



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 665 , s. 2025

September 18, 2025

**COMMENCEMENT OF RECLASSIFICATION OF TEACHING AND SCHOOL
PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO. 024, s. 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office is hereby disseminating DM-OUHROD-2025-2505 titled **“Commencement of Reclassification of Teaching and School Principal Positions pursuant to DepEd Order No. 024, s. 2025”** directing all concerned Schools Division Offices (SDOs) to commence the reclassification of teaching and school principal positions, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

2. Priority in the promotion whether through reclassification or natural vacancy shall be given to the following qualified incumbents, subject to necessary assessments, applicable staffing standards, and availability of funds:

a. **Retirable Teacher I** incumbents – both mandatory and optional in the next five years; and

b. **Head Teacher and Assistant School Principals** who are affected by the implementation of the Expanded Career Progression.

Notwithstanding the prioritization of abovementioned incumbents, **other qualified teaching and school principal incumbents** shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.

3. Pursuant to **Section 21 and 22 of Enclosure No 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority, shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: *“Guidelines on the Reclassification to Teaching Positions”*
- Enclosure No. 3 to DO 024, s. 2025: *“Guidelines on the Reclassification to School Principal Positions.”*

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) –



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Regional Office on or before **November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

4. In line with the Department's goal to strengthen the advocacy and communication mechanisms and to further guide all key stakeholders in the entire process of the reclassification of position, the Department, through the BHROD, hereby provides the Career Progression Tool Kit, accessible through this link: <https://tinyurl.com/CareerProgToolKit>.

The tool kit includes List of Frequently Asked Questions (FAQs) with answers, Legal Bases, Orientation and capacity building materials.

5. Immediate and wide dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

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