



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

September 15, 2025

**DIVISION MEMORANDUM**

No. 566, s. 2025

**ADDENDUM TO 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. To ensure wide dissemination and transparency of the reclassification process for teaching and school principal positions, this Office reiterates the provisions of Division Memorandum No. 562, s. 2025 "Submission of Applications for Reclassification of Teaching and School Principal Positions Under the Expanded Career Progression System."
2. In this regard, all School Heads are hereby directed to:
  - a. Issue a School Memorandum disseminating the contents of the above-stated Division Memorandum to all teachers in your respective schools;
  - b. Ensure that all teachers affix their signatures on the School Memorandum as proof that they have received or read the contents of Division Memorandum No. 562, s. 2025; and
  - c. Submit a copy of the School Memorandum to the Division Office showing the teachers' signatures on or before **September 19, 2025** for compliance and proper documentation.
3. Furthermore, School Heads must ensure the inclusion of the **Equal Employment Opportunity (EEO) Clause** in the School Memorandum to emphasize that all interested applicants shall be given equal opportunity without discrimination on the basis of age, gender, civil status, disability, religion, ethnicity, or political affiliation.
4. 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 : 1  
 To be indicated in the **Perpetual Index** under the following subjects:

**HIRING                      PROMOTIONS                      RECRUITMENT                      SELECTION**

FN: RSP/RECLASSIFICATION-ECP

