



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



September 15, 2025

DIVISION MEMORANDUM
No. 541, s.2025

**CALL FOR APPLICATIONS FOR RECLASSIFICATION OF SCHOOL
PRINCIPAL POSITIONS**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 024, s. 2025, entitled "*Guidelines on the Implementation of the Expanded Career Progression System (ECPS) for Teachers and School Heads in the Department of Education*," this Office hereby calls for applications for the reclassification of School Principal positions (**School Principal II to IV**).

2. The reclassification shall cover all School Principal (I-III) who meet the qualification standards (*DepEd Order No. 19, s. 2025, Amended Qualification Standards for School Principal II-IV*).

Qualification Standards:

School Principal II-IV

Reclassification of Position		Qualification Standards			
FROM	TO	Education	Training	Experience	Eligibility
School Principal I	School Principal II	Master's degree in Education, or Educational	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080 (Teacher)
School Principal I School Principal II	School Principal III	Management, or Education Leadership; or Master's degree in relevant learning area with at least 12 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 3 years experience in school management and operations	
School Principal III	School Principal IV		40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 4 years experience in school management and operations	

3. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for



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employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

4. All interested applicants for reclassification shall submit the documentary requirements, together with the **Reclassification Form for School Principal Positions (RFSPP)** (*Annex B-2*), to the PERSONNEL SECTION through the RECORDS SECTION on or before **September 24, 2025** at **2:00PM**.

RFSPP Supporting Documents:

- a. Letter of intent addressed to the SDS 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 available)
- 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 certificates of training issued by the NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings 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.
- 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 attached form (*Annex C-2*)
- l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
 - Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning



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and Development reckoned from the date of last issuance of appointment.

5. Individuals who failed to submit complete mandatory documents (Item 4.a to 4.k of this memorandum) on the set deadline indicated above shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants.
6. No additional documents shall be accepted after the deadline.
7. All official applicants shall be assigned with an application code.
8. For information, guidance, and wide dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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: _____
 SG/Annual Salary: _____
 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. COMPARATIVE 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

Annex C-2

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 (To be filled out by the applicant; Check if submitted)	Verification (To be filled out by the HRMPS/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the SDS containing the following information: i. Statement of Purpose/Expression of interest ii. Position applied for			
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, 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 (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)			
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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and at (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.