



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. 708, s. 2025

October 3, 2025

**ACCEPTANCE OF DOCUMENTS FOR RETITLING OF EXISTING FILLED POSITIONS
TO POSITIONS IN THE ECP SYSTEM**

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 documents for Retitling of Existing Filled Positions to Positions in the ECP System.
2. The existing positions, with titles that do not conform to the position titles in the ECP System shall be retitled to the positions of equivalent SGs in the ECP System. This shall apply to existing incumbents who may not be qualified for promotion or reclassification to higher positions at the time of the effectivity of the IRR.
3. The process on the retitling of positions-including the submission of documents, endorsement, and approval-is detailed in Appendix 1 of DepEd Order No. 24, s. 2025 titled “Guidelines on the Implementation of the Expanded Career Progression System For Teachers And School Heads in the Department of Education.”
4. Incumbents of titles that do not conform to the position titles in the ECP System shall be required to meet the CSC-approved QS of the equivalent positions. Thus, incumbents shall submit the following documentary requirements to the Division HRMOs for evaluation:
 - a. Retitling Form (See Annex T of DO No. 24, s. 2025)
 - b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
 - c. 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);
 - d. 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;
 - e. Photocopy of valid and updated PRC License/ID;
 - f. **For Assistant School Principal II-III and Head Teacher VI only who opted to be retitled to School Principal position: Certificate of Rating (COR) in the School Head**



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Assessment (*National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd*)

5. 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**.
6. 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" particularly on Item No. 34.
7. The applicant assumes full responsibility and accountability for the validity and authenticity of the documents.
12. For your information, guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/HRMPSB/JAL/joi



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Republic of the Philippines
DEPARTMENT OF EDUCATION

RETITLING FORM FOR TEACHING AND SCHOOL HEAD POSITIONS (RFTSHP)

Name: _____ Station/School: _____

Current Position: _____ Retitled Position: _____

Item Number of Current Position: _____

Level: Kindergarten Elementary Junior High School Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Incumbent for Retitling	Remarks (Qualified/Disqualified)
Education	<i>To be filled-out by the HRMO (Refer to DO 19, s. 2025)</i>	<i>To be filled-out by the HRMO</i>	<i>To be filled-out by the HRMO</i>
Training			
Experience			
Eligibility			

School Head Assessment (or its equivalent)

(For Assistant School Principal II & III and Head Teacher VI who opted to be retitled to School Principal position ONLY)

Eligible Not Eligible

Rating: _____

II. OPTIONS IN TERMS OF FUNCTIONS

(Incumbents HT I-V, ASSP I, ASP I who opted to be retitled to equivalent teaching position in the ECP system shall be given authority to choose among the following functions to be performed pursuant to Section 34 (VI) of DepEd Order No. s. 2025). These options are also applicable in the case of SSP I-II, ASP II-III, and HT VI who do not meet the CSC-approved QS for the equivalent School Principal position and/or have passed the NQESH.

Kindly indicate your preferred function to be performed following the retitling of your position:

Assume the functions attached to retitled Teacher/Master Teacher position

Perform existing functions by virtue of designation

Perform as a School Head designate in any Elementary or Secondary school within the SDO with no School Principal item

Note: Specific functions to be performed are detailed in Appendix 3 and 4 of DO s. 2025. The issuance of an Official Designation Order duly signed by the SDS shall be required upon concurrence of the incumbent.

CONCURRENCE CLAUSE: By affixing my signature below, I signify my full concurrence to perform all related duties and responsibilities attached to the selected function with diligence and accountability:

Conformed:

Attested by:

Applicant

Administrative Officer IV (HRMO)

III. DEPED SCHOOLS DIVISION OFFICE ACTION

Retitling of Position		Date Processed	Remarks (Eligible for retitling/ Not Eligible for retitling)
From (Current Position)	To (Retitled Position)		

Evaluated by:

Administrative Officer IV (HRMO)

Certified Correct:

Administrative Officer V (Admin Services)

Recommending Approval:

Schools Division Superintendent

IV. DEPED REGIONAL OFFICE ACTION

Retitling of Position		Date Processed	Remarks
From (Current Position)	To (Retitled Position)		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director