



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

11 Nov 2025

DIVISION MEMORANDUM
NO. 399, s. 2025

RETITLING OF TEACHINGS AND SCHOOL ADMINISTRATION POSITIONS

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

1. Pursuant to Executive Order No. 174, s. 2022, titled “Establishing the Expanded Career Progression System for Public School Teachers and its Implementing Rules and Regulations (IRR)” and DepEd Order No. 24, s. 2025, titled “Guidelines in the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education”, the Office hereby implements the alignment and retitling of positions to ensure conformity with the ECP framework.

2. Retitling is a form of reclassification that does not involve change in salary grade of the position; provided that the new position title belongs to the same occupational group. As per DepEd Order No. 024, s. 2025, the existing positions, with titles that do not conform to the position titles in the ECP System shall be retitled to the positions of equivalent salary grades (SGs), provided that they meet the CSC-approved QS of the equivalent position as stipulated in DepEd Order No.19, s. 2025, and subject to the applicable staffing standards and deployment parameters for Master Teacher positions:

Current Position	Retitled Position	Salary Grade Level
Head Teacher VI	Master Teacher II	19
Head Teacher V	Master Teacher I	18
Head Teacher IV	Teacher VII	17
Head Teacher III	Teacher VI	16
Head Teacher II	Teacher V	15
Head Teacher I	Teacher IV	14
Special Needs Education Teacher III	Teacher VI (Special Needs Education Teacher III)	16
Special Needs Education Teacher I	Teacher IV (Special Needs Education Teacher I)	14
Special Science Teacher I	Teacher III (Special Science Teacher)	13

3. Moreover, incumbents shall be given the following options in terms of functions upon the concurrence of the incumbent:

- Assume the functions attached to the equivalent Teacher or Master Teacher
- Perform their existing functions in the same school by virtue of designation pursuant to Section 35 of DO 24 s. 2025; or
- Perform as a School Head Designate in any Elementary or Secondary school within the SDO with no School Principal item pursuant to Section 35 of DO 24 s. 2025.

4. Thus, incumbents shall submit the following documentary requirements to the Records Unit on or before **November 17, 2025** and assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. All documents must be fastened using purple folder and properly labelled or ear tagged.

- Accomplished Retitling Form for Teaching and school Head Positions (RFTSHP) (see attached Annex T);
- Duly accomplished personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet;



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- c. 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);
 - d. 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/or private institutions or photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
 - e. Photocopy of valid and updated PRC License/ID
5. An initial evaluation of the incumbents' qualifications vis-i-vis the CSC-approved QS of the position applied for shall be conducted by the HRMO. All incumbents for retitling to equivalent ECP position titles are exempt from HRMPSB Comparative Assessment nor satisfy the performance requirements for the position applied for.
6. Immediate and wide dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encls.: As stated

References: EO NO. 174 s. 2022; DO 24 s. 2025 ; DO 19 s. 2025

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT
CAREER PROGRESSION
POLICY
TEACHERS

CLM/AOIV/November 11, 2025