



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

30 September 2025

DIVISION MEMORANDUM  
No. 689 s. 2025

**COMMENCEMENT OF RECLASSIFICATION OF SCHOOL PRINCIPAL 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 concerned of the commencement of the school principals' 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 school head 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. 007, s. 2023 (Guidelines on the Recruitment, Selection, and Appointment in the Department of Education)**, **DepEd Order No. 021, s. 2024 (Amendments to DepEd Order No. 007, s. 2023)** 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. 007, s. 2023 (***see attached Enclosure 1***). Documents must be **properly labeled with ear tags, arranged according to the checklist per**



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**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 21, 2025, at 5:00 P.M.**

5. 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.**

6. 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.

7. The **Qualification Standards** for the positions are attached (*see Enclosure 2*).

8. 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	November 21, 2025	Personnel Administration Services Unit / Records Unit
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	November 24-28, 2025	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	December 1, 2025 <i>(Subject to change depending on the availability of the schedule)</i>	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	December 2, 2025 <i>(Subject to change depending on the availability of the schedule)</i>	DepEd Tayabas Bulletin Board, Website and Facebook Page
HRMPSB Deliberation and preparation of Comparative Assessment Results for Expanded Reclassification (CAREER)	To be announced via email	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>	-	-



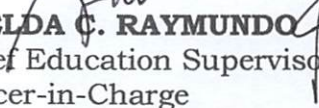
Posting of Comparative Assessment Results for Expanded Reclassification (CAREER)	After the completion of CAREER	DepEd Tayabas Bulletin Board, Website and Facebook Page
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9. Attached are the following enclosures for your reference:
- a. **Enclosure 1** – Checklist of Requirements;
  - b. **Enclosure 2** – Qualification Standards of Positions;
  - c. **Enclosure 3** – Basic pre-requisites for classification of School Principal Positions.
10. 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:

RECLASSIFICATION  
SCHOOL PRINCIPAL

OSDS Personnel Unit – commencement of reclassification of school principal positions pursuant to deped order no. 024, s. 2025  
PERQPIRR-001959 /September 30, 2025

**Enclosure 1**

**CHECKLIST OF REQUIREMENTS FOR SCHOOL HEAD**  
**(As per DepEd Order No. 007, s. 2023 and DepEd Order No. 024, s. 2025)**

**Mandatory requirements**

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](http://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 **(required)**
- 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. **Certificate(s) of relevant training** in relation to Curriculum, Pedagogy, School Management and Operations, and Instructional Leadership and certificates of attendance to seminars (Basic Training Course for School Heads from NEAP attended within the last five years, acquired after the last date of promotion;



**Other documents as required in DepEd Order 007, s. 2023  
(acquired after the date of last appointment)**

**10. Performance rating covering one year complete performance cycle acquired from the last date of appointment;**

**11. Outstanding Accomplishment** acquired or earned after the last promotion (if any);

**11.1. Awards and recognition**

**11.1.1. Outstanding Employee Award**

11.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search

11.1.1.2. Certificate of Recognition/Merit

**11.1.2. Awards as Trainer/Coach**

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

**11.2. Research and Innovation**

11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017

11.2.2. Accomplishment report verified by the Head of Office

11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office

11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office

11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

**11.3. Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)

11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;

11.3.2. Certificate of Participation or Attendance; and

11.3.3. Output/Adoption by the Organization/DepEd

**11.4. Resource Speakership/Learning Facilitation**

11.4.1. Issuance/Memorandum/Invitation/Training Matrix;

11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;

11.4.3. Slide deck/s used and/or Session guide/s

**11.5. NEAP Accredited Learning Facilitator**

11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office

11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

**12. Application of Education** (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.



**Relevant Intervention:**

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

**13. Applications of Learning and Development (L&D)**

- 13.1. **Certificate of Training** or Certification on any applicable L&D intervention acquired that is **aligned with the Individual Development Plan (IDP)**;
  - 13.2. **Action Plan/Re-entry Action Plan (REAP)** / Job Embedded Learning (**JEL**) /Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
  - 13.3. **Accomplishment report** together with a **General Certification** that the L&D intervention was used/*adopted by the Office* at the local level;
  - 13.4. **Accomplishment report** together with a **General Certification** that the L&D intervention was used/*adopted by a different office* at the local/higher level.
- 14.** Certificate of Rating in the Principal's Test/National Qualifying Examination for School Heads (NQESH)



**Enclosure 2**

**Qualification Standards  
(Elementary, Junior High School and Senior High School)**

<b>Position</b>	<b>SG</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>	<b>School Heads Assessment</b>
School Principal I	19	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	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	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership, attended within the last five years and acquired after the last date of promotion	RA 1080 (Teacher)	Principal's test or NQESH Passer or its equivalent
School Principal II	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	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership, attended within the last five years and acquired after the last date of promotion		
School Principal III	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	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership, attended within the last five years and acquired after the last date of promotion		
School Principal IV	22	Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership, attended within the last five years and acquired after the last date of promotion		



**Enclosure 3**

**Basic Pre-requisites for classification of School Principal Positions**

PPSSH Career Stage	Reclassification of Position			
	From		To	
Career Stage II	Master Teacher I	SG 18	School Principal I	SG 19
	Master Teacher II	SG 19		
	Assistant School Principal I	SG 18		
	Assistant School Principal II	SG 19		
Career Stage II	Master Teacher II	SG 19	School Principal II	SG 20
	Master Teacher III	SG 20		
	School Principal I	SG 19		
Career Stage III	Master Teacher II	SG 19	School Principal III	SG 21
	Master Teacher III	SG 20		
	Master Teacher IV	SG 21		
	School Principal I	SG 19		
	School Principal II	SG 20		
Career Stage IV	Master Teacher IV	SG 21	School Principal IV	SG 22
	School Principal III	SG 21		
	Master Teacher V	SG 22		