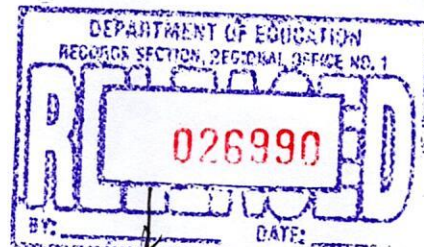




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 1397, s. 2025

OCT 15 2025

**EXTENSION OF THE SUBMISSION OF REQUESTS FOR RECLASSIFICATION AND
RETITLING OF TEACHING AND SCHOOL PRINCIPAL POSITIONS**

To: All Schools Division Superintendents
All Others Concerned

1. This is in reference to the issued Regional Memorandum No. 1202, s. 2025 (*Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025*).
2. Please be informed that there is an extension for the submission of requests for reclassification and retitling of teaching and school principal positions **from October 27, 2025 to November 10, 2025**. Our Records Office is open on weekdays until 7:00 P.M. to accommodate/receive all requests.
3. This Office reiterates the completeness of documents for approval and for implementation/NOSCA, and correctness of the Plantilla Allocation List (PAL) details/information. It is reminded that all templates can be accessed at <https://tinyurl.com/CareerProgToolKit>. Kindly use the correct templates for each position (*Teacher, Master Teacher and School Principal*).
4. Moreover, it is reiterated that for DepEd Regional Office I's copy – one (1) folder for original documents; and forms (*Reclassification Form for Teaching Positions (RFTP), Reclassification Form for School Principal Positions (RFSP), and Retitling Form for Teaching and School Head Positions*), must be in four (4) set/ original copies.
5. For monitoring purposes, SDOs are requested to update the reclassification tool at <https://tinyurl.com/ReclassificationStatus>.
6. For information, guidance and strict compliance.

For the Regional Director:

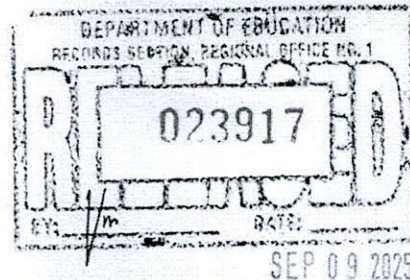


RHODA T. RAZON
Director III

Encl.: As Stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:
EVALUATION OFFICERS OFFICIALS PROMOTION PRINCIPALS RECLASSIFICATION TEACHERS
AD/PS/hfa/RM_ExtensionofREclass&RetitlingREquestsSubmission
October 15, 2025



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM
No. 1202, s. 2025

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

To: All Schools Division Superintendents
All Others Concerned

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2025-2505 dated September from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, Department of Education relative to the abovementioned subject.
2. In line with this, all Schools Division Offices are instructed to commence the reclassification of teaching and school principal positions, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025 (*Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education*).
3. Emphasis is highlighted on the process of prioritization for promotion through reclassification and natural vacancy for all incumbent Retirable Teacher I, and Head Teacher and Assistant School Principal personnel, affected by the implementation of ECP.
4. Moreover, all incumbent teachers and school heads vying for promotion through the reclassification process shall undergo the assessment in accordance with the applicable guidelines. Please be reminded of the deadline for submission of requests to the Administrative Division-Personnel Section **on or before October 27, 2025**, for this Office to have ample time in the assessment and implementation process.
5. For information, guidance and strict compliance.

For the Regional Director:

RHODA T. RAZON
Regional Director III

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

EVALUATION OFFICERS OFFICIALS PROMOTION PRINCIPALS RECLASSIFICATION TEACHERS

AD/PS/hfa/RM, Commencement of REclassification Based on DO 24, s. 2025
September 9, 2025



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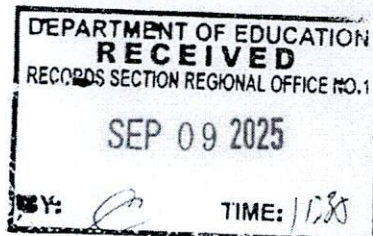


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2025-2505

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : COMMENCEMENT OF RECLASSIFICATION OF TEACHING
AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024, s. 2025

DATE : September 8, 2025



I. Background

Under the Fiscal Year (FY) 2025 General Appropriations Act (GAA), a total budget of **6,148,433,000.00** is appropriated to cover the Reclassification of Teaching and School Head Positions in the Department of Education (DepEd), which is expected to be utilized within the year.

In view of the above and the recent 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 (EO) No. 174, s. 2022** and its subsequent issuances,¹ this Office hereby directs all concerned Schools Division Offices (SDOs) to **commence the reclassification of teaching and school principal positions**, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

¹Implementing Rules and Regulations (IRR) of Executive Order No. 174, s. 2022

DEM 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 as well as the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions



II. Prioritization

Consistent with one of the President's notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)—that **"no teacher should retire at Teacher I,"** and pursuant to **Title V, Sections 23 and 24** of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 and **Section 8.5.2** of DBM DepEd Joint Circular No. 01, s. 2025, priority in the promotion whether through reclassification or natural vacancy shall be given to the following qualified incumbents, subject to necessary assessments, applicable staffing standards, and availability of funds:

1. **Retirable Teacher I** incumbents—both mandatory and optional in the next five (5) years²; and
2. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

Notwithstanding the prioritization of abovementioned incumbents, **other qualified teaching and school principal incumbents** shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.

III. Reclassification of Position

Pursuant to **Section 21 and 22 of Enclosure No. 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority (i.e., Retirable Teacher I, HTs, and ASPs), shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: *'Guidelines on the Reclassification to Teaching Positions'*
- Enclosure No. 3 to DO 024, s. 2025: *'Guidelines on the Reclassification to School Principal Positions'*

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) - Regional Office **on or before November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

To ensure timely compliance with the foregoing timelines, ROs and/or SDOs may set earlier deadlines for the submission of applications, insofar as practicable, taking into account the anticipated volume of applications and current workforce capacity to organize and process the applications.

² Section 13.13 (A) of Republic Act No. 8291 - The Government Service Insurance System Act of 1997
Mandatory Retirement: retirement shall be compulsory for an employee at **sixty-five (65) years of age** with at least fifteen (15) years of service;
Optional Retirement: at least **sixty (60) years of age** and has rendered at least fifteen (15) years of service

Immediately upon issuance of the NOSCA, the concerned SDO shall prepare and process the corresponding appointment papers salary adjustments, in accordance with applicable provisions of the CSC ORAOHRA³; and issue the same to all teachers and school heads concerned not later than **March 30 of the succeeding year**, or as may be determined by both DBM and DepEd in cases of emergency and unprecedented situations.

Pursuant to **Item F, Section 48 of DO 024, s. 2025**, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the CAREER; and shall be responded to, in writing, by the HRMPSB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.

IV. Career Progression Tool Kit

In line with the Department's goal to strengthen the advocacy and communication mechanisms and to further guide all the HRMPSB Members, HRMOs, and other key stakeholders in the entire process of the reclassification of position, the Department, through the BHRD, hereby provides the Career Progression Tool Kit, accessible through this link: <https://tinyurl.com/CareerProgToolKit>

This tool kit includes List of Frequently Asked Questions (FAQs) with answers, Legal Bases, Orientation and capacity building Materials.

V. Monitoring

For monitoring purposes, all ROs and SDOs are requested to update the reclassification tool of reclassified teaching and school principal positions using this template: <https://tinyurl.com/ReclassificationStatus>.



For more information and further clarifications, you may contact the **BHRD-HRDD** through **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at rayc.oplado@deped.gov.ph.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary

³ CSC Resolution 2500358 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)

