



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

30 September 2025

DIVISION MEMORANDUM  
No. 687 s. 2025

**COMMENCEMENT OF RETITLING OF POSITIONS PURSUANT TO DEPED  
ORDER NO. 024, S. 2025**

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

1. In view of the recent issuance of **DepEd Order No. 024, s. 2025**, titled **Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education**, pursuant to **Executive Order No. 174, s. 2022** and its subsequent issuances, this Office hereby informs all concerned of the commencement of the retitling of positions.

2. In line with the above, the field is hereby informed all those individuals currently holding positions that **do not conform** to the position titles under the Expanded Career Progression (ECP) System **and do not meet the qualifications** for reclassification to higher positions, shall have their positions **retitled** to those with **equivalent Salary Grades** under the ECP System. 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. The following are the positions concerned:

Current Position	Retitled Position	SG Level
Assistant School Principal II Head Teacher VI	School Principal I or Master Teacher II	19
Assistant School Principal I 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 II	Teacher V (Special Needs Education Teacher II)	15
Special Needs Education Teacher I	Teacher IV (Special Needs Education Teacher I)	14
Special Science Teacher I	Teacher III (Special Science Teacher)	13

3. The City Schools Division of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) in Human Resource Management and Development. It encourages all qualified and interested applicants for retitling to apply, regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran status, or disability status.

4. All interested applicants for retitling are requested to submit the **required documents** as indicated in DepEd Order No. 024, s. 2025 (***see attached Enclosure 1***). Documents must be **properly labeled with ear tags, arranged according to the checklist per criterion, and filed in a white folder**. All application folders must be submitted to the **Personnel Services Unit through the Records Section** of this Division **on or before November 7, 2025, at 5:00 P.M.**

5. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

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

By:

**IMELDA C. RAYMUNDO**  
Chief Education Supervisor, SGOD  
Officer-in-Charge

Encl: As stated

References: DepEd Order No. 007, s. 2023  
DepEd Order No. 019, s. 2025  
DepEd Order No. 024, s. 2025

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

RETITLING OF POSITIONS

OSDS Personnel Unit – commencement of retitling of positions pursuant to deped order no. 024, s. 2025

PERDMMND-001960 /September 30, 2025



**Enclosure 1**

**CHECKLIST OF REQUIREMENTS FOR RETITLING  
(As per DepEd Order No. 024, s. 2025)**

**1.** Fully accomplished **Personal Data Sheet (PDS)** (CS Form No. 212, Revised 2025) with recent passport-sized picture with attached **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

**2.** Photocopy of valid and updated PRC ID License;

**3.** Photocopy of Certified True Copy of the following documents issued by the School Registrar:

a.) Transcript of Records (TOR) for:

- i. Bachelor's Degree
- ii. Professional Education (18 units) *(if applicable)*
- iii. Master's or Doctoral Degree *(if applicable)*

b.) Certification of Units Earned (***if not yet graduated***) issued by the **School Registrar** for:

- i. Master's Degree *(if applicable)*
- ii. Doctoral Degree *(if applicable)*

**(Note: Copies of grades, class cards, registration forms, or diplomas alone *will not be accepted*)**

**4.** Certificates of relevant specialized training or professional development programs, or certificates of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs or courses, or certificates of training issued by NEAP-accredited public and private institutions;

**5. For Assistant School Principal II only who opted to be retitled to School Principal position:**

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).