



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

162037

Office of the Schools Division Superintendent

September 11, 2025

DIVISION MEMORANDUM

No. 0205, s. 2025

**TIMELINES FOR THE PROCESSING OF APPLICATIONS FOR
RECLASSIFICATION OF POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**

Assistant Schools Division Superintendent

JANWARIO E. YAMOTA, CID Chief Education Supervisor

AILENE B. AÑONUEVO, SGOD Chief Education Supervisor

EDUCATION PROGRAM SUPERVISORS

PUBLIC SCHOOLS DISTRICT SUPERVISORS

ADMIN. OFFICER V/HUMAN RESOURCE MANAGEMENT OFFICER II

SCHOOL HEADS, PUBLIC ELEMENTARY SCHOOLS

SCHOOL HEADS, PUBLIC SECONDARY AND SENIOR HIGH SCHOOLS

ALL CONCERNED

1. In accordance with the attached DepEd Memorandum DM-OUHROD-2025-2505, entitled *“Commencement of Reclassification of Teaching and School Principal Positions pursuant to DepEd Order No. 024, s. 2025”*, all qualified teachers and school heads are advised to submit their applications for reclassification of positions.
2. Priority shall be given to:
 - i. Retirable Teacher I incumbents (both mandatory and optional within the next five [5] years); and
 - ii. Head Teachers and Assistant School Principals affected by the implementation of the Expanded Career Progression.

However, other qualified teachers and school principals shall not be precluded from applying, subject to the required assessment, staffing standards, and availability of funds.

3. **Attached is the Priority List for Reclassification** for guidance.



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4. Attached also is the Qualification Standard pursuant to DBM JC 1, s. 2025, for reference.

5. To ensure proper implementation, the following timeline of activities shall be observed:

Batch 1 and 2

Date	Activity	Responsible
September 12–17, 2025	<p>Acceptance and Checking of Mandatory Documents of applicants at the School Level for Teachers and at the Division HR Office for School Heads</p> <p style="text-align: center;">&</p> <p>Encoding of Initial Evaluation Result (IER) – Applicant's Details, Education, Training, Experience, and Eligibility requirements</p> <p style="text-align: center;">Download IER Form thru this link https://tinyurl.com/IERRclass2025</p>	School Screening Committee / Division HR
September 18, 2025 (8:00am – 12:00pm)	<p>Submission of Accomplished IER (signed by the SSC) along with the application Documents to the Assessors at Panabo Central ES.</p> <p style="text-align: center;">&</p> <p>Email a soft copy of the Accomplished IER to: panabohrmps@deped.gov.ph</p>	School Screening Committee / Division HR
September 18, 2025 (1:00pm – 5:00pm)	Determination of Priority Qualified Applicants for Reclassification	Assessors
September 19, 2025 (8:00am – 12:00pm)	Venue: Panabo Central Elementary School	
September 19, 2025 (1:00pm – 5:00pm)	<p>Completion of IER as to Qualification Standard and Performance Requirement</p> <p style="text-align: center;">&</p> <p>Email a soft copy of the Accomplished Final IER to: panabohrmps@deped.gov.ph</p>	Assessors
5:00pm	Posting of IER Venue: Panabo Central Elementary School	Division HR
September 22-23, 2025	<p>For Priority Teachers (Open Ranking & Classroom Observation)</p> <ol style="list-style-type: none"> 1. Evaluation and Computation of points for: <ul style="list-style-type: none"> • Education; Training; Experience; Performance Rating 2. Assessment and Deliberation for: <ul style="list-style-type: none"> • Applicants' competencies on the Classroom Observable Strands/Indicators through the conduct of classroom observation • Applicants' competencies on the Non-Classroom Observable Strands/Indicators through the assessment of portfolio annotations and Behavioral Events Interview (BEI) 3. Open Ranking and Confirmation of Scores <ul style="list-style-type: none"> • The applicant affixes their signature in RFTP <p>Venue: Panabo Central Elementary School</p>	Assessors
To be announced	<p>For School Heads:</p> <ol style="list-style-type: none"> 1. Open Assessment 2. Interview 3. Written Examination 4. Open Ranking and Confirmation of Scores 	Division HRMPSB



Date	Activity	Responsible
September 24, 2025	For Teachers: Submission of the following documents to the Division: 1. IER 2. CAReER 3. RFTP (2 copies) 4. Application Documents (2 sets)	Assessors
September 25, 2025	Validation of documents and processing of Priority Applicants for reclassification	Division HR Section
September 26, 2025	Submission of CAReER to the Office of the Schools Division Superintendent	Division HR Section
September 29, 2025 – October 2, 2025	Preparation of PAL and Other Documents	Division HR Section
October 3, 2025	Submission of Documents for Reclassification of Position to DepEd RO - Batch 1 Priority Personnel	Division HR Section
To be announced	Submission of Documents for Reclassification of Position to DepEd RO - Batch 2 Other Qualified Personnel	Division HR Section

6. Applicants must comply with the **guidelines prescribed under DepEd Order No. 024, s. 2025**, particularly:

- i. *Enclosure No. 2: Guidelines on the Reclassification to Teaching Positions*
- ii. *Enclosure No. 3: Guidelines on the Reclassification to School Principal Positions*

7. All interested applicants for reclassification shall submit **Reclassification Form for Teaching Positions (RFTP) / Reclassification Form for School Principal Positions (RFSPP)** on or before September 17, 2025.

You may download the forms on this link <https://tinyurl.com/ReclaForms2025>.

The RFTP or RFSPP shall be supported by two (2) sets of the following documents:

- a. Letter of intent addressed to Dr. Jinky B. Firman, CESO VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, containing the following information:
 - i. Statement of Purpose/Expression on interest
 - ii. Position applied for
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency Level issued by authorized body (if applicable);



- e. 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;
- f. Photocopy of duly signed Service Record;
- g. Photocopy of latest appointment;
- 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. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II 11, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);
- j. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating *(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);*
- k. *For School Head: 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);*
- 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) (*you may download the file on this link <https://tinyurl.com/ReclaForms2025>, notarized or sworn before any public officer authorized to administer oath;*
- m. Other documents as may be required by the HRMPSB
 - i. For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.
 - ii. 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.

Individuals who failed to submit complete mandatory documents 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 after the set deadline, as indicated in the official memorandum.

- 8. This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This is in line with the principle laid down in D.O. No. 29, s. 2002,



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Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

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



JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

Encl.: as stated
OSDS/ncrm/cdr



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Priority List for Reclassification – Batch 1

No.	Position	Name	School
1	TEACHER I	EGOT, ROGER E.	SALVACION ES / PCD
2	TEACHER I	CELOCIA, GEMMA A.	SAN PEDRO ES / PCD
3	TEACHER I	LOQUEÑO, LILA S.	STO. NIÑO ES / PCD
4	TEACHER I	BASCON, MARLOU T.	RIZAL ES / PCD
5	TEACHER I	MAMZA, LILIBETH L.	SALVACION ES / PCD
6	TEACHER I	SAYAO, EVANGELINE C.	RIZAL ES / PCD
7	TEACHER I	PAIDA, ROQUE JR B.	J.P LAUREL ES / PSD
8	TEACHER I	DAGSAN, ESTRELLITA T.	SAN PEDRO ES / PCD
9	TEACHER I	DOOT, EMELIA B.	NEW VISAYAS ES / PSD
10	TEACHER I	ONELLA, ARLENE C.	MALATIVAS NHS
11	TEACHER I	SUMABAL, LUDIVINA A.	CAGANGOHAN NHS
12	TEACHER I	LUCEÑO, GREG B.	PANABO CITY NHS
13	TEACHER I	SUELTO, ALAN I.	SAN VICENTE NHS
14	HEAD TEACHER III	HORTEZA, FLORENCE N.	LORENZO CONCEPCION IS / PSD
15	HEAD TEACHER III	AMORA, MARIA TERESA S.	STA. CRUZ ES / PSD
16	HEAD TEACHER III	IBO, EMILY A.	SAN ROQUE ES / PSD
17	HEAD TEACHER II	MACATOL, ULYSES T.	KIOTOY ES / PSD
18	HEAD TEACHER II	PAMUGAS, EDGARDO III D.	TIBUNGOL ES / PND
19	HEAD TEACHER II	DELADA, HELEN MAY T.	SAN PEDRO ES / PCD
20	HEAD TEACHER I	MELENCION, LOVELY KAREN C.	BUENAVISTA ES / PSD
21	HEAD TEACHER I	IÑIGO, ELSIE O.	SAN VICENTE ES / PCD
22	HEAD TEACHER I	FUENTES, ANNA MAE T.	DON MANUEL JAVELLANA ES / PND
23	HEAD TEACHER I	RUBINO, MICHAEL S.	SAN VICENTE NHS
24	HEAD TEACHER I	DIORDA, ROSIENES D.	QUEZON NHS
25	HEAD TEACHER I	JUEN, JAYSON B.	MANAY NHS
26	HEAD TEACHER I	BAJAO, JEANNE S.	ANTONIO O. FLOIRENDO NHS
27	HEAD TEACHER III	BALATERO, MARIA FE T.	PANABO CITY NHS





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2505

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **COMMENCEMENT OF RECLASSIFICATION OF TEACHING
AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024, s. 2025**

DATE : September 8, 2025

I. Background

Under the Fiscal Year (FY) 2025 General Appropriations Act (GAA), a total budget of **6,148,433,000.00** is appropriated to cover the Reclassification of Teaching and School Head Positions in the Department of Education (DepEd), which is expected to be utilized within the year.

In view of the above and the recent issuance of **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*, pursuant to **Executive Order (EO) No. 174, s. 2022** and its subsequent issuances,¹ this Office hereby directs all concerned Schools Division Offices (SDOs) to **commence the reclassification of teaching and school principal positions**, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

¹ **Implementing Rules and Regulations (IRR)** of Executive Order No. 174, s. 2022

DBM-DepEd Joint Circular No. 01, s. 2025 on the 'Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System'

DepEd Order No. 019, s. 2025 - Amended Qualification Standards for Teacher 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

II. Prioritization

Consistent with one of the President's notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)—that “**no teacher should retire at Teacher I**,” and pursuant to **Title V. Sections 23 and 24** of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 and **Section 8.5.2** of DBM-DepEd Joint Circular No. 01, 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:

- i. **Retirable Teacher I** incumbents—both mandatory and optional in the next five (5) years²; and
- ii. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

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.

III. Reclassification of Position

Pursuant to **Section 21 and 22 of Enclosure No. 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority (i.e., Retirable Teacher I, HTs, and ASPs), shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: ‘*Guidelines on the Reclassification to Teaching Positions*’
- Enclosure No. 3 to DO 024, s. 2025: ‘*Guidelines on the Reclassification to School Principal Positions*’.

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) - Regional Office on or before **November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

To ensure timely compliance with the foregoing timelines, ROs and/or SDOs may set earlier deadlines for the submission of applications, insofar as practicable, taking into account the anticipated volume of applications and current workforce capacity to evaluate and process the applications.

² Section 13-13 (A) of Republic Act No. 8291 - The Government Service Insurance System Act of 1997

Mandatory Retirement: retirement shall be compulsory for an employee at **sixty-five (65) years of age** with at least fifteen (15) years of service

Optional Retirement: at least sixty **(60) years of age** and has rendered at least fifteen (15) years of service

Immediately upon Issuance of the NOSCA, the concerned SDO shall prepare and process the corresponding appointment papers salary adjustments, in accordance with applicable provisions of the CSC ORAOHRA³; and issue the same to all teachers and school heads concerned not later than **March 30 of the succeeding year**, or as may be determined by both DBM and DepEd in cases of emergency and unprecedented situations.

Pursuant to **Item F, Section 48 of DO 024, s. 2025**, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the CAReER; and shall be responded to, in writing, by the HRMPSB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.

IV. Career Progression Tool Kit

In line with the Department's goal to strengthen the advocacy and communication mechanisms and to further guide all the HRMPSB Members, HRMOs, and other key stakeholders in the entire process of the reclassification of position, the Department, through the BHROD, hereby provides the Career Progression Tool Kit, accessible through this link: <https://tinyurl.com/CareerProgToolKit>

This tool kit includes List of Frequently Asked Questions (FAQs) with answers, Legal Bases, Orientation and capacity building Materials.

V. Monitoring

For monitoring purposes, all ROs and SDOs are requested to update the reclassification tool of reclassified teaching and school principal positions using this template: <https://tinyurl.com/ReclassificationStatus>.



For more information and further clarifications, you may contact the **BHROD-HRDD** through **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at bhrod.hrdd@deped.gov.ph.

For your immediate dissemination and compliance.

Copy Furnished:

Office of the Secretary

³ **CSC Resolution 2500358:** 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)

**Basis and Pre-requisites for Classification of Teaching Positions
(Senior High School – Arts and Design Track)**

PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements
	FROM	TO	Education	Training	Experience	
Teacher I	SG-11	Teacher II	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education	8 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject acquired within the last 5 years	1 year relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields	RA 1080 (Teacher-Secondary)
Teacher I Teacher II	SG-11 SG-12	Teacher III	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education	16 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education	2 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields	RA 1080 (Teacher-Secondary)

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 Administrative Officer
 Records Division - DepEd Central Office

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ELLEN D. ALTAIR
Administrative Officer
Records Division - Depot Central Office

MAR 04 2025

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ALMIA D. APANAY
Administrative Officer V
Records Division - DepEd Central Office

MAR 04 2025

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PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements			
	FROM	TO	Education	Training	Experience				
Career Stage III: Highly Proficient	Teacher V Teacher VI Teacher VII	SG-15 SG-16 SG-17	Master Teacher I	SG-18	Master's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Photography, or other allied courses plus 18 professional units in Education	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Photography, or other allied courses under relevant strand/subject 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)	5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields	RA 1080 (Teacher-Secondary)	21 Proficient COIs at Outstanding; and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
	Master Teacher I	SG-18	Master Teacher II	SG-19	Master's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Photography, or other allied courses plus 18 professional units in Education	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Photography, or other allied courses under relevant strand/subject 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)	5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields and 1 year experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher-Secondary)	At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding

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ALMA D. APAMY
 Administrative Officer
 Records Division, DepEd Central Office

MAR 04 2025

N25-027A

PPST Career Stage	Reclassification of Position			Qualification Standards			Performance Requirements
	FROM	TO	Education	Training	Experience	Eligibility	
Career Stage IV: Distinguished	Master Teacher I Master Teacher II	SG-18 SG-19	Master Teacher III	SG-20	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject and 8 hours of training in Instructional Supervision acquired within the last 5 years;	5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields; and 2 years experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher- Secondary) 21 Highly Proficient COIs at Outstanding; and 8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
	Master Teacher III	SG-20	Master Teacher IV	SG-21	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields and 3 years experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher- Secondary) At least 10 Distinguished COIs at Outstanding; and 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding

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ALMA D. APAYAN

Administrative Officer V

Records Division, DepEd Central Office

MAR 04 2025

1095-0271

PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements	
	FROM	TO	Education	Training	Experience		
Career Stage IV: Distinguished			Master's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under 16 hours of training in Instructional Supervision acquired within the last 5 years; courses plus 18 professional units in Education	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject and 16 hours of training in Instructional Supervision acquired within the last 5 years;	5 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields and 4 years relevant experience in Instructional supervision, and technical assistance to teachers	R.A. 1080 (Teacher- Secondary)	21 Distinguished COIs at Outstanding; and 8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding
Master Teacher III	SG-20	Master Teacher V	SG-22	or Completion of NEAP- requisite professional development program for Career Stage IV (Distinguished Teacher)			

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ALMA D. APANAY
 Admin. Officer
 Personnel Division, DepEd Central Office

MAR 04 2025

Basis and Pre-requisites for Classification of Teaching Positions
(Senior High School – Sports Track)

PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements
	FROM	TO	Education	Training	Experience	
Career Stage I: Beginning	Teacher I SG-11	Teacher II SG-12	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	8 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years	1 Year experience in teaching or industry work relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)
Career Stage II: Proficient	Teacher I SG-11 Teacher II SG-12 Teacher III SG-13	Teacher IV SG-14	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	16 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years	2 years experience in teaching or industry work relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)
			Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	16 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years	3 years experience in teaching or industry work relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)

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ALMA D. APAYAN
 Administrative Officer V
 Records Division, DepEd Central Office

MAR 04 2025

125-0271

PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements			
	FROM	TO	Education	Training	Experience				
Career Stage II: Proficient	Teacher II Teacher III Teacher IV Teacher V	SG-12 SG-13 SG-14 Teacher V	SG-15	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track 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 relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)	At least 6 Proficient COIs at Outstanding; At least 4 Proficient NCOIs at Outstanding	
	Teacher III Teacher IV Teacher V	SG-13 SG-14 SG-15	Teacher VI	SG-16	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track 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 relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)	At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Teacher IV Teacher V Teacher VI	SG-14 SG-15 SG-16	Teacher VII	SG-17	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	32 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track 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 relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)	At least 18 Proficient COIs at Outstanding; and At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding	

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PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements			
	FROM	TO	Education	Training	Experience				
Career Stage III: Highly Proficient	Teacher V Teacher VI Teacher VII	SG-15 SG-16 SG-17	Master Teacher I	SG-18	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track and 8 hours of Training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-prerequisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)	21 Proficient COIs at Outstanding; and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
	Master Teacher I	SG-18	Master Teacher II	SG-19	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-prerequisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching in relevant field(s) under Sports Track and 1 year experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher-Secondary)	At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding

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PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements	
	FROM	TO	Education	Training	Experience		
Career Stage IV: Distinguished	Master Teacher I SG-18	Master Teacher III SG-20	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track 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 IV (Distinguished Teacher)	5 years experience in teaching in relevant field(s) under Sports Track and 2 years experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher-Secondary)	21 Highly Proficient COIs at Outstanding; and 8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
	Master Teacher III SG-20	Master Teacher IV SG-21	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years experience in teaching in relevant field(s) under Sports Track and 3 years experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher-Secondary)	At least 10 Distinguished COIs at Outstanding; and 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding

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PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements	
	FROM	TO	Education	Training	Experience		
Career Stage IV: Distinguished	Master Teacher III Master Teacher IV	SG-20 SG-21	Master Teacher V SG-22	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years experience in teaching in relevant field(s) under Sports Track and 4 years experience in instructional supervision and technical assistance to teachers RA 1080 (Teacher-Secondary)	21 Distinguished COIs at Outstanding; and 8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding

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**Basis and Pre-requisites for Classification of Teaching Positions
(Senior High School – Technical Vocational (TVL) Track)**

25 - 0271

PPST Career Stage	Reclassification of Position		Education	Qualification Standards			Performance Requirements
	FROM	TO		Training	Experience	Eligibility	
Career Stage I: Beginning	Teacher I SG-11	Teacher II SG-12	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 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	1 year experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)	At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at Very Satisfactory
Career Stage II: Proficient	Teacher I SG-11 Teacher II SG-12 Teacher III SG-13	Teacher IV SG-14	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 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	2 years experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)	At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient NCOIs at Very Satisfactory
			Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 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 experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)	21 Proficient COIs at Very Satisfactory; and 16 Proficient NCOIs at Very Satisfactory

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PPST Career Stage	Reclassification of Position		Qualification Standards			Performance Requirements		
	FROM	TO	Education	Training	Experience			
Career Stage II: Proficient	Teacher II Teacher III Teacher IV	SG-12 SG-13 SG-14	Teacher V	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education, or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 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	RA 1080 (Teacher-Secondary)	At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding
	Teacher III Teacher IV Teacher V	SG-13 SG-14 SG-15	Teacher VI	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education, or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 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)	4 years experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)	At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding

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PPST Career Stage	FROM	TO	Education	Training	Experience	Eligibility	Performance Requirements
Current Stage III: Teacher V Highly Proficient	Teacher VI Teacher VII	SG-14 SG-15 SG-16 SG-17	Master Teacher I SG-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 technical-vocational course(s) in the area of specialization plus 18 professional units in Education	4 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)	At least 18 Proficient COIs at Outstanding, and At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding

Redclassification of Position			Qualification Standards				
PPST Career Stage			Qualification Standards				
FROM	TO	Education	Training	Experience	Eligibility		
Current Stage III: Teacher V Highly Proficient	Teacher VI Teacher VII	SG-14 SG-15 SG-16 SG-17	Master Teacher I SG-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)	5 years experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)	21 Proficient COIs at Outstanding; and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding

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PPST Career Stage	Reclassification of Position			Qualification Standards			Performance Requirements		
	FROM	TO	Education	Training	Experience	Eligibility			
Career Stage IV: Distinguished	Master Teacher I Master Teacher II	SG-18 SG-19	Master Teacher III	SG-19	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	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	RA 1080 (Teacher-Secondary)	At least 10 Highly Proficient COIs at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
						RA 1080 (Teacher-Secondary)			

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PPST Career Stage	Reclassification of Position			Qualification Standards			Performance Requirements
	FROM	TO	Education	Training	Experience	Eligibility	
Career Stage IV: Distinguished	Master Teacher III	SG-20	Master Teacher IV	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the field(s) under the strand/area of specialization; or Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of specialization and 3 years experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher-Secondary)	At least 10 Distinguished COIs at Outstanding; and 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding

**Basis and Pre-requisites for Classification of School Principal Positions
(Elementary, Junior High School, and Senior High School)**

25 - 02741

PPSSH Career Stage	Reclassification of Position		Qualification Standards			School Head Assessment
	FROM	TO	Education	Training	Experience	
Career Stage II	Master Teacher I Master Teacher II Assistant School Principal I*	SG-18 SG-19 SG-18				
Head Teacher I*	SG-19					
Head Teacher II	SG-14	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
Head Teacher III*	SG-15					
Head Teacher II*	SG-16					
Head Teacher III*	SG-17					
Head Teacher IV*	SG-18					
Head Teacher V*	SG-19					
Head Teacher VI*						
Head Teacher VII*						

*Reclassification of Head Teacher and Assistant School Principal positions shall only be allowed within the 3-year transition period (Sec. 24 of EO 174 /IRR)

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**Basis and Pre-requisites for Classification of School Principal Positions
(Elementary, Junior High School, and Senior High School)**

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PPSSH Career Stage	Reclassification of Position		Qualification Standards			Qualifying Examination			
	FROM	TO	Education	Training	Experience				
Career Stage II	Master Teacher II Master Teacher III School Principal I Assistant School Principal III*	SG-19 SG-20 SG-19 SG-19	School Principal II	SG-20	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	RA 1080 (Teacher)	Principals' Test or National Qualifying Examination for School Heads (NQESH) Passer; or its equivalent
Career Stage III	Master Teacher II Master Teacher III Master Teacher IV School Principal I School Principal II	SG-19 SG-20 SG-21 SG-19 SG-20	School Principal III	SG-21	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	RA 1080 (Teacher)	Principals' Test or National Qualifying Examination for School Heads (NQESH) Passer; or its equivalent

*Reclassification of Head Teacher and Assistant School Principal positions to School Principal positions shall only be allowed within the 3-year transition period (Sec. 24 of EO 174 IRR)

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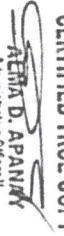
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**Basis and Pre-requisites for Classification of School Principal Positions
(Elementary, Junior High School, and Senior High School)**

PPSSH Career Stage	Reclassification of Position		Qualification Standards			Qualifying Examination
	FROM	TO	Education	Training	Experience	
Career Stage IV	Master Teacher IV, School Principal III Or Master Teacher V	SG-21 SG-22	Master's degree in Education, or Educational Management; or Master's degree in relevant learning area with at least 18 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 4 years experience in school management and operations	RA 1080 (Teacher)
						Principals' Test or National Qualifying Examination for School Heads (NQESH) Passer; or its equivalent

**Reclassification of Head Teacher and Assistant School Principal positions to School Principal positions shall only be allowed within the 3-year transition period (Sec. 24 of EO 174 IRR)*

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