



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

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September 15, 2026

DIVISION MEMORANDUM  
No. 488, s. 2026

**DISSEMINATION OF DEPED MEMORANDUM DM-OSEC-OUHRODI-2026-0002 ON THE REITERATION AND CLARIFICATION OF TRANSITORY PROVISIONS FOR ECP-AFFECTED HEAD TEACHERS AND ASSISTANT SCHOOL PRINCIPALS**

To: Assistant Schools Division Superintendent  
Chief of Functional Divisions  
Division Office Personnel  
Public Elementary and Secondary School Heads  
All Teaching and Nonteaching Personnel  
All Others Concerned

1. For information, guidance, and appropriate action, **DepEd Memorandum DM-OSEC-OUHRODI-2026-0002 dated September 10, 2026**, entitled **"Reiteration and Clarification of Transitory Provisions for ECP-Affected Head Teachers and Assistant School Principals,"** is hereby disseminated to all concerned.
2. All concerned are advised to **read and be guided accordingly** by the provisions of the attached Memorandum, particularly those pertaining to the transitory arrangements for ECP-affected Head Teachers and Assistant School Principals.
3. Immediate dissemination of and compliance with this Memorandum is hereby enjoined.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent



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Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**  
**DM-OSEC-OUHRODI-2026-0002**

**TO : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**REGIONAL AND DIVISION HRMOs**  
**ALL OTHERS CONCERNED**

**FROM : ATTY. ~~FATIMA~~ LIPP ~~D~~ PANONTONGAN**  
*Undersecretary and Chief of Staff*  
*Office of the Secretary*

*Cleared by Usec. Pete*

**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*  
*and Infrastructure*

**SUBJECT : REITERATION AND CLARIFICATION OF TRANSITORY**  
**PROVISIONS FOR ECP-AFFECTED HEAD TEACHERS AND**  
**ASSISTANT SCHOOL PRINCIPALS**

**DATE : September 10, 2026**

In view of the ongoing implementation of Expanded Career Progression (ECP) System established under the Executive Order No. 174, s. 2022, and its implementing and subsequent issuances<sup>1</sup>, the Department of Education (DepEd) hereby reiterates and clarifies the transitory arrangements for incumbent Head Teachers (HTs) and Assistant School Principal (ASPs) affected by the implementation of the ECP.

**I. Purpose and Coverage of the Transition Period**

Pursuant to **Title V, Section 23.b (i) (ii) (iii) and Section 24** of the Implementing Rules and Regulations (IRR) of EO 174, s. 2022, concerned HTs and ASP incumbents shall be subject to a three (3) year transition period reckoned from the issuance of the IRR, which is on February 25, 2025, and shall end on February 24, 2028.

During this period, the concerned incumbents shall be regarded as on-stream candidates and are entitled to the following privileges:

- Priority in the promotion to School Principal I position whether through reclassification or natural vacancy without the need to first pass through the Master Teacher I position, subject to the requisite assessments and applicable staffing standards and deployment parameters;

<sup>1</sup> IRR of EO 174, DepEd-DBM Joint Circular No. 1, s. 2025, DO 024, s. 2025, DO 034, s. 2025

- Priority in the professional development programs, including, but not limited to training and scholarships, to equip them with the competencies required of full-fledged School Principals.

## **II. OPTIONS AVAILABLE TO ECP-AFFECTED HTs AND ASPs**

Consistent with the transitory provisions, Schools Division Offices (SDO) shall inform the on-stream candidates of the options available and applicable in their case and ensure that the option exercised by the incumbent shall be based on documented concurrence.

### **A. Incumbents who opt to retain their current position title**

An on-stream candidate may opt to retain their current position title within the transition period. They shall continue to perform the functions attached to the position as defined in the applicable job description and/or existing designation, subject to applicable condition set in Section III of this issuance.

Incumbents who retain their position title may request retitling to the equivalent position in the ECP System at any time within the transition period, subject to the applicable qualification, staffing, and retitling requirements. Thereafter, they shall be tagged as Coterminous with the Incumbent (CTI).

### **B. Incumbents who are retitled to an equivalent ECP position**

An on-stream candidate who is retitled to the equivalent Teacher or Master Teacher position shall, upon their concurrence and as applicable to their position, be allowed to choose among the following functions to be performed:

1. Assume the functions attached to the equivalent Teacher or Master Teacher position;
2. Continue performing their existing functions in the same school by virtue of an appropriate designation; or
3. Perform as School Head Designate in an elementary or secondary school within the SDO with no School Principal item, subject to the applicable rules on designation and deployment.

An Official Designation Order duly signed by the Schools Division Superintendent (SDS) shall be issued to incumbents who opt to perform as School Head Designate, Assistant School Head Designate, or Department Head Designate, as applicable.

### **C. Head Teachers in Secondary School Continuing as Department Head**

Pursuant to Section 27 of DO No. 034, s. 2025, HTs in secondary schools who are retitled to equivalent Teacher or Master Teacher positions, including those who may later be tagged as Coterminous with the Incumbent (CTI), and who opt to continue performing their existing functions as Department Head shall continue to do so until they vacate the position by reason of promotion, transfer, resignation, retirement, or separation from service. Only thereafter shall a Master Teacher be designated as Department Head in accordance with Section 36(c) of Enclosure No. 1 to DO No. 024, s. 2025.

## **III. DESIGNATION OF ON-STREAM CANDIDATES AS SCHOOL HEAD DURING THE TRANSITION PERIOD**

### **A. School with no School Principal Item**

Pursuant to Section 34 (c) (iii) of Enclosure No. 1 to DepEd Order No. 024, s. 2025, where an on-stream candidate is currently managing a school with no School Principal item and has opted to continue performing as School Head, the incumbent shall retain the School Head designation in the same school within the transition period, subject to the conditions and limitations provided under existing ECP policies.

Such designation shall not be construed as a permanent designation to the School Principal position and shall remain subject to the applicable rules on designation and the appropriate staffing and deployment parameters.

**B. School with an existing vacant School Principal item**

Where a School Principal item exists but remains vacant, the on-stream candidate who is currently managing the school and has opted to continue performing as School Head shall likewise retain the designation in the same school within the transition period, pending the appointment of a qualified incumbent to the vacant position.

Without prejudice to the authority of the Schools Division Superintendent to fill or reclassify the vacant School Principal I position through appointment, reclassification or placement of qualified HTs, ASPs, Teacher, Master Teacher, and other qualified candidates from within or outside the school, in accordance with applicable laws, rules, staffing parameters and ECP policies.

**C. Appointment or reclassification of a full-fledged School Principal**

The transitory protection of on-stream candidates designated as School Heads shall be read together with the policy that these candidates are expected to progress to the appropriate School Principal position within the said period. If, within the three-year transition period, the incumbent has not been reclassified or appointed to the School Principal I position and a full-fledged School Principal has been appointed, the incumbent shall cease to perform his/her functions as School Head and shall be reassigned and designated to any elementary or secondary schools with identified need, in accordance with the applicable ECP transitory and staffing provisions.

Where the appointment or deployment of a School Principal within the transition period may affect an existing School Head designation of an on-stream candidate, the SDO shall first determine and document the applicable transitory provision, the option previously exercised by the incumbent, and the appropriate staffing or placement arrangement.

**D. Schools Division Offices Where All Schools Have Been Assigned One (1) School Principal**

Pursuant to Section 35.b of Enclosure No. 1 to DO 024, s. 2025, in cases where all schools within the SDO have already been assigned with one (1) School Principal item, remaining on-stream candidates whether qualified or not qualified based on the Civil Service Commission's Approved Qualification Standards and National School Head Assessment (NASH) shall be designated as either **Assistant School Head Designate** to any elementary or secondary schools with more than 1,000 enrolled learners within the Division or **Department Head Designate** in any elementary or secondary schools where there is a demonstrated need for instructional supervision and support in a specific learning area aligned with the

incumbent's area of specialization, subject to applicable guidelines on reassignment and designation.

#### **IV. TRANSITORY ARRANGEMENT REQUIRED OF REGIONAL AND SCHOOLS DIVISION OFFICES**

To ensure uniform implementation and to address cases arising from the transition to the ECP System, all ROs and SDOs are directed to:

1. Review the status of all on-stream candidates, particularly those who were already designated as School Heads prior to or during the implementation of the ECP System;
2. Verify and document the option validly exercised by each affected incumbent under the applicable transitory provisions;
3. Ensure that on-stream candidates who are currently managing schools and who opted to continue performing as School Head are accorded the transitory arrangement prescribed under DO No. 024, s. 2025;
4. Review cases where a School Head designation was lifted solely by reason of ECP implementation or retitling, and take the appropriate corrective or clarificatory action consistent with this Memorandum and existing policies;
5. Issue or update the necessary designation orders and personnel records to accurately reflect the incumbent's validly exercised option and authorized functions;
6. Profile on-stream candidates and provide the appropriate professional development interventions, career guidance, coaching, and mentoring to support their progression to School Principal positions; and
7. Monitor affected personnel throughout the transition period and ensure that subsequent appointment, reclassification, reassignment, or designation actions comply with the applicable Qualification Standards, staffing parameters, and ECP policies.

SDOs shall ensure that the above measures are implemented in a **coordinated, transparent, and equitable manner**, guided by the principles of **continuity of school leadership, merit and fitness, appropriate personnel placement, organizational efficiency, and the best interests of the Department and its learners**.

For clarifications and other concerns, you may coordinate with the **BHROD-Human Resource Development Division (BHROD-HRDD)** at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For immediate dissemination, guidance, and strict compliance