



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

15 October 2025

DIVISION MEMORANDUM
No. 733 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 687, S. 2025 OR THE
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 **incumbents of Assistant School Principal I and Head Teachers I-V** positions of the following options:

- a. To **retain** their current position title and perform the functions attached to their position, as defined in the Job Description, in the same school. Having been performing leadership and management functions, retained incumbents may be assigned, upon their concurrence, as School Head designate in any Elementary or Secondary school within the SDO with no School Principal item. Issuance of an Official Designation Order signed by the SDS shall be required.

Notwithstanding, incumbents who opted to retain their position shall be allowed to request the retitling of their position to the equivalent position in the ECP System at any time within the three (3)-year transition period.

They shall likewise be regarded as **on-stream candidates** for the School Administration (SA) Career Line during the transition period, which began on February 25, 2025, and will end on February 24, 2028. Within this period, they shall be provided with professional development interventions to equip them with the necessary competencies to be full-fledged principals and shall be given priority in the promotion or reclassification to School Principal I position without passing through Master Teacher I, subject to the applicable guidelines stipulated in this Order.

After the three (3)-year transition period, incumbents shall no longer be regarded as **on-stream candidates**. If they fail to advance to School Principal I within the transition period or request the retitling of their current position to the equivalent position in the ECP System, the position they are holding shall be tagged as **CTI**. As such, they may apply for promotion only through natural vacancy to any teaching, school administration, related teaching, or non-teaching position in the service, subject to the CSC-approved QS and RSA applicable guidelines. Pursuant to Section 32(b) of the enclosure of the said DepEd Order, **CTI positions shall be converted to Teacher I positions** once the incumbent vacates the position through promotion, transfer, resignation, retirement, or any form of separation from service.

- b. To **retitle** to the equivalent position in the ECP System. As such, they shall be given the following options in terms of functions upon the concurrence of the incumbent:
- i. Assume the functions attached to the equivalent Teacher or Master Teacher position;
 - ii. Perform their existing functions in the same school by virtue of designation pursuant to Section 35 of the enclosure of the said DepEd Order; or
 - iii. Perform as a School Head Designate in any Elementary or Secondary school within the SDO with no School Principal item pursuant to Section 35 of the enclosure of the said DepEd Order.

Official Designation Orders duly signed by the SDS shall be issued to incumbents who opt to take on the functions of a School Head Designate, Assistant School Head Designate, or Department Head Designate, subject to applicable policies, rules and regulations, and guidelines on designation.

They shall likewise be regarded as *on-stream candidates* for the SA Career Line during the transition period, within which they shall be provided with professional development interventions to equip them with the necessary competencies to be full-fledged principals and shall be given priority in the promotion or reclassification to School Principal I position without passing through Master Teacher I position, subject to the applicable guidelines stipulated in this Order.

After the three (3)-year transition period, incumbents shall no longer be regarded as *on-stream candidates*. As such, they may apply for promotion or reclassification to the appropriate Teacher, Master Teacher, and School Principal position, subject to the applicable promotion or reclassification guidelines as indicated in Sections 21 and 22 of this Enclosure; and shall only be allowed to choose between CT and SA Career Lines upon reaching the Master Teacher I position.

- c. *On-stream candidates*, either retained or retitled, who are currently managing schools and who opted to continue performing their existing function as School Head shall maintain their School Head designation in the same school within the three (3) year transition period. However, if they fail to be reclassified to School Principal I position within the three (3) year period and a full-fledged School Principal has been appointed, they shall be designated as Assistant School Head Designate for School Operations and Management in any Elementary or Secondary schools with enrolment of more than 1,000 learners.
2. In line with the above information, all concerned **incumbents of Assistant School Principal I and Head Teachers I-V** who opt to retain their current position title must submit a **Letter of Intent to Retain** addressed to the Schools Division Superintendent, to 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.**
3. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
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:

ASSISTANT SCHOOL PRINCIPAL I
HEAD TEACHERS I-V

OSDS Personnel Unit – addendum to division memorandum no. 687, s. 2025 or the commencement of retitling of positions pursuant to deped order no. 024, s. 2025
PER6NPQ9-002022 /October 15, 2025