



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 09, 2026

DIVISION MEMORANDUM

No. 64, s. 2026

**SUBMISSION OF PERTINENT DOCUMENTS FOR RECLASSIFICATION OF
TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024 S. 2025 BATCH 3**

TO: Assistant Schools Division Superintendent
SGOD/CID Chiefs
Public School District Supervisors
OIC-Public Schools District Supervisors
Concerned Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 24 s. 2025 titled ***“Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education”*** and DM-OUHROD-2024-2505 ***“Commencement of Reclassification of Teaching and School Principal Positions”***, pursuant to Executive Order No. 174, s. 2024 and its subsequent issuances, this Office announces the commencement of submission of pertinent documents/applications for reclassification of Classroom Teaching (CT): ***Teacher II-VII, Master Teacher II-V, and*** School Administration (SA): ***School Principal I-IV positions.***
2. All incumbent teachers and school heads vying for promotion through reclassification shall be required to undergo assessment. Applicants must ensure that they meet the minimum qualifications prescribed under DepEd Order No. 019 s. 2025 or the Amended Qualification Standards for T I-III, Master Teacher I – IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions. Further, applicants must also meet the performance requirements for the position they are applying for as enunciated in DepEd Order No. 24 s. 2025 or the Guidelines in the Implementation of the Expanded Career Progressions System for Teachers and School Heads in the Department of Education
3. The appraisal of credentials for the reclassification of teaching and school principal positions under an open ranking system shall be based on the following guidelines and in accordance with the merit and competency-based career advancement to wit:
 - Classroom Teaching (CT)
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
 - School Administration
DepEd Order No. 021 s. 2024 or Amendment to DepEd Order No. 007, S. 2023 (Guidelines in the Recruitment, Selection and Appointment)
DepEd Order No. 007 s. 2023, or Guidelines on the Recruitment, Selection and Appointment in the Department of Education.



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

4. All interested applicants are reminded that promotion to higher positions shall be non-hierarchical; provided that the following conditions are met:
 - i. **Career Stage-based Advancement.** Under no circumstance shall an applicant be allowed to jump to higher stages for promotion without progression through each of the career stages.
 - ii. **Three (3) Salary Grade Limitation.** Promotion shall not exceed three (3) salary grades higher than the applicants present position.
5. This Office strictly adheres to the Equal Employment Opportunity Principle (EEOP). Selection of employees for designation shall be open to all men and women according to the principle of merit and fitness. There shall be no discrimination in the selection process on account of gender, civil status, disability, religion, ethnicity, political affiliation and or any other characteristics protected by law.
6. The pertinent documents to be submitted shall include the following:

TEACHING POSITION: BASIC REQUIREMENTS

- A. Reclassification Form for School Principal Positions (RFSPP)- (**see Annex A**)
- B. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/ Expression of interest
 - Position Applied for
- C. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
- D. Photocopy of Voter's ID and/or any proof of residency;
- E. Photocopy of valid and updated PRC License/ID;
- F. Certificate of Competency Level issued by Authorized body (if applicable)
- G. 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);
- H. Photocopy of duly signed Service Record;
- I. Photocopy of latest appointment;
- J. Photocopy of certificate/s of completion of National Educator's Academy of the Philippines (NEAP) accredited professional development programs/courses, or certificated 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;
- K. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC II), Trainers Methodology Certificate (TMC) (**for SHS applicants in the TVL Track Only**)
- L. Photocopy of the Performance Rating:
 - Performance rating of three (3) latest Individual Performance Commitment Review Form (IPCRF) showing the PPST indicators with at least **Very Satisfactory** in the last rating period (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements indicated in page 31 of DO 024 s. 2025 – the IPCRF shall cover one (1) year complete performance Rating in the current position.
- 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), using the attached form



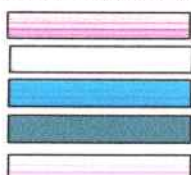
Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

TEACHING: OTHER DOCUMENTARY REQUIREMENTS

- N. Portfolio containing the Applicants MOVs for the assessment of identified PPST Non-Classroom Observable Indicators (NCOI) for Teachers

SCHOOL PRINCIPAL : BASIC REQUIREMENTS

- A. Reclassification Form for School Principal Positions (RFSPP)- (**see Annex A**)
B. Letter of intent addressed to the SDS containing the following information:
• Statement of Purpose/ Expression of interest
• Position Applied for
C. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
D. Photocopy of Voter's ID and/or any proof of residency;
E. Photocopy of valid and updated PRC License/ID;
F. Certificate of Competency Level issued by Authorized body (if applicable)
G. 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);
H. Photocopy of duly signed Service Record;
I. Photocopy of latest appointment;
J. Photocopy of certificate/s of completion of National Educator's Academy of the Philippines (NEAP) accredited professional development programs/courses, or certificated 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;
K. Photocopy of certificate/s of relevant training
L. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
M. Photocopy of the Performance Rating:
• Performance rating of at least Very Satisfactory in the last rating period covering one complete (1) performance cycle in the current position;
N. 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 and
O. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
• Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
7. All interested applicants must submit their documents fastened on the left side with table of contents and documents arranged as per checklist of requirements with tabbing from **A-O**. Only applicants who submitted the complete hard copies of their documents on the set deadline will be considered included in the **pool of official applicants**. To ensure uniformity of submissions the folders shall be color-coded with NAME and POSITION APPLIED for printed on the front:



- RED:** Elementary Teacher Applicants
YELLOW: Junior High School Teacher Applicants
BLUE: Senior High School Teacher Applicants
GREEN: Master Teacher Applicants (All Levels)
ORANGE: Principal Positions (All Levels)



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

8. Applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Certification of Authenticity and Veracity of documents (CAV). However, it may be noted that DepEd Order No 21 s. 2024, item no. 10 states that *"To relieve the applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of documents submitted, shall no longer be required to be notarized. **Any false and fraudulent document submitted shall be grounds for disqualification.**"*
9. The deadline of submission of complete documents for both Classroom Teaching (CT) and School Administration (SA) positions is set on **February 27, 2026 on or before 12:00 N.N.** Elementary Applicants shall submit their documents to the District Offices thru District Sub-Committee, Secondary Applicants to respective schools thru Municipal Sub-Committee and School Principal Applicants to the Division Office Personnel Unit thru the Division HRMPSB.
10. Widest dissemination of and compliance with this Memorandum is hereby desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent