




Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: Dec. 23, 2025
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 SIGNATURE: 

Office of the Schools Division Superintendent

December 15, 2025

DIVISION MEMORANDUM

No. 568, s. 2025

CALL FOR THE SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025- THIRD BATCH

To: Public Schools District Supervisors/District In-Charge
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

- In light of the issuance of **DepEd Order No. 024, s. 2025** or the "*Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*," pursuant to **Executive Order No. 174, s. 2022** and its subsequent issuances, this Office hereby directs all districts in Surigao del Sur to commence the **reclassification of teaching and school principal positions** in strict compliance with the mechanisms, procedures, and standards set forth in the said DepEd Order.
- Consistent with the President's reform agenda and commitment during the **2024 State of the Nation Address (SONA)**- that "*no teacher should retire at Teacher 1*"-and in line with **Title V, Sections 23-24 of the IRR of EO 174, s. 2022** and **Section 8.5.2 of DBM- DepEd Joint Circular No.01, s. 2025**, priority in promotion, whether through reclassification or filling of natural vacancies, shall be given to:
 - Teacher 1 incumbents** (mandatory and optional retirees within the next five [5] years); and
 - Head Teachers (HTs) and Assistant School Principals (ASPs)** affected by the implementation of the Expanded Career Progression. Other qualified teaching and school principal incumbents, however, are not precluded from applying, subject to assessment, staffing standards, and availability of funds.



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3. Pursuant to **Sections 21 and 22 of Enclosure No. 1 of DO 024, s. 2025**, and in line with the principle of merit- and competency-based career progression, all applicants- including those with priority status- shall undergo assessment in accordance with the following:
- **Enclosure No. 2, DO 024, s. 2025:** Guidelines on the Reclassification of Teaching Positions; and
 - **Enclosure No. 3 DO 024, s. 2025:** Guidelines on the Reclassification of School Principal Positions.
4. Applicants must submit their duly accomplished documentary requirements, **neatly fastened in a color-coded folder**, following the scheme below:
- **Teacher II-** Violet
 - **Teacher III-** Orange
 - **Teacher IV-** Yellow
 - **Teacher V-** Green
 - **Teacher VI-** Blue
 - **Teacher VII-** Pink
 - **Master Teacher-** White
 - **School Principal-** Red

The documents should be **well-organized and arranged with clear tabs** indicating the specific document type, such as **Education, Training, Experience, Eligibility, Performance Rating, Outstanding Accomplishments**, and any other supporting documents relevant to the application. Additionally, the **folder must be properly fastened at the topmost portion of the documents** (not on the side) and labeled with the applicant's full name, present position/ designation, and the targeted position.

POSITION	DOCUMENTARY REQUIREMENTS
Teacher II- VII Elementary/ Secondary	1. (Teaching) shall submit the Reclassification Form for Teaching Positions (RFTP) (Annex B-1 in DO 24, s. 2025)
Master Teacher I-V Elementary/ Secondary	2. Report on the Number of Teachers and Master Teachers (Annex S-1, DO 024, s. 2025) for MT applicants. 3. School Form 7 for MT applicants.



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<p>Principal I-IV Elementary/ Secondary</p>	<p>4. (School Principal) shall submit the Reclassification Form for the Principal Positions (RFSP) (Annex B-2 in DO 24, s. 2025)</p> <p>5. Teacher Commitment Form (Applicants with 3 unmet COI and NCOI Indicators)</p> <p>6. Duly Signed PSIPOP</p>
	<p>7. Letter of Intent addressed to the Schools Division Superintendent containing the following information:</p> <ul style="list-style-type: none"> i. Statement of purpose/expression of interest; and ii. Learning area/subject group they intend to teach if applicable;
	<p>8. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017 with work experience sheet if applicable</p>
	<p>9. Certificate of Competency Level issued by authorized body (if applicable);</p>
	<p>10. Photocopy of Valid and updated PRC Professional License/ID;</p>
	<p>11. Certificate of rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) of Principal's Test or other school head assessment as may be administered by DepEd) (Principal Applicants)</p>
	<p>12. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available</p>
	<p>13. (Relevant Experience) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, Designation Order, whichever is/are applicable</p>
	<p>14. Photocopy of latest appointment (for those applying for promotion)</p>
	<p>15. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/</p>



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	courses, or certificates of training issued by NEAP-accredited public and private institutions of Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
	16. Photocopy of valid Technical Education and Skills Development (TESDA) National Certificate (NC)II, Trainers Methodology Certificate, if applicable
	17. Photocopy of (1) year performance rating with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
	18. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Act Consent Form pursuant to RA Nol. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2 in DO 24, s. 2025); and
	19. For Teaching- Other Documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non- classroom observable indicators. 20. For Principal- Other documents may be required by the HRMPSB for the Comparative Assessment, including but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Learning and Development reckoned from the date of last issuance of appointment

Important Reminders:

- **Applicants who fail to submit complete mandatory documents (items 1-12) by the deadline shall be excluded from the pool of official applicants**



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- **Three (3) Salary Grade Limitation.** Promotion, whether through reclassification of natural vacancy, shall not exceed three (3) salary grade higher than the applicant's present position, except when the promotional appointment falls within the purview of any applicable exemptions granted by the CSC as stipulated in the ORAOHRA. In such cases, appropriate justification shall be submitted to the oversight agencies (i.e., DBM and CSC) together with other required documents for evaluation and approval.
 - Applicants assume full responsibility for the authenticity of submitted documents. **Falsification or submission of fraudulent documents** shall result in disqualification and may warrant administrative or criminal action.
 - All interested and qualified applicants are directed to submit their complete reclassification documents/folders to the Schools Division Superintendent Office. The Validation Committee shall thoroughly review all submitted folders from applicants seeking reclassification.
5. Qualified applicants shall be assessed based on the criteria set forth in DepEd Order No. 24 s. 2025 "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education" to wit:

Classroom Teaching Career Line	
CRITERIA	POINTS
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	15
Total	100



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School Administration Career Line	
CRITERIA	POINTS
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishment	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100

6. For the **Classroom Teaching Career Line**, a **cut off of 50 points** shall apply. For **School Principal Positions**, **no cut-off score** shall be imposed, and all qualified applicants shall be rank accordingly.
7. All applications submitted will be subject to the availability of funds.
8. This Memorandum also serves as the **Travel Authority** for all participants. Travel and incidental expenses shall be charged against school MOOE, local funds, or other authorized sources, subject to usual accounting and auditing rules.
9. Immediate and widest dissemination of this Memorandum is enjoined.

LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent

Encl.: NONE

LAG//DM- CALL FOR THE SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025- SECOND BATCH

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