Padilla, Mary Rose Bacalso	Head Teacher I	School Principal I	Maypatag Elementary School	Baybay City
Paghunasan, Ma. Irene Napuran	Head Teacher I	School Principal I	San Policarpo National High School	Calbayog City
Catampo, Joey Arioja	Head Teacher II	School Principal I	San Jose Integrated School	Calbayog City
Alegria, Maricel Pitao	Head Teacher II	School Principal I	Calbayog City Night High School	Calbayog City
Tomalon, Enrico Gal	Head Teacher I	School Principal I	Lapaan Integrated School	Calbayog City
Termo, Louie Macapagat	Head Teacher I	School Principal I	Canjumadac Integrated School	Calbayog City
Beduya, Benjie Alegria	Head Teacher II	School Principal I	Mabini li Integrated School	Calbayog City

Casaljay, Jaysam Mamiloto	Head Teacher I	School Principal I	Gabay-Maysalong Elementary School	Calbayog City
Merencillo, Maricel Gacelos	Head Teacher I	School Principal I	Bagong Lipunan-Hibatang Elementary School	Calbayog City
Magbutay, Josephine Guldo	Head Teacher II	School Principal I	Migara Elementary School	Calbayog City
Adizas, Maria Gina Gayondato	Head Teacher II	School Principal I	Palangan Occidental Elementary School	Calbayog City
Comayingking, Merardo Sarmiento	Head Teacher II	School Principal I	Danao I Elementary School	Calbayog City
De Los Reyes, Ma. Rona Lim	Head Teacher II	School Principal I	Mag-Ubay Elementary School	Calbayog City
Managaysay, Wilfredo, Jr. Amoto	Head Teacher II	School Principal I	Tanval Elementary School	Calbayog City
Manuales, Normel John Anabeso	Head Teacher II	School Principal I	Cabatuan National High School	Calbayog City
Obinguar, Loridel Lacbayo	Head Teacher II	School Principal I	Baay Elementary School	Calbayog City
Refuncion, Jacinto Dumayan	Head Teacher II	School Principal I	Alibaba Elementary School	Calbayog City
Tarrayo, Jr Nicolas Bolitas	Head Teacher II	School Principal I	Dawo Integrated School	Calbayog City
Ayong, Paultete Gelera	Head Teacher I	School Principal I	Bantian Elementary School	Calbayog City
Jose, Janice Baldomaro	Head Teacher II	School Principal I	Salhag Elementary School	Calbayog City
Adel, Lilia Labian	Head Teacher II	School Principal I	San Joaquin NHS-Manguino-O Annex	Calbayog City
Gesoyot, Jessa Apar	Head Teacher II	School Principal I	Songco Elementary School	Borongan City
Reblando, Lorna Agno	Head Teacher I	School Principal I	Balacdas Elementary School	Borongan City
Andrian P. Palcomit	Head Teacher I	School Principal I	Canila Elementary School	Biliran
Ma. Cristina O. Betonio	Head Teacher II	School Principal I	Casibang Elementary School	Biliran
Mary Grace J. Dacletan	Head Teacher I	School Principal I	Talustusan Elementary School	Biliran

Sherly A. Maraya	Head Teacher I	School Principal I	Malibago National High School	Leyte
Lenard Paulo B. Padulla	Head Teacher II	School Principal I	Carigara School Of Fisheries-Sogod Annex	Leyte
Harold M. Naputo	Head Teacher II	School Principal I	North Hill Arbours Integrated School	Tacloban City

**Annex B**

<b>LIST OF TEACHER-IN-CHARGE (TICs) FOR RECLASSIFICATION - REGION VIII</b>						
<b>Area of Deployment/Region</b>	<b>School Division Office</b>	<b>School</b>	<b>Name of Incumbent</b>	<b>Item No.</b>	<b>FROM -</b>	<b>TO - Proposed</b>
					<b>Current Position Title/Salary Grade</b>	<b>Reclassification Position Title/SG</b>
<b>Region VIII - Eastern Visayas</b>	Biliran	Salvacion Elementary School	Calagos, Faith Cleofe Plecerda	OSEC-DECSB-TCH3-540785-2013	T 3, SG-13	SP 1, SG-19
	Calbayog City	Cahumpan Elementary School	Regulacion, Malvin Dee	OSEC-DECSB-TCH3-545426-1998	T 3, SG-13	SP 1, SG-19
	Calbayog City	Roxas II Elementary School	Alilita, Jaysson Aguaviva	OSEC-DECSB-TCH3-540512-2018	T 3, SG-13	SP 1, SG-19
	Borongan City	San Gabriel Elementary School	Anguren, Hedelisa Apelo	OSEC-DECSB-TCH3-543385-1998	T 3, SG-13	SP 1, SG-19
	Biliran	Kaulangohan Elementary School	Anne V. Beringa	OSEC-DECSB-TCH3-540449-2014	T 3, SG-13	SP 1, SG-19