



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

24 March 2026

DIVISION MEMORANDUM
No. 158, s. 2026

**SUBMISSION OF APPLICATIONS FOR THE RECLASSIFICATION OF
SCHOOL PRINCIPAL POSITIONS**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. Pursuant 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," and in accordance with DM-OUHROD-2025-2505, the Schools Division Office hereby announces the commencement of the reclassification process for School Principal positions for NQESH passers and higher Principal Position.
2. The issuance aims to ensure the proper implementation of the expanded career progression system, which provides updated qualification standards, competency requirements, and position nomenclature for School Heads. All schools are instructed to strictly adhere to the guidelines and procedures set forth in the aforementioned issuances.
3. The following documentary requirements for reclassification must be submitted on or before **March 31, 2026**.
 - a. Duly accomplished Reclassification Form for School Principal Position (RFSPP) DBM-DepEd JC 01, s.2025_Form No. 2-A in three (3) copies.
 - b. Duly Signed Comparative Assessment Result for Expanded Reclassification Career (c/o Division office)
 - c. Duly accomplished CS Form 212 revised 2025 Personal Data Sheet with Work Experience Sheet duly signed by the authorized official
 - d. Photocopy of scholastic/ academic records (i.e Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees (if available);
 - e. Certificate of Rating (COR) in the School Hard Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd
 - f. Photocopy of latest appointment;



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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- g. Photocopy of Performance Rating 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
 - h. Photocopy of duly signed Service Records;
 - 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;
4. Reclassification to higher positions shall be non-hierarchical, provided that the following conditions are met:
- 1.1 **Career Stage-based Advancement-** Under no circumstances shall an applicant be allowed to jump to higher career stage/s for promotion without progressing through each of career stages defined under the established professional standards,
5. For the **Qualification Standard**, please refer to **DepEd Order 19, s. 2025** Amended Qualification Standards (QS) for School Principal I-IV Positions.
6. For more information, please refer to DepEd Order 024, s. 2025 "*Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*".
7. All forms and templates can be found and downloaded at this link:
<https://tinyurl.com/CareerProgToolkit>
8. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl. Reclassification Form for School Principal Position (RFSP)

Reference: DepEd Order 19, s. 2025

CSC Resolution No 1800246

DepEd Order 024, s. 2025

To be indicated in the Perpetual Index under the following subject:
Issuance-Division Memorandum

JBP/ Submission of Application for Reclassification of Teaching and School Principal Positions/
R2-1504660/ 03/24/2026



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Republika ng Pilipinas
Department of Education

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RFSP)

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	To be filled-out by the APPLICANT	To be filled-out by the APPLICANT	
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. COMPRATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme: _____

Attested by:

RHINA O. ILAGAN, PhD
HRMPSB Chair

Applicant

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

JOEMAR B. PEREZ
Administrative Officer IV (HRMO)

Certified Correct

LOU C. PANALIGAN
Administrative Officer V (Admin Services)

Recommending Approval:

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

ANN GERALYN T. PELIAS

Chief, Administrative Division

Approved:

CARLITO D. ROCAFORT, CESO III
Director IV