



Republic of the Philippines  
Department of Education  
REGION I



REGIONAL MEMORANDUM  
No. 398, s. 2025

**GUIDELINES ON THE UTILIZATION OF LUMP SUM FOR THE RECLASSIFICATION OF POSITIONS FOR 1<sup>ST</sup> QUARTER OF FISCAL YEAR (FY) 2025**

To: All Schools Division Superintendents  
All Assistant Schools Division Superintendents  
All SDO Administrative Officer V – Administrative Services  
All SDO Human Resource Management Officers  
DepEd RO I Finance Division  
DepEd RO I Administrative Division–Personnel Section  
All Others Concerned

1. This in reference to the attached MEMORANDUMDM-OUHROD-2025-0541 dated March 3, 2025 from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, Department of Education, re: Guidelines on the Utilization of Lumpsum for the Reclassification of Positions for 1<sup>st</sup> Quarter of Fiscal Year (FY) 2025.

2. In line with this, Schools Division Offices are requested to facilitate processing of approved Equivalent Record Forms (ERFs), Reclassification of Positions, and Conversion of Positions for implementation.

3. It is reiterated that all reclassification application backlogs shall be processed in accordance with existing DepEd issuances, as follows:

- a. Teacher II to Teacher III – ERF (DBM PCCM Chapter 6)
- b. Master Teachers – MEC Order No. 10, s. 1979
- c. School Heads – DepEd Order No. 97, s. 2011

4. This Office underscores Number 4, Number 5, and Number 6 of the said Memorandum on the acceptance and submission of applications for reclassification up to **March 25, 2025 ONLY, which must be submitted to DBM RO not later than May 25, 2025, or upon the effectivity of the DepEd-DBM Joint Circular, whichever is earlier. Requests of reclassification of teaching and school head position, except for School Principal I, received by SDOs beyond March 25, 2025 shall be put on hold until the new reclassification guidelines are issued as a DepEd Order pursuant to EO 174, its Implementing Rules and Regulations (IRR), and the DepEd-DBM Joint Circular.**



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 2





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**Only applications for reclassification to School Principal I positions shall continuously be accepted and processed beyond the set cut-off date, especially for those qualified incumbent Assistant Schools Principals, Head Teachers, Teachers-In-Charge (TIC), and Officers-In-Charge.**

5. For information, guidance and strict compliance.

**TOLENTINO G. AQUINO**

*In* Director IV

Encl.: As Stated  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

OFFICIALS

OFFICERS

PERSONNEL  
 POSITIONS

AD/PS/hfa/RM\_GuidelinesontheUtilizationofLumpsumforREclassPositions

March 12, 2025



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Effectivity	11.18.2024	Page	2 of 2





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2025-0541**

**FOR : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

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

**SUBJECT : GUIDELINES ON THE UTILIZATION OF LUMP SUM FOR THE**  
**RECLASSIFICATION OF POSITIONS FOR 1<sup>ST</sup> QUARTER OF**  
**FISCAL YEAR (FY) 2025**

**DATE : 03 March 2025**

Under the FY 2025 General Appropriations Act (GAA), a total budget of **Php 6,148,433,000.00** is appropriated for the Lumpsum for the Reclassification of Positions. The bulk of the funding is intended for the reclassification of Teaching (Teacher II-VII and Master Teacher I-V) and School Head positions in view of the implementation of Executive Order (EO) No. 174, s. 2024 'Establishing the Expanded Career Progression System for Public School Teachers' upon issuance of the supplemental guidelines through a DepEd-DBM Joint Circular and internal guidelines in a form of a DepEd Order.

However, a total of **Php 2,740,369,000.00** is intended to cover for the reclassification of reported pending applications from FY 2023 and previous years (i.e. backlogs).

In view of the above, the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD), herewith provides the following guidelines on the Utilization of the Lumpsum for the Reclassification of Positions for the 1<sup>st</sup> Quarter of FY 2025:

1. All regions, in coordination with DBM Regional Office counterparts, are hereby instructed to **prioritize the processing and approval of all pending applications reclassification of teaching and school heads** under the following objects of expenditure:

- a. Equivalent Records Form



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Doc. Ref. Code	CO-OUHROD-F003	Rev	00
Effectivity	03.23.23	Page	1 of 3



- b. Conversion of Master Teachers
- c. Reclassification of Positions

Priority shall be given to the pending applications for reclassification from the previous years as reported by DepEd Regional Offices to DepEd Central Office Budget Division as of December 31, 2023, as follows:

<b>RECLASSIFICATION APPLICATION BACKLOGS FROM PREVIOUS YEARS</b> <i>(as of December 31, 2023)</i>		
<b>Region</b>	<b>Physical</b>	<b>Financial Amounts (in thousands)</b>
National Capital Region (NCR)	1,869	74,646
Region I - Ilocos	1,298	70,882
Cordillera Administrative Region (CAR)	859	50,511
Region II - Cagayan Valley	3,765	293,569
Region III - Central Luzon	2,620	171,168
Region IVA - CALABARZON	3,732	127,922
Region IVB - MIMAROPA	3,862	102,180
Region V - Bicol	5,977	224,022
Region VI - Western Visayas	5,027	383,029
Region VII - Central Visayas	4,414	304,891
Region VIII - Eastern Visayas	2,941	133,459
Region IX - Zamboanga Peninsula	4,163	244,882
Region X - Northern Mindanao	2,026	133,740
Region XI - Davao	3,752	249,880
Region XII - SOCCSKSARGEN	2,029	85,795
Region XIII - CARAGA	1,644	89,793
<b>Grand Total</b>	<b>49,978</b>	<b>2,740,369</b>

2. All remaining backlogs that will not be covered by the Monthly Cash Program for the 1<sup>st</sup> Quarter of FY 2025 shall be prioritized in the 2<sup>nd</sup> Quarter.
3. All reclassification application backlogs shall be processed in accordance with existing policies and guidelines, as applicable:
  - Teacher II-III - *Equivalent Record Form (ERF) (DBM PCCM Chapter 6)*
  - Master Teachers - *MEC 10, s. 1979*
  - School Heads - *DO 97, s. 2011 - Revised Guidelines on the Allocation and Reclassification of School Head Positions*
4. In anticipation of the implementation of EO 174 on the Expanded Career Progression (ECP) System, all Regional and Schools Division Offices are hereby authorized to accept applications for reclassification of teaching and school head positions based on the above-mentioned guidelines up to **March 25, 2025 ONLY, which must be submitted to DBM-RO not later than May 25, 2025, or upon the effectivity of the DepEd-DBM Joint Circular on the Position Classification and Compensation Scheme and System of Career Progression for Teachers and School Heads in the Public Basic Education System, whichever is earlier.**

The DepEd CO is currently facilitating the publication of the Joint Circular in the Official Gazette. Section 14.0 of the said Joint Circular states that:

#### **"14.0 Effectivity**

*14.1 This Joint Circular shall be registered with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman Quezon City and shall take effect fifteen (15) days after publication in either the Official Gazette or in a newspaper of general circulation in the Philippines. All applications for reclassification of teaching and school head positions received by the DBM RO 15 days after its publication shall be governed by this Joint Circular.*

*14.2 All applications for reclassification of teaching and school head positions received by the DBM RO prior to the effectivity of this Joint Circular shall continue to be governed by the previous policies and guidelines, as applicable."*

5. To manage the transition to the new reclassification process per ECP System, all reclassification of teaching and school head positions, **except for School Principal I**, received by SDOs beyond **March 25, 2025** shall be put on hold until the new reclassification guidelines are issued as a DepEd Order pursuant to EO 174, its Implementing Rules and Regulations (IRR), and the DepEd-DBM Joint Circular.
6. Consistent with the direction of the Department on establishing a 1:1 'one school, one school principal' deployment ratio and in view of the provisions under Title V (Transitory Provisions) of the IRR of EO 174, only applications for reclassification to School Principal I positions shall continuously be accepted and processed beyond the set cut-off date, particularly applications of qualified incumbent Assistant Schools Principals, Head Teachers, Teachers-in-Charge (TIC), and Officers-in-Charge (OIC).
7. For monitoring purposes, all regional offices are requested to submit reclassification report of all reclassified positions for Quarter 1 using this template: <https://tinyurl.com/ReclassificationMonitoring>



All inquiries and clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through **Ms. Ruby Chanda J. Crisostomo** or **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your reference and appropriate action.

Copy Furnished:  
**Office of the Secretary**