



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. 702, s. 2025

October 2, 2025

**ACCEPTANCE OF APPLICATION FOR THE IMPLEMENTATION OF THE
EXPANDED CAREER PROGRESSION SYSTEM FOR SCHOOL PRINCIPALS
IN THE DEPARTMENT OF EDUCATION**

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

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the implementation of the Expanded Career Progression System for School Principal.
2. All interested applicants for reclassification shall submit the **Reclassification Form for School Principal Positions (RFSPP) DBM-DepEd JC 01, s.2025_Form No. 2-B of DO No. 24, s 2025**. The **RFSPP** shall be supported by the following documents:
 - a. Letter of intent addressed to the Schools Division Superintendent containing the following information:
 - i. Statement of Purpose / Expression of interest
 - ii. Position applied for
 - b. Duly accomplished PDS (*CS Form 212, Revised 2025*) with Work Experience Sheet;
 - c. Photocopy of valid and updated PRC License / ID;
 - d. Certificate of Competency Level issued by authorized body (*if applicable*);
 - e. Photocopy of scholastic / academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units / degrees, if applicable;
 - f. Photocopy of duly signed Service Record;
 - g. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/courses, or certificate of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized training or professional development programs, if any;
 - h. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment, as may be administered by DepEd);
 - i. Photocopy of latest appointment;
 - j. Photocopy of the Performance Ratings **with at least Very Satisfactory** rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;



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- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the enclosed form (Annex C-2); and
 - l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of Last issuance of appointment
3. Applicants must submit the pertinent documents to the Division Office, Personnel Section thru Ms. Brendalou D. Arancana, Administrative Officer IV (HRMO II) on or before **October 8, 2025** for initial evaluation as to qualification standards. No additional documents shall be accepted after the deadline.
4. Schedule of Behavioral Events Interview (BEI) will be announced later in a separate memorandum.
5. For additional information on the guidelines, kindly refer to 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."
6. The applicant assumes full responsibility and accountability for the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation shall automatically disqualify the applicant from the selection process.
7. Pursuant to the institutionalization of the Program for Meritocracy and Excellence in Human Resource Management (PRIME-HRM), SDO adheres to the Equal Opportunity Principle (EOP) wherein all qualified applicants, during recruitment, selection and placement are sourced using processes, procedures and tools that promote equal employment opportunity on the bases of merit, fitness and competence regardless of sex, gender, identity, age, civil status, religion, ethnic background, disability, political affiliation and others without discrimination of any kind.
8. For the guidance of all concerned, please see ***Annex C-2 – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)***.
9. For your information, guidance and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/HRMPSB/JAL/joi



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Republika ng Pilipinas
Department of Education

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RFSPP)

Name: _____ Current Position: _____
 Position Applied: _____ Item Number of _____
 Station/School: _____ Current Position: _____
 Level: _____ Kindergarten _____ Junior High School
 _____ Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	<i>To be filled-out by the HRMO</i>	<i>To be filled-out by the HRMO</i>	
Training			
Experience			
Eligibility			

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

Eligible Score _____
 Not Eligible

III. PERFORMANCE RATING: _____

Must be at least **Very Satisfactory**

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCR) form, (which ever is applicable) in the last rating period

IV. COMPRATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme: _____ Attested by: _____
 Applicant HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by: _____
 Administrative Officer IV (HRMO)

Certified Correct

Administrative Officer V (Admin Services)

Recommending Approval:

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMC/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the SDS containing the following information: <i>i. Statement of Purpose/ Expression of interest</i> <i>ii. Position applied for</i>			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d. Photocopy of valid and updated PRC License/ID			
e. Certificate of Competency Level issued by Authorized body (if applicable)			
f. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record			
h. Photocopy of latest appointment			
i. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any			
j. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III 1. Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating <i>(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>			
l. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012)			
n. Other documents as may be required by the HRMPSB For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators. For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath