



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

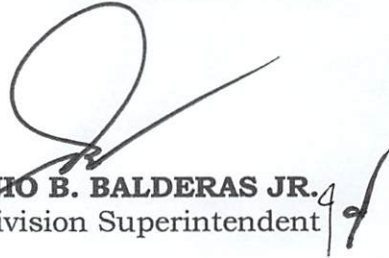
17 March 2025

DIVISION MEMORANDUM  
No. 193 s. 2025

**TRANSITION TO THE NEW RECLASSIFICATION PROCESS PER EXPANDED  
CAREER PROGRESSION SYSTEM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. **Relative to Department of Education (DepEd) Memorandum DM-OUHROD-2025-0541** dated March 3, 2025, titled *Guidelines on the Utilization of Lumpsum for Reclassification of Positions for the 1st Quarter of Fiscal Year (FY) 2025*, the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) provides guidelines on the utilization of the lumpsum for the reclassification of positions.
2. In line with this, and to manage the transition to the new reclassification process per the ECP System, all reclassification requests for teaching and school head positions received by the Division Office **beyond March 25, 2025**, shall be put **on hold until the new reclassification guidelines are issued as a DepEd Order**, pursuant to EO 174, its Implementing Rules and Regulations (IRR), and the DepEd-DBM Joint Circular. Only applications for reclassification to School Principal I positions will continue to be accepted and processed beyond the set cut-off date, specifically applications from qualified incumbent Head Teachers, Teacher-in-Charge (TIC), and Officers-in-Charge (OIC).
3. **However**, please be advised that all pending reclassifications received **prior to March 25, 2025**, as well as those with the status of 'completing documentary requirements,' will be processed and submitted to the Regional Office following the issuance of this Memorandum regarding the utilization of the lumpsum for the reclassification of positions.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: None

Reference: DM-OUHROD-2025-0541

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

RECLASSIFICATION

OSDS Personnel Unit – transition to the new reclassification process per expanded career progression system  
PER0BM4Q-001340 /March 17, 2025