



Republic of the Philippines
 Department of Education
 NEGROS ISLAND REGION
 DIVISION OF SAGAY CITY

September 11, 2025

DIVISION MEMORANDUM

No. 562, s. 2025

SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS UNDER THE EXPANDED CAREER PROGRESSION SYSTEM

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 024, s. 2025 "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education", this Office now accepts applications for reclassification to the following Teaching and School Principal positions:

Group/Category	Level	Position Title
Teaching Positions	Elementary, Secondary, and Senior High School	Teacher II
		Teacher III
		Teacher IV
		Teacher V
		Teacher VI
		Master Teacher II
School Administration/Principal Positions	Elementary, Secondary, and Senior High School	School Principal I
		School Principal II
		School Principal III

2. Interested applicants shall submit their complete application documents to their respective schools. The schools shall review and endorse the applications, together with a consolidated list of applicants, to the Division Office Records Section **on or before September 19, 2025**.


3. The Division Assessors Team is enjoined to ensure 100% attendance by reporting to the designated school/venue and to the Division Office during the conduct of the evaluative assessments for reclassification.

4. For the guidance of all interested applicants, the following Enclosures are attached:
- General Guidelines for Reclassification of Teaching Positions
 - Pre-requisites, Qualification Standards, and Performance Requirements for Reclassification of Teaching and School Principal Positions
 - List of Documentary Requirements for Reclassification of Teaching and School Principal Positions
 - Point System for Comparative Assessment
 - Indicative Timeline and Schedule of Activities for the Reclassification Process
 - Composition and Group Assignments of Division Assessors Team for Expanded Career Progression

5. This Office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious affiliation.

6. Schools shall post copies of this Memorandum in their respective areas of jurisdiction. This Memorandum is also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.

7. For immediate and wide dissemination.


DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



Enclosure : as stated
 Reference : as stated
 Allotment : N/A
 No. of Pages : 12
 To be indicated in the **Perpetual Index** under the following subjects:

HIRING PROMOTIONS RECRUITMENT SELECTION

FN: RSP/RECLASSIFICATION-ECP



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 1 of 1 of Enclosure No. 1 to Division Memorandum No. 562, s. 2025

GENERAL GUIDELINES FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS

In adherence to 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", this Office shall adopt and implement the following provisions for the reclassification process:

SUBMISSION AND RECEIPT OF APPLICATIONS

- All interested applicants shall submit **2 sets of PHOTOCOPIED** documentary requirements to their respective schools. The schools shall review and forward the application documents to Records Section of this Division on or before the deadline stated in this Memorandum. Each set of these documents shall be enclosed in a white folder and must be properly labelled using **side tabbings**. The cover of the folder shall bear the following:
 - Name of the Applicant
 - Present Position
 - Position applied for Reclassification
 - Level and Subject Area for Teaching Positions
 - Present Station/School
- No documents shall be accepted after the deadline unless required by the HRMPSB for further validation.
- The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for appropriate disciplinary action.
- Applicants shall be provided with Application Code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results. The Application Code shall be used in posting of the Initial Evaluation Results and Comparative Assessment Results. Any personal information of the applicant shall be concealed in accordance with R.A. No. 10173 (Data Privacy Act of 2012).

RETENTION OF POINTS

- Applicants who previously applied for promotion through natural vacancy and underwent the comparative assessment following the provisions of DepEd Order No. 20, s. 2024 (for Higher Teaching positions) and DepEd Order No. 7, s. 2023 (for School Administration positions) may submit a letter requesting for retention of points addressed to the chairperson of the HRMPSB.

PRIORITIZATION

- In reference to DepEd BHRD Memorandum OUHROD-2025-2505 "Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, 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:
 - Retirable Teacher I incumbents**-both mandatory and optional in the next five (5) years; and
 - Head Teacher** and **Assistant School Principal** who are affected by the implementation of the Expanded Career Progression.
- Incumbents included in the above categories who did not submit their application documents shall be deemed to have waived their priority status in the reclassification process.
- 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.



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 1 of 4 Enclosure No. 2 to Division Memorandum No. 562, s. 2025

**PRE-REQUISITES, QUALIFICATION STANDARDS, AND PERFORMANCE REQUIREMENTS FOR
RECLASSIFICATION OF TEACHING POSITIONS**

Elementary and Junior High School

Present Position	Reclassification To	Education	Training	Experience	Eligibility	Performance Requirements
Teacher I	Teacher II	Bachelor's degree in Education; or Bachelor's degree in relevant subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080 (Teacher)	At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at Very Satisfactory
Teacher I Teacher II	Teacher III	or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience		At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient NCOIs at Very Satisfactory
Teacher I Teacher II Teacher III	Teacher IV		16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience		21 Proficient COIs at Very Satisfactory; and 16 Proficient NCOIs at Very Satisfactory
Teacher II Teacher III	Teacher V		24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience		At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding
Teacher III	Teacher VI		24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	4 years teaching experience		At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Master Teacher I	Master Teacher II	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher for MT II) or Career Stage IV (Distinguished Teacher for MT III)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers		At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
Master Teacher I Master Teacher II	Master Teacher III			5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	21 Highly Proficient COIs at Outstanding; and 8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding	



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 2 of 4 of Enclosure No. 2 to Division Memorandum No. 562, s. 2025

PRE-REQUISITES, QUALIFICATION STANDARDS, AND PERFORMANCE REQUIREMENTS FOR RECLASSIFICATION OF TEACHING POSITIONS

Senior High School – Academic Strand

Present Position	Reclassification To	Education	Training	Experience	Eligibility	Performance Requirements
Teacher I	Teacher II	Bachelor's degree with a major in the relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080 (Teacher)	At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at Very Satisfactory
Teacher I Teacher II	Teacher III	plus 18 professional units in Education; or any Bachelor's degree with the ff units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years experience in teaching or industry work in relevant strand/subject		At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient NCOIs at Very Satisfactory
Teacher I Teacher II Teacher III	Teacher IV	Education:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	3 years experience in teaching or industry work in relevant strand/subject		21 Proficient COIs at Very Satisfactory; and 16 Proficient NCOIs at Very Satisfactory
Teacher II Teacher III	Teacher V	T II – 6 units T III – 12 units T IV – 18 units T V – 24 units T VI – 30 units	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	3 years experience in teaching or industry work in relevant strand/subject		At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding
Teacher III	Teacher VI		24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	4 years experience in teaching or industry work in relevant strand/subject		At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Master Teacher I	Master Teacher II	Master's degree in relevant strand/subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher for MT II) or Career Stage IV (Distinguished Teacher for MT III)	5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers		At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
Master Teacher I Master Teacher II	Master Teacher III			5 years experience in teaching in relevant strand/subject and 2 years experience in instructional supervision and technical assistance to teachers		21 Highly Proficient COIs at Outstanding; and 8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 3 of 4 of Enclosure No. 2 to Division Memorandum No. 562, s. 2025

PRE-REQUISITES, QUALIFICATION STANDARDS, AND PERFORMANCE REQUIREMENTS FOR RECLASSIFICATION OF TEACHING POSITIONS

Senior High School – TechPro Strand

Present Position	Reclassification To	Education	Training	Experience	Eligibility	Performance Requirements
Teacher I	Teacher II	Bachelor's degree relevant to the area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical/vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher)	At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at Very Satisfactory
Teacher I Teacher II	Teacher III	plus 18 professional units in Education; or any	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical/vocational course(s) in the area of specialization	2 years experience in teaching or industry experience in relevant strand/area of specialization		At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient NCOIs at Very Satisfactory
Teacher I Teacher II Teacher III	Teacher IV	Bachelor's degree and completion of technical/vocational course(s) in the area of specialization plus 18	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical/vocational course(s) in the area of specialization or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	3 years experience in teaching or industry experience in relevant strand/area of specialization		21 Proficient COIs at Very Satisfactory; and 16 Proficient NCOIs at Very Satisfactory
Teacher II Teacher III	Teacher V	professional units in Education	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical/vocational course(s) in the area of specialization or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	3 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization		At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding
Teacher III	Teacher VI		National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical/vocational course(s) in the area of specialization or Completion of NEAP requisite professional development program for Career Stage II (Proficient Teacher)	4 years experience in teaching or industry experience in relevant strand/area of specialization		At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Master Teacher I	Master Teacher II	Master's degree in relevant field(s) under the strand/area of specialization plus 18	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical/vocational course(s) in the area of specialization or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher for MT II) or Career Stage IV (Distinguished Teacher for MT III)	5 years experience in teaching or industry experience in relevant strand/area of specialization; and 1 year experience in instructional supervision and technical assistance to teachers		At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
Master Teacher I Master Teacher II	Master Teacher III	professional units in Education		5 years experience in teaching or industry experience in relevant strand/area of specialization and 2 years experience in instructional supervision and technical assistance to teachers		21 Highly Proficient COIs at Outstanding; and 8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 4 of 4 of Enclosure No. 2 to Division Memorandum No. 562, s. 2025

**PRE-REQUISITES, QUALIFICATION STANDARDS, AND PERFORMANCE REQUIREMENTS FOR
RECLASSIFICATION OF SCHOOL PRINCIPAL POSITIONS**

Present Position	Reclassification To	Education	Training	Experience	Eligibility	School Head Assessment
Master Teacher I Master Teacher II Asst. School Principal II Head Teacher I Head Teacher II Head Teacher III Head Teacher IV	School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080 (Teacher)	Principals' Test or National Qualifying Examination for School Heads (NQESH) Passer; or its equivalent
Master Teacher II School Principal I	School Principal II	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations		
Master Teacher II School Principal I School Principal II	School Principal III	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations		



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 1 of 2 of Enclosure No. 3 to Division Memorandum No. 562, s. 2025

LIST OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION OF TEACHING POSITIONS

All applicants shall submit their documentary requirements arranged as follows:

A. Checklist of Requirements with Omnibus Sworn Statement

- Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755.

B. Letter of Intent

- Letter of intent addressed to the Schools Division Superintendent containing the following information:
 - i. Statement of purpose/expression of interest
 - ii. Specific position the applicant intends to apply
 - iii. Learning Area/Subject group for JHS and SHS

C. Personal Information

- Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) with recent picture and Work Experience Sheet
- Photocopy of valid and updated PRC License/ID

D. Education

- Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees

E. Training

- Photocopy of certificate/s of relevant specialized trainings or professional development programs acquired within the last 5 years and after the last promotion
- For applicants in the Senior High School – TechPro, Photocopy of valid TESDA National Certificate (NC) and Trainers Methodology Certificate (TMC) relevant to the learning area applied for

F. Experience

- Photocopy of duly signed and updated Service Record
- Photocopy of latest appointment

G. Performance Rating

- Photocopy of approved Individual Performance Commitment and Review Form (IPCRF) **Parts I-IV** for the last **three rating periods** (SY 2022-2023, SY 2023-2024, and SY 2024-2025) with **at least Very Satisfactory** rating

H. Portfolio

- Applicants who met both the qualification standards and performance requirements are required to bring their RPMS Portfolio for SY 2024-2025 **during the scheduled conduct of Portfolio Annotation Form.**



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 2 of 2 of Enclosure No. 3 to Division Memorandum No. 562, s. 2025

**LIST OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION OF
SCHOOL PRINCIPAL POSITIONS**

All applicants shall submit their documentary requirements arranged as follows:

A. Checklist of Requirements with Omnibus Sworn Statement

- Duly accomplished Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755.

B. Letter of Intent

- Letter of intent addressed to the Schools Division Superintendent containing the following information:
 - i. Statement of purpose/expression of interest
 - ii. Specific position the applicant intends to apply

C. Personal Information

- Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) with recent picture and Work Experience Sheet
- Photocopy of valid and updated PRC License/ID
- Certificate of Rating for NQESH/Principals' Test

D. Education

- Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees

E. Training

- Photocopy of certificate/s of relevant specialized trainings or professional development programs acquired within the last 5 years and after the last promotion

F. Experience

- Photocopy of duly signed and updated Service Record
- Photocopy of latest appointment

G. Performance Rating

- Performance Rating in the last rating period covering one (1) year of performance in the current/latest position with **at least Very Satisfactory** rating

H. Other Documents

- Complete means of verification (MOVs) as specified in DepEd Order No. 7, s. 2023, showing **outstanding accomplishments** (i.e. awards and recognition, research and innovation, subject matter expert/membership in national technical working groups or committees, resource speakership/learning facilitation, NEAP accredited learning facilitator); **application of education** (i.e. Action Plan, Accomplishment Report, Certification of Utilization/Adoption); and **application of learning and development** (i.e. action plan/re-entry action plan, job-embedded learning, accomplishment report with certification that the intervention was used) reckoned from the date of last issuance of appointments. Prescribed templates can be retrieved from **tinyurl.com/HRMPSBForms**.



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 1 of 1 of Enclosure No. 4 to Division Memorandum No. 562, s. 2025

POINT SYSTEM FOR COMPARATIVE ASSESSMENT

In adherence to 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”, the weight allocation or point system for each criterion is detailed below:

A. Reclassification to Teaching Positions

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Assessment and BEI)	15
Total	100

A **cut-off score of fifty (50) points** shall be observed for those who applied for reclassification to *Teaching* positions. Only applicants who obtain the prescribed cut-off score shall be considered for reclassification.

B. Reclassification to School Principal Positions

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
DIVISION OF SAGAY CITY

Page 1 of 1 of Enclosure No. 5 to Division Memorandum No. 562, s. 2025

INDICATIVE TIMELINE AND SCHEDULE OF ACTIVITIES FOR THE RECLASSIFICATION PROCESS

Activity	Venue	Schedule	Remarks
Submission of Applications to the Schools	Schools	-	No individually submitted applications shall be accepted at the Division Records Section. The review and verification of documentary requirements as to completeness must be conducted at the school level prior to the forwarding of applications to the Division Office.
Receipt of Applications at the Division Records Sections	Division Records Section	September 11-19, 2025	
Initial Evaluation against QS and Performance Requirements	Personnel Section	September 22 – October 3, 2025	-
Evaluation of the HRMPSB and Assessors Team on Education, Training, Experience, and Performance	Division Office Conference Room / HRMPSB Room		-
Conduct of Written Exam, WST, and Behavioral Events Interview <i>(for School Principal Applicants)</i>	TBA	September 29 – October 10, 2025	
Conduct of Classroom Observation for COI Criteria <i>(for Teacher Applicants)</i>			-
Conduct of Portfolio Assessment and Behavioral Events Interview (BEI) for NCOI Criteria <i>(for Teacher Applicants)</i>			
Final deliberation & evaluation of the Comparative Assessment Result of Expanded Reclassification (CAREER)	HRMPSB Room	October 11, 2025	-
Submission to the SDS for approval of the Comparative Assessment Result of Expanded Reclassification (CAREER)	Office of the SDS	October 12 – 15, 2025	-
Posting of Comparative Assessment Result of Expanded Reclassification (CAREER)	SDO Memorandum, Bulletin Board & Website		Results of the comparative assessment will be released through a Division Memorandum and posted on SDO and Schools Bulletin Board, SDO Website and other conspicuous places.



Republic of the Philippines
 Department of Education
 NEGROS ISLAND REGION
 DIVISION OF SAGAY CITY

Page 1 of 1 of Enclosure No. 6 of Division Memorandum No. 562, s. 2025

**DIVISION ASSESSORS TEAM ON EXPANDED CAREER PROGRESSION, CLASSROOM
 OBSERVATION AND PORTFOLIO ASSESSMENT**

Division HRMP SB
Mark Anthony J. Tan, PhD – Chairperson
Ma. Theresa Q. Bingcang, PhD – Member
Noe B. Abdon – Member
Rhodora D. Desamparado – Member
Louiene Grace B. Macatual – Secretariat
Division Assessors Team
Group 1 (Senior High School)
Marilyn B. Gamboa, PhD
Jona A. Esmalla, PhD
Wilyln D. Montañó
Jerson F. Donasco
Daisy P. Rodriguez
Jasmine Hope Z. Aragon
Ronald B. Aprecio
Group 2 (Junior High School)
Ma. Theresa Q. Bingcang, PhD
Richard T. Rubin
Ryan C. Alvarez
Noemi G. Osal
Cecille Y. Duran
Jade L. Vidal
Rhodora D. Desamparado
Group 3 (Kinder to Grade 3)
Romeo B. Santillan, PhD
Elizabeth A. Adraneda
Christine S. Modelo
Joy B. Fernandez
Noe B. Abdon
Nadine N. Puey
Dainielle J. Villanueva
Group 4 (Grade 4 to 6)
Glendame E. Flores
Marriane P. Lacuesta
Jaypee E. Santillan
Glenn E. Pedelo
Benjie Z. Rochar
Cherry Bless S. Seposo
Louiene Grace B. Macatual

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the SDS containing the following information: <i>i. Statement of Purpose/ Expression of interest</i> <i>ii. Position applied for</i>			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d. Photocopy of valid and updated PRC License/ID			
e. Certificate of Competency Level issued by Authorized body (if applicable)			
f. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any			
j. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating <i>(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>			
l. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012)			
n. Other documents as may be required by the HRMPSEB For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators. For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.