



Republic of the Philippines  
**Department of Education**  
 REGION I



FEB 11 2026

**REGIONAL MEMORANDUM**

No. 196, s. 2026

To: All Schools Division Superintendents  
 All Others Concerned

**STANDARDIZED DOCUMENTARY REQUIREMENTS FOR THE  
 EXPANDED CAREER PROGRESSION (ECP)  
 RECLASSIFICATION OF POSITIONS**

1. In line with the agreements made during the Convergence of Human Resource Management Officers (HRMOs) and Other Personnel In-Charge of Personnel Actions last February 3-4, 2026, and for the uniformity of documents for the reclassification of positions, this Office through the Administrative Division-Personnel Section mandates for the submission and compliance of documents for reclassification requests.
2. It is reminded to ensure the completeness of documents to facilitate processing of said requests. Furthermore, priority is given to the retirees/retirables and affected positions for the ECP implementation. Reclassify applicants to the highest positions they are qualified vis-à-vis to their Qualification Standard.
3. Please attached checklist of documentary requirements for reclassification of positions, for reference.
4. For information, guidance and compliance.

**TOLENTINO G. AQUINO**  
 Director IV



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

CHECKLIST      OFFICIALS      POSITIONS      PRINCIPALS      TEACHERS

ADS/PS/hfa/RM\_ChecklistofDocumentsforReclass

February 6, 2026



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Republic of the Philippines  
**Department of Education**  
 REGION I


**RECLASSIFICATION OF TEACHING AND MASTER TEACHER POSITIONS  
 (APPROVAL AND IMPLEMENTATION)**



Republic of the Philippines  
**Department of Education**  
 REGION I


**Checklist of Documentary Requirements  
 Reclassification of Teaching and Master Teacher Positions  
 (For Approval)**

1. SDO Transmittal
2. Letter of Intent
3. Personal Data Sheet (PDS)
4. Valid and updated PRC License/ID (Photocopy)
5. Scholastic/academic record (Special Order, Transcript of Records (TOR), Diploma) (Photocopy)
6. Service Record (Photocopy)
7. Latest Appointment (Photocopy)
8. Certificate/s of completion of NEAP-accredited professional development programs/courses or certificates of training
9. TESDA NC II Certificate, Trainers Methodology Certificate (TMC) for SHS (Photocopy)
10. Performance Ratings (Photocopy)
11. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents
12. Other Documents as may be required by HRMPSB



**Checklist of Documentary Requirements  
 Reclassification of Teaching Positions  
 (For Implementation)**

1. DepEd RO I Transmittal
2. SDO Transmittal
3. Plantilla Allocation List (PAL)
4. Service Record



**Checklist of Documentary Requirements  
 Reclassification of Master Teacher Positions  
 (For Implementation)**

**ELEMENTARY**

1. DepEd RO I Transmittal
2. SDO Transmittal
3. Plantilla Allocation List (PAL)
4. Annex S-1 (**Report On The Number Of Teachers And Master Teachers**)
5. Data District Bulletin

**SECONDARY**

1. DepEd RO I Transmittal
2. SDO Transmittal
3. Plantilla Allocation List (PAL)
4. Annex S-1 (**Report On The Number Of Teachers And Master Teachers**)



Republic of the Philippines  
**Department of Education**  
 REGION I

**RECLASSIFICATION OF SCHOOL PRINCIPAL POSITIONS  
 (APPROVAL AND IMPLEMENTATION)**

Republic of the Philippines  
**Department of Education**  
 REGION I  
**Checklist of Documentary Requirements  
 Reclassification of School Head Positions  
 (For Approval)**

1. SDO Transmittal
2. Letter of Intent
3. Personal Data Sheet (PDS)
4. Valid and updated PRC License/ID (Photocopy)
5. Scholastic/academic record (Special Order, Transcript of Records (TOR), Diploma) (Photocopy)
6. Service Record (Photocopy)
7. Latest Appointment (Photocopy)
8. Certificate/s of completion of NEAP-accredited professional development programs/courses or certificates of training
9. TESDA NC II Certificate, Trainers Methodology Certificate (TMC) for SHS (Photocopy)
10. Performance Ratings (Photocopy)
11. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents
12. Other Documents as may be required by HRMPSB

**Checklist of Documentary Requirements  
 Reclassification of School Head Positions  
 (For Implementation)**

1. DepEd RO I Transmittal
2. SDO Transmittal
3. Plantilla Allocation List (PAL)
4. Annex S-2 (**Report on the Number of School Principal Position**)
5. Enhanced Deployment Report
6. Certification and/or Special Order  
*(Applicant is designated/assigned to the school)*
7. Certification *(if Applicant is a Teacher-In-Charge (TIC), Officer-In-Charge (OIC) of the school)*