



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

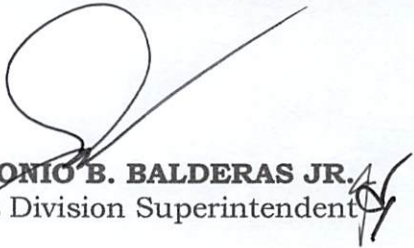
20 October 2025

DIVISION MEMORANDUM  
No. 740 s. 2025

**AMENDMENT TO THE DEADLINE FOR THE SUBMISSION OF REQUIREMENTS  
FOR THE COMMENCEMENT OF RETITLING OF POSITIONS OF INCUMBENT  
SPECIAL NEEDS EDUCATION TEACHER I-II AND SPECIAL SCIENCE  
TEACHER I 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 instruction from the Regional Office regarding the submission of documents for retitling, this Office hereby informs all **incumbents of Special Needs Education Teacher I-II and Special Science Teacher I** who are **not yet qualified for reclassification and are instead subject to retitling**, of the amendment to the deadline for the submission of requirements for retitling. All documents of interested applicants shall be submitted to the Personnel Services Unit through the Records Section of this Division on or before **October 27, 2025, at 5:00 p.m.**
2. All provisions in Division Memorandum No. 687, s. 2025, titled **Commencement of Retitling of Positions Pursuant to DepEd Order No. 024, s. 2025**, shall remain in effect.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

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

Encl: None  
References: DepEd Order No. 024, s. 2025  
To be indicated in the Perpetual Index  
under the following subjects:

**RETITLING OF POSITIONS**

OSDS Personnel Unit – amendment to the deadline for the submission of requirements for the commencement of retitling of positions of incumbent special needs education teacher i-ii and special science teacher i pursuant to deped order no. 024, s. 2025  
PER1BDRE-002033 /October 20, 2025



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