



Republic of the Philippines
Department of Education
REGION I



FEB 16 2026

REGIONAL MEMORANDUM

No. 216, s. 2026

To: All Schools Division Superintendents
All Others Concerned

COMMENCEMENT ON THE SUBMISSION OF EXPANDED CAREER PROGRESS (ECP) RECLASSIFICATION AND RETITLING OF TEACHING, MASTER TEACHER AND SCHOOL HEAD POSITIONS

- In line with the 2026 implementation of the Expanded Career Progression (ECP), this Office, through the Administrative Division–Personnel Section is pleased to inform that ECP request submission will start on March 2, 2026.
- Schools Division Offices (SDOs) are reminded to use the standardized documentary requirements as provided in the issued Regional Memorandum No. 196, s. 2026 (*Standardized Documentary Requirements for the Expanded Career Progression (ECP) Reclassification of Positions*) and to ensure completeness of documents to facilitate processing of said requests. Only the required documents shall be submitted to this Office in one (1) folder.
- Moreover, it is reminded that SDO ECP evaluators must exercise due diligence in the conduct of initial evaluation and ensure that applicants must be reclassified to the highest position that they are qualified.
- For information, guidance and compliance.

TOLENTINO G. AQUINO

Director IV



DepEd RO1 PERS260004

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

OFFICIALS POSITIONS PRINCIPALS TEACHERS

ADS/PS/hfa/RM_ECPSubmission

February 13, 2026



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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**

- 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.
- 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.
- Please attached checklist of documentary requirements for reclassification of positions, for reference.
- 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)*