



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

30 September 2025

DIVISION MEMORANDUM
No. 688 s. 2025

**COMMENCEMENT OF RECLASSIFICATION OF TEACHING POSITIONS
(ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL)
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 teaching personnel of the commencement of the reclassification process.
2. In line with the above, the field is hereby informed of the **division-wide recruitment and selection** of interested applicants for **reclassification of teaching positions** for **Fiscal Year 2026**. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022 (DepEd Merit Selection Plan)**, **DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)** and **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)** as the basis for the recruitment and selection process.
3. The City Schools Division of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) in Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran status, or disability status.
4. All interested applicants are requested to submit the **required documents** as indicated in DepEd Order No. 024, s. 2025 (**see attached Enclosure 1**), **properly labeled with ear tags, arranged according to the checklist per criterion and filed in the following color-coded folder:**

Color of folder	Teacher II - VII
Green	Elementary
Yellow	Junior High School
Orange	Senior High School

Color of folder	Master Teacher I - V
Blue	Elementary
Red	Junior High School
Orange	Senior High School

5. Submissions must be made to the Office of the School Principal for document pre-evaluation, using the Individual Checklist for Pre-Evaluation and School Transmittal (**see attached Enclosures 4 and 5**). Schools may set their own deadline for submission at the school level to allow sufficient time for verification. Verified documents shall then be forwarded to the **Personnel Services Unit through the Records Section** of this Division **on or before January 6, 2026, at 5:00 P.M.**

6. **All applicants with prior applications are encouraged to reapply**, as this marks the commencement of the implementation of the **Expanded Career Progression (ECP) Guidelines**. This is especially applicable to those who fall under the following categories:

- a. Applicants with **Teacher II-III** reclassification requests **pending Equivalent Record Form (ERF) approval** at the Regional Office level;
- b. Applicants with **Teacher II-III** ERF already **approved**, but with **Plantilla Allocation List (PAL)** still **pending appeal with the DBM**, as there is **no assurance of DBM's final approval**;
- c. Applicants with **Master Teacher reclassification applications** that were **put on hold** to manage the transition to the new reclassification process under the **ECP System**;
- d. Applicants from the previous year who were not appointed to the position they applied for.

Note: Applicants with **Master Teacher reclassification applications** may claim their previously submitted documents. However, documents submitted for ERF (Teacher II to Teacher III) cannot be released, as they remain in the custody of the Regional Office.

7. In the interest of fairness to all applicants and in strict adherence to the prescribed process, the **submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, **applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.**

8. During the **deliberation process**, applicants are required to bring the **original copies and/or Certified True Copies (CTC)** of their submitted documents for validation. **Failure to present original or certified documents shall result in the nullification of the points** corresponding to the criteria those documents represent.

9. The Comparative Assessment Results for Expanded Reclassification (CAREER) shall be released once signed. The results will highlight the candidates for reclassification who meet the **cut-off score of 50 points**, ranked from highest to lowest based on their total scores from the evaluative assessments.

10. The **Qualification Standards** for the positions are attached (*see Enclosure 3*).

11. The demonstration of **Classroom Observable Indicators (COIs)** shall be assessed through a **classroom observation** using the **Classroom Observation Tool (COT)**. The assessment will focus on **Rubric Levels 2 to 6 (Beginning to Proficient)** based on the **Philippine Professional Standards for Teachers (PPST)**, specifically the following **Classroom Observable Indicators**:

Career Stage 1-2		Career Stage 2				Career Stage 3		Career Stage 4		
(Beginning towards Proficient)		Proficient				Highly Proficient		Distinguished		
T II	T III	T IV	T V	T VI	T VII	MT I	MT II	MT III	MT IV	MT V
1.1.2	1.1.2	1.1.2	1.1.2	1.1.2	1.1.2	1.1.3	1.1.3	1.1.4	1.1.4	1.1.4
1.5.2	1.5.2	1.5.2	1.6.2	1.3.2	2.5.2	2.5.3	1.4.3	2.1.4	1.4.4	1.5.4
2.4.2	1.7.2	2.6.2	2.3.2	2.2.2	3.1.2	3.1.3	2.3.3	3.1.4	2.4.4	2.4.4
3.1.2	3.2.2	3.1.2	3.2.2	3.1.2	4.5.2	4.1.3	3.2.3	4.5.4	3.2.4	3.1.4
5.3.2	4.1.2	4.1.2	5.3.2	4.5.2	5.3.2	5.1.3	5.1.3	5.3.4	5.1.4	4.1.4

12. Below is the timeline for the recruitment and selection process of the said reclassification of position:

ACTIVITY	TIMELINE	VENUE
Deadline of submission to the Division Office	January 6, 2026	Personnel Administration Services Unit / Records Unit

Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	January 7, 2026 to February 6, 2026 <i>(Subject to change depending on the number of applicants)</i>	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	February 9, 2026 <i>(Subject to change depending on the number of applicants)</i>	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	February 10, 2026 <i>(Subject to change depending on the number of applicants)</i>	DepEd Tayabas Bulletin Board, Website and Facebook Page
PPST COIs (Classroom Observation / Demonstration Teaching) – Elementary/ Junior High School/ Senior High School	To be announced through a memorandum and via email	To be announced via email
Submission of individual applicant ratings, based on the scores they obtained for each criterion, to the AO II of the school where the COI and NCOI were conducted	(Date to be determined)	School where the COI and NCOI were conducted
Submission of Individual Ratings of applicants to HRMO / HRMPSB secretariat)	(Date to be determined)	Personnel Administration Services Unit
HRMPSB Deliberation and preparation of Comparative Assessment Results for Expanded Reclassification (CAREER)	(Date to be determined)	Office of the Assistant Schools Division Superintendent
Submission of CAREER to the Appointing Authority	After the completion of CAREER	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results for Expanded Reclassification (CAREER)	After the completion of CAREER	DepEd Tayabas Bulletin Board, Website and Facebook Page

13. Attached are the following enclosures for your reference:

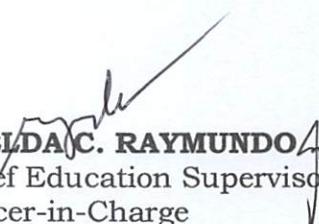
- a. **Enclosure 1** – Checklist of Requirements;
- b. **Enclosure 2** - Basic pre-requisites for classification of Teaching Positions
- c. **Enclosure 3** – Qualification Standards of Positions;
- d. **Enclosure 4** – Individual Checklist for Pre-Evaluation *(also available in the downloadable section of the website under the Personnel Section);*
- e. **Enclosure 5** - School Transmittal *(also available in the downloadable section of the website under the Personnel Section).*

14. 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 019, s. 2022
DepEd Order 20, s. 2024

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

RSP
RECLASSIFICATION OF POSITION

OSDS Personnel Unit – commencement of reclassification of teaching positions pursuant to deped order no. 024, s. 2025
PER17703-001945 /September 30, 2025

Enclosure 1

**CHECKLIST OF REQUIREMENTS FOR HIGHER TEACHING POSITIONS
(As per DepEd Order No. 020, s. 2024 and DepEd Order No. 024, s. 2025)**

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain). Notarization will no longer be required to relieve applicants of unnecessary costs.

Note: The form can be downloaded from this link:

<https://tinyurl.com/Annex-C-2-ReclassOmnibusSworn>

2. Letter of intent addressed to the Schools Division Superintendent containing the **position title you are applying** for;

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

3. 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;

4. Photocopy of valid and updated PRC ID License;

5. Certificate of Competency level issued by authorized body *(if applicable)*;

Note: Applicable only upon establishment of a system of recognition affirming the career stages achieved by teachers and school leaders to be issued by Teacher Education Council (TEC) pursuant to Section 8(f) of RA 11713 'Excellence in Teacher Education Act'.

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

a.) Certified True Copy of 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)

7. Updated and duly signed Service Record;

Note: Please do not submit a Service Record with a "Request" annotation. Applicants must **secure their Service Record in advance** (duly updated and signed) **prior to the submission of their reclassification application.**

8. Photocopy of latest appointment;

9. Photocopy of Certificate(s) of relevant specialized trainings attended within the last five years, acquired after the last date of promotion, if applicable;

9.1. Master Teacher applicants **must** attach the matrix of training sessions attended for Instructional Supervision.

10. Photocopy of a valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II and Trainers Methodology Certificate (TMC) (**mandatory for TVL applicants**);

11. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating;

A performance rating from the last rating period, **covering a one (1) year performance cycle in the current position**, shall be required. **In addition**, applicants must also submit the performance requirements stated in the prescribed qualifications (**see Enclosure 3 of this memorandum**), based on a maximum of three (3) rating periods, reckoned from the immediately preceding completed performance cycle.

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone **will not be accepted**. In the absence of the applicable performance evaluation tool, **no proxy measures** shall be considered.

12. In a separate folder, applicants must submit the following documents:

Means of Verification (MOVs) from the applicant's RPMS portfolio, used in the performance assessment based on the following **Philippine Professional Standards for Teachers (PPST) Non-Classroom Observable Indicator**:

Note: Only the documents submitted by the applicants on the deadline of application shall serve as the basis for assessment during the conduct of the PPST NCOI. **These submitted documents will be forwarded to the Assessors on the day of the NCOI.** No additional Means of Verification (MOVs) shall be accepted or submitted on the day of the evaluation.

Career Stage 1-2		Career Stage 2				Career Stage 3		Career Stage 4		
T II	T III	T IV	T V	T VI	T VII	MT I	MT II	MT III	MT IV	MT V
4.3.2	1.2.2	1.2.2	1.2.2	1.2.2	1.2.2	1.2.2* 1.2.3**	1.2.3	1.2.3* 1.2.4**	1.2.4	4.3.4
5.5.2	4.2.2	4.2.2	5.5.2	4.4.2	4.4.2	4.4.2* 4.4.3**	4.4.3	4.4.3* 4.4.4**	4.4.4	5.5.4
6.2.2	4.3.2	4.3.2	6.1.2	5.4.2	5.2.2	5.2.2* 5.2.3**	6.1.3	6.3.3* 6.3.4**	6.2.4	6.2.4
6.4.2	5.2.2	5.2.2	7.3.2	5.5.2	6.1.2	6.1.2* 6.1.3**	6.3.3	7.2.3* 7.2.4**	7.3.4	6.4.4
7.3.2	5.5.2	7.4.2	7.4.2	7.4.2	7.4.2	7.4.2* 7.4.3**	7.4.3	7.5.3* 7.5.4**	7.5.4	7.5.4

*Indicators to be assessed in the Portfolio Annotation

**Indicators to be assessed in the Interview

Enclosure 2**Basic Pre-requisites for classification of Teaching Positions**

PPST Career Stage	Reclassification of Position			
	From		To	
Career Stage I: Beginning	Teacher I	SG 11	Teacher II	SG 12
	Teacher I Teacher II	SG 11 SG 12	Teacher III	SG 13
Career Stage II: Proficient	Teacher I Teacher II Teacher III	SG 11 SG 12 SG 13	Teacher IV	SG 14
	Teacher II Teacher III Teacher IV	SG 12 SG 13 SG 14	Teacher V	SG 15
	Teacher III Teacher IV Teacher V	SG 13 SG 14 SG 15	Teacher VI	SG 16
	Teacher IV Teacher V Teacher VI	SG 14 SG 15 SG 16	Teacher VII	SG 17
Career Stage III: Highly Proficient	Teacher V Teacher VI Teacher VII	SG 15 SG 16 SG 17	Master Teacher I	SG 18
	Master Teacher I	SG 18	Master Teacher II	SG 19
Career Stage IV: Distinguished	Master Teacher I Master Teacher II	SG 18 SG 19	Master Teacher III	SG 20
	Master Teacher III	SG 20	Master Teacher IV	SG 21
	Master Teacher III Master Teacher IV	SG 20 SG 21	Master Teacher V	SG 22

Enclosure 3

Qualification Standards

For Elementary and Junior High School						
Position / Salary Grade (SG)	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non- Classroom Observable Indicators (NCOI)
Teacher II (Elementary) SG 12	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	1 year teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher II (Junior High School) SG 12				RA 1080, as amended (Teacher - Secondary)		
Teacher III (Elementary) SG 13	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	2 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Teacher III (Junior High School) SG 13				RA 1080, as amended (Teacher - Secondary)		

For Elementary and Junior High School						
Position / Salary Grade (SG)	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher IV (Elementary) SG 14	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	3 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
Teacher IV (Junior High School) SG 14		Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		RA 1080, as amended (Teacher - Secondary)		
Teacher V (Elementary) SG 15	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	3 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
Teacher V (Junior High School) SG 15		Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		RA 1080, as amended (Teacher - Secondary)		

For Elementary and Junior High School						
Position / Salary Grade (SG)	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher VI (Elementary) SG 16	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	4 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Teacher VI (Junior High School) SG 16		Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		RA 1080, as amended (Teacher - Secondary)		
Teacher VII (Elementary) SG 17	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	4 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding
Teacher VII (Junior High School) SG 17		Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		RA 1080, as amended (Teacher - Secondary)		

For Elementary and Junior High School

Position / Salary Grade (SG)	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher I (Elementary) SG 18	Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
Master Teacher I (Junior High School) SG 18				RA 1080, as amended (Teacher - Secondary)		
Master Teacher II (Elementary) SG 19	Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
Master Teacher II (Junior High School) SG 19				RA 1080, as amended (Teacher - Secondary)		

For Elementary and Junior High School

Position / Salary Grade (SG)	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher III (Elementary) SG 20	Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher – Elementary / Secondary)	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
Master Teacher III (Junior High School) SG 20				RA 1080, as amended (Teacher - Secondary)		
Master Teacher IV (Elementary) SG 21	Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years teaching experience and 3 years relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher – Elementary / Secondary)	At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding
Master Teacher IV (Junior High School) SG 21				RA 1080, as amended (Teacher - Secondary)		

For Elementary and Junior High School						
Position / Salary Grade (SG)	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher V (Elementary) SG 22	Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years teaching experience and 4 years relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher – Elementary / Secondary)	21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding
Master Teacher V (Junior High School) SG 22				RA 1080, as amended (Teacher - Secondary)		

For Senior High School - Academic Track and Core Subjects

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher II SG 12	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards a Master's degree in the relevant strand/ subject plus 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	1 year experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Teacher III SG 13	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards a Master's degree in relevant strand/ subject plus 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion	2 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Academic Track and Core Subjects

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher IV SG 14	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 18 units towards a Master's degree in relevant strand/ subject plus 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Teacher V SG 15	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards a Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization attended within the last 5 years, acquired after the last date of promotion or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 24 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Academic Track and Core Subjects

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher VI SG 16	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 30 units towards a Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision attended within the last 5 years, acquired after the last date of promotion or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 30 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Teacher VII SG 17	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 36 units towards a Master's degree in relevant strand/ subject plus 18 professional units in Education	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision attended within the last 5 years, acquired after the last date of promotion or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 36 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Academic Track and Core Subjects

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher I SG 18	Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work in relevant strand/ subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
	Master's degree in relevant strand/ subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Master Teacher II SG 19	Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision within the last 5 years, acquired after the last date of promotion; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work in relevant strand/ subject and 1 year experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
	Master's degree in relevant strand/ subject			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Academic Track and Core Subjects

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher III SG 20	Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision within the last 5 years, acquired after the last date of promotion;	5 years experience in teaching or industry work in relevant strand/ subject and 2 years experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
	Master's degree in relevant strand/ subject	or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Master Teacher IV SG 21	Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision within the last 5 years, acquired after the last date of promotion;	5 years experience in teaching or industry work in relevant strand/ subject and 3 years experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding
	Master's degree in relevant strand/ subject	or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Master Teacher V SG 22	Master's degree in relevant strand/ subject plus 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision within the last 5 years, acquired after the last date of promotion;	5 years experience in teaching or industry work in relevant strand/ subject and 4 years experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding
	Master's degree in relevant strand/ subject	or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Technical Vocational and Livelihood (TVL) Track

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
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, as amended (Teacher-Secondary) for permanent appointments	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Teacher III SG 13	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, as amended (Teacher-Secondary) for permanent appointments	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Technical Vocational and Livelihood (TVL) Track

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
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	3 years experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Teacher V SG 15	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	3 years and 6 months experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Technical Vocational and Livelihood (TVL) Track

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Teacher VI SG 16	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	4 years experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Teacher VII SG 17	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	4 years and 6 months experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Technical Vocational and Livelihood (TVL) Track

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher I SG 18	Master's degree in relevant field(s) under the strand/ subject 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 III (Highly Proficient Teacher)	5 years experience in teaching or industry experience in relevant strand/ area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding
	Master's degree in relevant field(s) under the strand/ area of specialization			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Master Teacher II SG 19	Master's degree in relevant field(s) under the strand/ subject 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 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, as amended (Teacher-Secondary) for permanent appointments	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
	Master's degree in relevant field(s) under the strand/ area of specialization			None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

For Senior High School - Technical Vocational and Livelihood (TVL) Track

Position	Education	Trainings	Experience	Eligibility	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
Master Teacher III SG 20	Master's degree in relevant field(s) under the strand/ subject 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	5 years experience in teaching or industry experience in relevant strand/ area of	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
	Master's degree in relevant field(s) under the strand/ area of specialization	Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	specialization; and 2 years experience in instructional supervision and technical assistance to teachers	None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Master Teacher IV SG 21	Master's degree in relevant field(s) under the strand/ subject 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	5 years experience in teaching or industry experience in relevant strand/ area of	RA 1080, as amended (Teacher-Secondary) for permanent appointments	At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding
	Master's degree in relevant field(s) under the strand/ area of specialization	Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	specialization; and 3 years experience in instructional supervision and technical assistance to teachers	None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		
Master Teacher V SG 22	Master's degree in relevant field(s) under the strand/ subject 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	5 years experience in teaching or industry experience in relevant strand/ area of	RA 1080, as amended (Teacher-Secondary) for permanent appointments	21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding
	Master's degree in relevant field(s) under the strand/ area of specialization	Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	specialization; and 4 years experience in instructional supervision and technical assistance to teachers	None required for provisional and contractual appointments (must pass the LET within 5 years after the date of first hiring)		

Enclosure 3

**Individual Checklist for Pre-Evaluation
(Application for Reclassification)**

Name of applicant:

Current Position:

Desired Position:

No.	Document	Check / Remarks upon pre-evaluation
1	Two (2) Original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement	
2	Letter of intent addressed to the Schools Division Superintendent containing the position title applying for	
3	Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with recent passport-sized picture with attached Work Experience Sheet	
4	Photocopy of valid and updated PRC ID License	
5	Photocopy of Certified True Copy of the following documents issued by the School Registrar:	
	a.) Certified True Copy of Transcript of Records (TOR) for:	
	i. Bachelor's Degree	
	ii. Professional Education (18 units) <i>(if applicable)</i>	
	iii. Master's or Doctoral Degree <i>(if applicable)</i>	
	b.) Certification of Units Earned (if not yet graduated) issued by the School Registrar for: Note: Copies of grades, class cards, registration forms, or diplomas alone <i>will not be accepted</i>	
	i. Master's Degree (if applicable)	
	ii. Doctoral Degree (if applicable)	
6	Updated and duly signed Service Record Note: Please do not submit a Service Record with a "Request" annotation. Applicants must secure their Service Record in advance (duly updated and signed) prior to the submission of their reclassification application.	
7	Photocopy of latest appointment	
8	Photocopy of Certificate(s) of relevant specialized trainings attended within the last five years, acquired after the last date of promotion Note: Master Teacher applicants <i>must</i> attach the matrix of training sessions attended for Instructional Supervision	
9	Photocopy of a valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II and Trainers Methodology Certificate (TMC) (mandatory for TVL applicants)	

10	Performance rating from the last rating period, covering a one (1) year performance cycle in the current position	
11	In addition, performance requirements stated in the prescribed qualifications (see Enclosure 2 of the Division Memorandum), based on a maximum of three (3) rating periods, reckoned from the immediately preceding completed performance cycle.	
12	Applicants number of required Classroom Observable Indicators (COIs) (See Enclosure 3 of the Division Memorandum)	
13	Applicants number of required Non-Classroom Observable Indicators (NCOIs) (See Enclosure 3 of the Division Memorandum)	
14	In a separate folder: Means of Verification (MOVs) from the applicant's RPMS portfolio, used in the performance assessment based on the following Philippine Professional Standards for Teachers (PPST) Non-Classroom Observable Indicator (See number 12 of Enclosure 1 of the Division Memorandum)	

Pre-evaluated by:**[Name of Administrative Officer]**

Position Title

(Signature over printed name)

[Name of School Head]

Position Title

(Signature over printed name)

Enclosure 4

**School Transmittal
(Application for Reclassification)**

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent
City Schools Division of the City of Tayabas

Sir:

This is to respectfully submit the application for reclassification of the following teaching personnel of [Name of School], with the details indicated below:

No.	Name of Applicant (Last Name, First Name MI)	Current Position	Desired Position

(Add rows as necessary)

This further certifies that all listed applicants have undergone pre-evaluation at the school level and have complied with all the documentary requirements for reclassification pursuant to Division Memorandum No. _____, and other relevant DepEd issuances.

This is being submitted for your evaluation, approval, and appropriate action.

Thank you.

Very truly yours,

[Name of Administrative Officer]

Position Title

(Signature over printed name)

[Name of School Head]

Position Title

(Signature over printed name)