



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

23 June 2026

DIVISION MEMORANDUM
 NO. 251 _____, s. 2026

**CALL FOR APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND
 SCHOOL HEAD POSITIONS FOR FY 2026**

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

1. In reference to DM-OUHROD-2026-0802, this Office announces the call for application for reclassification of teaching and school head positions for FY 2026 pursuant to DepEd Order No. 24 s. 2025 or the “*Implementing Guidelines of the Expanded Career Progression System for Teachers and School Head*” and DepEd Order No. 34 s. 2025, or the “*Amendments and Clarifications to DepEd Order No. 24, s. 2025*”.

2. The positions open for reclassification in the Classroom Teaching and School Administration Career Lines are shown in the table below:

Classroom Teaching Career Line	School Administration Career Line
Teacher II – SG 12	School Principal II – SG 20
Teacher III – SG 13	School Principal III – SG 21
Teacher IV – SG 14	School Principal IV – SG 22
Teacher V – SG 15	<i>*in all levels (Elementary, JHS, and SHS)</i>
Teacher VI – SG 16	
Teacher VII – SG 17	
Master Teacher I – SG 18	
Master Teacher II – SG 19	
Master Teacher III – SG 20	
Master Teacher IV – SG 21	
Master Teacher V – SG 22	
<i>*including SNET and SST Positions</i>	
<i>** all levels (Elementary, JHS, and SHS)</i>	

3. The Qualification Standards (QS) of the positions are based on **DepEd Order No. 19, s. 2025**, the “Amended Qualification Standards for Teacher I-III, Master Teacher 1-IV, School Principal I-IV and the New Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V.

4. All interested applicants must submit the photocopied documentary requirements listed hereunder, fastened using **purple folder** and properly labelled or ear tagged.



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For Teaching Positions:

- a. Reclassification Form For Teaching Positions (RFTP Annex B-1, **downloadable at www.depedangelescity.com**)
- b. Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent, containing the following information:
 - i. Statement of Purpose/ Expression of interest
 - ii. Position applied for
- c. Duly accomplished PDS (CS Form 212, Revised 2025/ with Work Experience Sheet;
- d. Photocopy of valid and updated PRC License/ID;
- e. Certificate of Competency level issued by authorized body (if applicable)¹⁶;
- 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) II ¹⁷, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);
- k. Photocopy of the approved Performance Ratings. The latest performance rating shall cover **one (1) year complete performance rating period** in the current position;
- l. 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 **Annex C-2 – downloadable at www.depedangelescity.com**; and
- m. Other documents as may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

For School Head Positions:

- a. Reclassification Form for School Principal Principals (RFSP Annex B-2, **downloadable at www.depedangelescity.com**)
- b. Letter of intent addressed to Engr. Edgard C. Domingo PhD, CESO V – Schools Division Superintendent containing the following information:
 - i. Statement of Purpose/ Expression of interest;
 - ii- Position applied for;
- c. Duly accomplished PDS (CS Form 212, Revised 2025l with Work Experience Sheet;
- d. Photocopy of valid and updated PRC License/ID;
- e. Certificate of Competency level issued by Authorized body (if applicable),²²



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- 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 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;
- i. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment, as may be administered by DepEd);
- j. Photocopy of latest appointment;
- k. Photocopy of the approved Performance Rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
- l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
- a. Outstanding Accomplishments with supporting documents/means of verification (MOVs) which include Awards and Recognition, Research and Innovation, Subject Matter Expert, Resource Speakership, NEAP Accredited Learning Facilitator
 - b. Application of Education
 - c. Application of Learning and Development
- 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 **Annex C-2 downloadable at www.depedangelescity.com**.
5. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
6. 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 stage/s 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, except when the promotional appointment falls within the purview of any applicable exemptions granted by the CSC as stipulated in the ORAOHRA.



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7. The number of slots for reclassification per position shall be based on the budget allocation for the Division. Applicants who may not be accommodated due to limited funding shall be prioritized for reclassification in the next fiscal year and are no longer required to undergo the assessment process. The reclassification of their positions shall be processed before all other new applicants can be reclassified. They are also not precluded from applying to any vacant positions and may carry over their CaReER scores provided that they will apply for the same position.

8. Consistent with one of the directive that “**no teacher should retire at Teacher I,**” and pursuant to Sections 23-25 of the IRR of EO No. 174 and Section 8.0 of DBM-DepEd Joint Circular No, 01, s. 2025, the following qualified incumbents who meet the 50-cut off score shall be prioritized for reclassification regardless of their rank in the CAREER, subject to necessary assessments, applicable staffing standards, and

availability of funds:

- i. Retirable Teacher I incumbents-both mandatory and optional in the next five (5) years (55-64 years old);
- ii. Head Teacher (HT and Asst. School Principals School (ASP) affected by the ECP .transition; and
- iii. Special School Principal, Asst. Special School Principal, Special Needs Education Teacher (SNET), and Special Science Teacher (SST), pursuant to Sec. 33 of Enclosure No. 1 to DO No. 024, a. 2025.

9. To align with the DBM budget preparation and fund release cycle and pursuant to Section III (3) of DM-OUHROD-2026-0802, the timelines below shall be observed:

No	Activity	Date	Venue/Modalities
1	Call for Application	June 23, 2026	Division website www.depedangelescity.com
2	Submission of Documents at the School Level	June 29, 2026	School Principal's Office
3	Pre-evaluation of Documents	June 30 – July 3, 2026	School Sub-committee
4	Submission of Documents at the Division Level	July 6, 2026	Division Records Unit
5	Initial Evaluation of Documents	July 7-17, 2026	Div. Personnel Unit
6	Issuance of Initial Evaluation Result	July 20, 2026	Division website www.depedangelescity.com
7	Conduct of Classroom Observation Indicators and Non-Classroom Observable Indicators	July 21-23, 2026	Separate Memorandum will be released.
8	Finalization of CAREER	July 27-31	Division website



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			www.depedangelescity.com
9	Posting of CAREER	Tentative date Aug. 3, 2026	Separate Memorandum will be released.
10	Submission of reclassification documents at the Regional Office	Not later than Aug. 15, 2026 per DM-OUHROD-2026-0802	Regional Office
11	Submission of verified and approved documents from RO to DBM	Not later than Nov. 30, 2026 per DM-OUHROD-2026-0802	DBM
12	Preparation and issuance of appointments	Jan. to March of the succeeding fiscal year per DM-OUHROD-2026-0802	Division Office

10. SDO Angeles City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan. Hence, all applicants will be considered provided that they meet the minimum requirements of position to be filled.

11. Moreover, this Office strictly observes the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).

12. For inquiries and further clarifications, you may contact the Personnel Unit through email at **recruitment@depedangelescity.com**.

13. Immediate and wide dissemination of this Memorandum is desired.

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

Reference: DO 7, s. 2023 ; DO 24 s. 2025 ; DO 19 s. 2025

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

EMPLOYMENT

PROMOTIONS

RECLASSIFICATION

CLM/AOIV/June 23, 2026



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