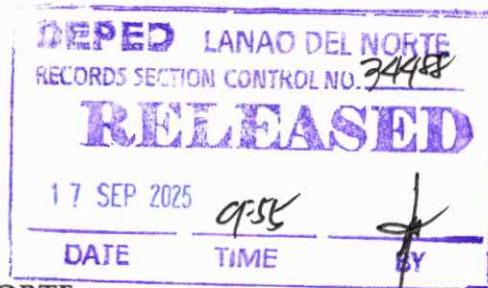




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



September 15, 2025

DIVISION MEMORANDUM

No. 540, s.2025

**RETITLING OF EXISTING FILLED POSITIONS TO POSITIONS IN THE
ECP SYSTEM**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
Assistant School Principal II
Head Teachers
Special Education Teachers
Special Science Teachers
All Others Concerned

1. Pursuant to **DepEd Order No. 024, s. 2025** titled "*Implementing Guidelines on the Enhanced Career Progression (ECP) System for Teachers and School Heads in the Department of Education*", **Item 34** provides that existing positions with titles that do not conform to the position titles in the ECP system shall be retitled to the positions of equivalent salary grade in the ECP system. This applies to all incumbents who are holding **Assistant School Principal II, Head Teacher (I-IV), Special Needs Education Teacher (I & III), and Special Science Teacher I**.
2. Incumbents of **Assistant School Principal II** positions shall be retitled to appropriate position in the ECP system without having to undergo HRMPSB assessment. They may:
 - a. Be **retitled to School Principal I** (if meeting CSC-approved QS and passing NQESH/Principal's Test or DepEd-Administered assessments).
 - b. Be **retitled to Master Teacher II** (if not meeting QS or NQESH requirements), with possible designation as Assistant School Head/Department Head or School Head designate.
 - c. **Retain** their current title and functions as Assistant School Head/Department Head.
3. Incumbents of **Head Teacher I-IV** shall be given two (2) options:



Address: Pigcarangan, Tubod, Lanao del Norte
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- a. **Retain** Current Title – perform Head Teacher functions, may serve as School Head designate, and may request retitling anytime within the three-year transition period.
 - b. **Retitled** to Equivalent ECP Teacher position – may assume teacher functions, perform existing functions by designation, or serve as School Head designate in schools without School Principal item.
4. For those who **retain their current title**, failure to be reclassified or retitled to appropriate position in the ECP system within the three-year transition period, the position they are holding shall be tagged as *coterminous with the incumbent* (CT) and can only be promoted through natural vacancy.
5. Incumbent of **Special Needs Education Teacher I, III** and **Special Science Teacher I** positions shall be retitled to the equivalent position in the ECP system without undergoing HRMPBSB assessment. They shall retain their parenthetical titles.
6. For guidance, the following table summarizes the retitling of positions under item 34:

Current Position	Retitled Position (ECP)	SG
Assistant School Principal II	School Principal I or Master Teacher II	20
Head Teacher IV	Teacher VII	17
Head Teacher III	Teacher VI	16
Head Teacher II	Teacher V	15
Head Teacher I	Teacher IV	14
Special Needs Education Teacher III	Teacher VI (Special Needs Teacher III)	16
Special Needs Education Teacher I	Teacher IV (Special Needs Teacher I)	14
Special Science Teacher I	Teacher III (Special Science Teacher I)	13

7. All incumbents with current positions stated above shall submit the following documentary requirements to the *Administrative Officer II (AO II)* or *School Head* on **September 29, 2025**. The AO II/School Head shall then forward the complete documents to the **PERSONNEL SECTION** through the **RECORDS SECTION** on or before **September 30, 2025** at **2:00PM**.

Retitling Documents:

- a. Retitling Form (*Annex T of DO 24, s.2025*)



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- 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 only who opted to be retitled to School Principal I position:** 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*)
8. Teachers who are on CSC-authorized official leave of absence may apply for retitling.
9. For information, guidance, and wide dissemination.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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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
Education			
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-IV, 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. 24, 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 WS 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 24 s. 2025. The issuance of an Official Designation Order daily signed by the SDS shall be requested 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

WILSON MARC R. MABAO
Administrative Officer IV



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III. DEPED SCHOOLS DIVISION OFFICE ACTION

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

Evaluated by:

WILSON MARC R. MABAO
 Administrative Officer IV

Certified Correct

ARMANDO B. PASOK
 Administrative Officer V

Recommending Approval:

EDWIN R. MARIBOJOC, CESO V
 Schools Division Superintendent

IV. DEPED REGIONAL OFFICE ACTION

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

Evaluated by:

MA. DIVINA GRACIA M. ZAMUCO
 Teacher Credentials Evaluator II

Certified Correct:

ATTY. SHIRLEY O. CHATTO
 Chief, Administrative Division

Approved:

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director