



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



September 8, 2025

DIVISION MEMORANDUM

No. 523, s.2025

CALL FOR APPLICATIONS FOR RECLASSIFICATION OF TEACHING 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 teaching positions (**Teacher II to Teacher VI, Master Teacher II to Master Teacher III**).

2. The reclassification shall cover eligible teaching personnel who meet the qualification standards (*DepEd Orde No. 19, s. 2025, Amended Qualification Standards for Teacher I-VII, and Master Teacher I-V*), competency indicators, and performance requirements prescribed under the ECPS and the Philippine Professional Standards for Teachers (PPST).

Qualification Standards:

Elementary and Junior High School

Reclassification of Position		Qualification Standards			
FROM	TO	Education	Training	Experience	Eligibility
Teacher I	Teacher II	Bachelor's degree in Education; or Bachelor's degree in relevant subject or leaning area with at least 18 professional units in Education	8 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 yrs	1 year teaching experience	Elementary: RA 1080 (Teacher-Elementary/Secondary) Secondary: RA 1080 (Teacher-Secondary)
Teacher I Teacher II	Teacher III		16 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 yrs	2 years teaching experience	
Teacher I Teacher II Teacher III	Teacher IV		16 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 yrs or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience	



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Teacher II Teacher III	Teacher V		24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 yrs or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	
Teacher III	Teacher VI		32 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 yrs or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years teaching experience
Master Teacher I	Master Teacher II	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hrs of training in Instructional Supervision acquired within the last 5 yrs or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience and 1 yr relevant experience in Instructional supervision and technical assistance to teachers
Master Teacher I Master Teacher II	Master Teacher III		24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hrs of training in Instructional Supervision acquired within the last 5 yrs or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years teaching experience and 2 yrs relevant experience in Instructional supervision and technical assistance to teachers

SHS – Academic Track and Core Subjects

Reclassification of Position		Qualification Standards			
FROM	TO	Education	Training	Experience	Eligibility
Teacher I	Teacher II	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	8 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080 (Teacher-Secondary)
Teacher I Teacher II	Teacher III	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	16 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years experience in teaching or industry work in relevant strand/subject	
Teacher I Teacher II Teacher III	Teacher IV	Bachelor's degree with a major in the relevant strand/subject plus 18	16 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject	3 years experience in teaching or	



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		professional units in Education; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	industry work in relevant strand/subject	
Teacher II Teacher III	Teacher V	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		
Teacher III	Teacher VI	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 30 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years experience in teaching or industry work in relevant strand/subject	
Master Teacher I	Master Teacher II	Master's degree in relevant strand/subject plus 18 professional units in Education	24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hrs of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in teaching or industry work in relevant strand/subject and 2 years experience in instructional supervision and technical assistance to teachers	
Master Teacher I Master Teacher II	Master Teacher III		24 hrs of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hrs of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)		

SHS – Technical Vocational (TVL) Track

Reclassification of Position		Qualification Standards			
FROM	TO	Education	Training	Experience	Eligibility
Teacher I	Teacher II	Bachelor's degree relevant to the area of specialization plus 18	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	RA 1080 (Teacher-Secondary)
Teacher I Teacher II	Teacher III	professional units in Education; or any Bachelor's degree and completion of technical-vocational	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	2 year experience in teaching or industry experience in relevant strand/area of specialization	
Teacher I Teacher II Teacher III	Teacher IV		National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-	3 year experience in teaching or industry experience in	



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		course(s) in the area of specialization plus 18 professional units in Education	vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	relevant strand/area of specialization	
Teacher II Teacher III	Teacher V		National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)		
Teacher III	Teacher VI		National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 year experience in teaching or industry experience in relevant strand/area of specialization	
Master Teacher I	Master Teacher II	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 year experience in teaching or industry experience in relevant strand/area of specialization; and 1 year experience in instructional supervision and technical assistance to teachers	
Master Teacher I Master Teacher II	Master Teacher III		National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 year experience in teaching or industry experience in relevant strand/area of specialization; and 2 years experience in instructional supervision and technical assistance to teachers	

SHS – Sports Track

Reclassification of Position		Qualification Standards			
FROM	TO	Education	Training	Experience	Eligibility
Teacher I	Teacher II	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	8 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years	1 year experience in teaching of industry work relevant field(s) under Sports Track	RA 1080 (Teacher-Secondary)
Teacher I Teacher II	Teacher III		16 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years	2 years experience in teaching of industry work relevant field(s) under Sports Track	
Teacher I Teacher II Teacher III	Teacher IV		16 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years experience in teaching of industry work relevant field(s) under Sports Track	



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Teacher II Teacher III	Teacher V		24 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	
Teacher III	Teacher VI		24 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	4 years experience in teaching of industry work relevant field(s) under Sports Track
Master Teacher I	Master Teacher II		24 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track and 8 hrs of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years experience in relevant field(s) under Sports Track and 1 year experience in instructional supervision and technical assistance to teachers
Master Teacher I Master Teacher II	Master Teacher III	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	24 hrs of training in Curriculum and Instruction of relevant field(s) under Sports Track and 8 hrs of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	5 years experience in relevant field(s) under Sports Track and 2 years experience in instructional supervision and technical assistance to teachers

Performance Requirements:

Position Applied For	PPST Career Stage	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher II	Career Stage I (Beginning towards Proficient)	At least 6 proficient COIs at VS	At least 4 Proficient NCOIs at VS
Teacher III		At least 12 proficient COIs at VS	At least 8 Proficient NCOIs at VS
Teacher IV	Career Stage II (Proficient)	21 Proficient COIs at VS	16 Proficient NCOIs at VS
Teacher V		At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
Teacher VI		At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at VS; and 4 Proficient NCOIs at Outstanding
Teacher VII		At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at VS; and 6 Proficient NCOIs at Outstanding
Master Teacher II	Career Stage III (Highly Proficient)	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at VS; and 5 Highly Proficient NCOIs at Outstanding
Master Teacher III	Career Stage IV (Distinguished)	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at VS; and 8 Highly Proficient NCOIs at Outstanding



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3. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for 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 Teaching Positions (RFTP)** (*Annex B-1*), to the *Administrative Officer II (AO II)* or *School Head* on **September 22, 2025**. The AO II/School Head shall then forward the complete documents to the PERSONNEL SECTION through the RECORDS SECTION on or before **September 23, 2025** at **2:00PM**.

RFTP 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 latest appointment
- h. 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
- i. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC) (*for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only*)
- j. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating (*Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 14 of this Enclosure. The latest performance rating shall cover one (1) year complete performance rating period in the current position*)
- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents



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submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (Annex C-2)

1. Other documents as may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
5. Teachers who are on CSC-authorized official leave of absence may apply for reclassification.
6. Individuals who failed to submit complete mandatory documents (Item 3.a to 3.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.
7. No additional documents shall be accepted after the deadline.
8. All official applicants shall be assigned with an application code.
9. For information, guidance, and wide dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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