



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

August 5, 2026

REGIONAL MEMORANDUM

No. **1006** s. 2026

**ADVISORY ON THE SUBMISSION 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. This is to inform all concerned that the Regional Office is continuously accepting applications for reclassification under the Expanded Career Progression (ECP) System. Applications processed within the approved budget allocation shall be forwarded to the Department of Budget and Management (DBM) for further action.
2. The Schools Division Superintendent shall submit to the Regional Office a list of candidates who may be accommodated within the approved budget allocation based on rank from highest to lowest as indicated in the Comparative Assessment Results under Expanded Career Progression (CAREER).
3. The following qualified incumbents who attain the fifty (50) cut-off score shall be prioritized for reclassification, regardless of their rank in the CAREER, subject to the necessary assessments and applicable staffing standards:
 - 3.1 Retirable Teacher I Incumbents – both mandatory and optional retirees within five (5) years (ages 55–64);
 - 3.2 Head Teachers (HT) and Assistant School Principals (ASPs) affected by the ECP transition; and,
 - 3.3 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 DepEd Order No. 024, s. 2025.
4. The cut-off date for submission at the DepEd Regional Office VIII is **September 30, 2026**. Submissions received after this date shall be forwarded to the Department of Budget and Management (DBM) in the succeeding year.
5. Be guided by the following positions and parameters to be considered for reclassification:

Position	Level	Parameters
Teacher II-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

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

For Teacher II-VII		
No.	Document	No. of Copies
a.	Indorsement duly signed by the SDS	Two (2)
b.	Duly accomplished Reclassification Form for Teaching Positions (RFTP)	One (1)
c.	Certified photocopy of the duly signed Comparative Assessment Results under Expanded Career Progression (CAREER)	Two (2)
d.	Duly signed Plantilla Allocation List (PAL)	Four (4)
e.	Unsigned electronic excel file of PAL uploaded through the link: https://tinyurl.com/R8ECPTemplates	Not Applicable

f.	Certified copy of ePSIPOP printout reflecting the names of the applicants for reclassification <i>(only those pages containing such names)</i>	One (1)
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For Master Teacher I-V		
No.	Document	No. of Copies
a.	Indorsement duly signed by the SDS	Two (2)
b.	Duly accomplished Reclassification Form for Teaching Positions (RFTP)	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.	Unsigned electronic excel file of PAL uploaded through the link: https://tinyurl.com/R8ECPTemplates	Not Applicable
f.	Certified copy of ePSIPOP printout reflecting the names of the applicants for reclassification <i>(only those pages containing such names)</i>	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, including completion of graduate and post-graduate units/degrees, if available	One (1)
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.	Report on the Number of Teachers and Master Teachers	Two (2)

For School Principal I-IV		
No.	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.	Unsigned electronic excel file of PAL uploaded through the link: https://tinyurl.com/R8ECPTemplates	Not Applicable
f.	Certified copy of ePSIPOP printout reflecting the names of the applicants for reclassification <i>(only those pages containing such names)</i>	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, including completion of graduate and post-graduate units/degrees, if available	One (1)
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)

7. The Schools Division Superintendents, through the Division Selection Committee, shall ensure the strict observance of the qualification standards prescribed under DepEd Order No. 19, s. 2025, as well as the criteria and guidelines set forth in DepEd Order No. 7, s. 2023; DepEd Order Nos. 20 and 21, s. 2024; and DepEd Orders No. 024 and 34, s. 2025.

8. The Schools Division Offices without budget deficiencies shall be guided by the following budget allocation:

Division	Number of Pending ECP Applications at RO and SDO	Allocation
Baybay City	849	6,715,301.75
Biliran	872	6,897,223.94
Borongan City	137	1,083,623.49
Calbayog City	37	With budget deficiency
Catbalogan City	549	With budget deficiency
Eastern Samar	1583	With budget deficiency
Leyte	9028	71,408,414.81
Maasin City	435	With budget deficiency
Northern Samar	2976	23,539,149.59
Ormoc City	973	7,696,099.65
Samar	2723	21,538,005.49
Southern Leyte	1305	With budget deficiency
Tacloban City	1107	8,755,994.15
Total	22574	147,633,812.85

9. Editable templates for the List of Priority, CAReER, PAL, RFTP, RFSPP, Report on the Number of Teachers and Master Teachers, and Report on the Number of School Principal Positions can be accessed through the link: <https://tinyurl.com/R8ECPTemplates>.

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


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: As stated

References: DO 024 & 34, s. 2025, DO 20 & 21, s. 2024, DO 07, s. 2023, **1006**
DM 19, s. 2022

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

APPLICATION
BUDGET ALLOCATION
EXPANDED CAREER PROGRESSION
RECLASSIFICATION
SUBMISSION

AD-PS-EDR