



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

September 17, 2025

DIVISION MEMORANDUM

No. 508, s. 2025

**SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF TEACHING AND
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, or *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, and as per DM-OUHROD-2025-2505, *Commencement of the Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025* the Schools Division Office hereby announces the submission of application for reclassification of teaching and school principal position.
2. The following procedure must be taken into consideration:
For Teaching Position (Teacher II to Teacher VII) and Master Teacher II and III
 - 2.1 The sub-office will conduct the comparative assessment for Expanded Reclassification for teaching position using the **Enclosure No. 2 in the DepEd Order No. 024 s, 2025**
 - 2.2 For Division consolidation, the result of the comparative assessment must be encoded in this link: <https://tinyurl.com/ExpandedCAREER>. on or before **September 30, 2025**. Only with the total score of **50 points and up** must be included in the list.
3. The following documentary requirements for reclassification must be submitted on or before **October 10, 2025**
 - a. Duly accomplished Reclassification Form for Teaching Position (RFTP) or Reclassification Form for School Principal Position (RFSPP) DBM-DepEd JC 01, s.2025_Form No. 2-A
 - 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. Photocopy of duly signed Service Records;



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- f. 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;
- g. Additional Requirement for Master Teacher:
 - School Form 7 (SF7)
 - List of teacher per subject area for secondary and senior high school
4. Reclassification to higher positions shall be non-hierarchical, provided that the following conditions are met:
 - 4.1 **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, e.g an incumbent of any position under Career Stage I- Beginning towards Proficient (Teacher I-III) shall be required to go through any of the positions under Career Stage II (Teacher IV-VII) before advancing to any position under Career Stage III-Highly Proficient (MT I-II) and
 - 4.2 **Three (3) Salary Grade Limitation.** Promotion, whether through reclassification or natural vacancy, **shall not exceed three (3) salary grades higher than the applicant's present position** except when the promotional appointment falls within the purview of any applicable exemptions granted by the CSC as stipulated in the ORAOHRA. In such cases, appropriate justification shall be submitted to the oversight agencies (i.e., DBM and CSC), together with other required documents, for evaluation and approval.
5. For the **Qualification Standard**, please refer to **DepEd Order 19, s. 2025**" Amended Qualification Standards (QS) for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the QS for Newly Created Teacher IV-VII and Master Teacher V Positions; **CSC Resolution No 1800246** Amended QS for Special Science Teacher I Position, Senior High School School, Department of Education and 1995 Manual (For Special Education Teacher Positions, unless otherwise amended by subsequent CSC Resolution
6. **Prioritization-** Pursuant to Title V. Section 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 and Section 8.5.2 of DBM-DepEd Joint Circular, 01 s. 2025 priority in the promotion whether through reclassification or natural vacancy shall be given to the following qualified incumbents subject to necessary assessments, applicable staffing standards, and availability of funds:
 - A. **Retirable Teacher I-** incumbents -both mandatory and optional in the next five (5) years; and
 - B. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career ProgressionNotwithstanding the prioritization of abovementioned incumbents, other qualified teaching and school principal incumbents shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.



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7. For School Principal Position (School Principal I-IV) as indicated in **DM No. 507 s. 2025** pertinent papers for comparative assessment will be submitted to the Division Office Records Section on or before **September 26, 2025 using the DepEd Order No 7. S 2023**.
8. 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*".
9. All forms and templates can be found and downloaded at this link:
<https://tinyurl.com/CareerProgToolKit>
10. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent 

Encl. 1 DepEd Order 19, s. 2025
Encl. 2 CSC Resolution No 1800246

JBP/ Submission of Application for Reclassification of Teaching and School Principal Positions/
S2-1111954/ 09/17/2025



QUALIFICATION STANDARDS

Re: Amended QS for Special Science Teacher I
Position, Senior High School;
Department of Education

Number: 1800246

Promulgated: 06 MAR 2018

X-----X

RESOLUTION

The Department of Education (DepEd), in a letter¹, submitted to the Commission for approval the proposed qualification standards for the Special Science Teacher I (SST) position in the Senior High School (SHS), as follows:

Position Title	SG	Education	Experience	Training	Eligibility
SST I	13	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	RA 1080 (Teacher) Secondary; If not RA 1080 eligible, applicant must pass the LET within five (5) years after the date of first hiring

In the same letter, it was stated that:

"Under Chapter III (Return of Service Conditions and Incentives) of the said Act (R.A. No. 10612), scholar-graduates must teach full-time high school subject(s) in the Academic and Technical-Vocational Livelihood tracks in the secondary education curriculum, for a minimum of two (2) years, in a public or private high school. In addition, the scholar-graduates are entitled, among others, to the following incentives:

- "1. A starting salary grade equivalent to that of a Special Science Teacher (SST) I in the Philippine Science High School (PSHS) system;*
- "2. Priority for job placement in any high school, public or private, of their choice within the country, with first priority in their home province; and*
- "3. Teaching opportunity for non-Licensure Examination for Teachers (LET) passers, provided they pass the LET within five (5) years from the date of hiring."*

Likewise, in the same letter, the DepEd represented that it is confronted with numerous disapproved/invalidated appointments from DepEd Regions III and V involving DOST-SEI scholar-graduates appointed to the SST I positions due to the absence of a CSC-approved QS for the subject position.

¹Undersecretary Jesus L. R. Mateo's letter request dated August 16, 2017 received by the HRPSO on August 25, 2017

Bawat Kawani, Lingkod Bayani

Hence, to address the matter, the DepEd requested that the existing QS for SST I position in the Philippine Science High School (PSHS) System be adopted by the DepEd until such time that the CSC approves the proposed QS for the subject position.

In support of the request, the DepEd submitted the DBM letter dated June 10, 2016 approving the creation of 311 SHS SST I positions and the DBM letter dated August 01, 2017 approving the creation of 811 SHS SST I positions.

A review of the submitted documents shows that the DBM approved the creation of SST I positions in the SHS along with Teacher I positions in the Kinder/Elementary, Junior and Senior High School.

In the 1997 Revised Qualification Standards Manual, the approved QS for the SST I position are, as follows:

Position Title	SG	Education	Experience	Training	Eligibility
SST I	13	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	None required	None required	PBET/Teacher/ RA 1080 (Teacher) None required (Those covered by RA 3661)

The abovementioned QS for SST I position applies to both the DepEd and PSHS. However, the PSHS submitted its proposed amended QS which was approved by the Commission through Resolution No. 1600838 promulgated on 26 July 2016.

The DepEd clarified in the email dated 23 November 2017, that the proposed QS for the subject position which they submitted seeks to amend the approved QS in the 1997 Revised QS Manual.

Relevant to the DepEd request is the objective of R.A. No. 10612, which is known as *"Fast-Track S&T Scholarship Act of 2013"* enacted on September 7, 2013, to provide quality science and mathematics teachers at the secondary level, which would encourage more students to pursue careers in science and technology.

The law further states that: *"xxx the State shall provide for scholarships to deserving science students and other specially-gifted citizens to enable them to pursue higher education or training in the areas of science, technology and engineering , and to provide incentives for them to become secondary school teachers, especially in their home regions."* (underscoring supplied)

Chapter V of the same law reflects the significant roles of both the Department of Science and Technology-Science Education Institute (DOST-SEI) and the Department of Education (DepEd) in implementing the provisions of the said law.

Based on the foregoing, the Commission finds merit to the DepEd's request to establish the QS for the subject position. The Commission also recognizes that the DOST-SEI Scholarship program complements the Commission's program in providing the bureaucracy with highly qualified and competent workforce. Hence, based on the facts gathered as evidenced by the disapproved/invalidated appointments, the retroactive application of the amended QS to the issued appointment may be considered and given a

curative effect harmonizing the DepEd's requirement for the SHS SST I teaching position and the objectives of R.A. No. 10612.

Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

"(2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office."
(Underscoring supplied)

Paragraph 3, Policy No. 2, Part I (General Policies) of CSC Resolution No. 030962 (Revised Policies on Qualification Standards), dated 12 September 2003 states that:

"Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

An evaluation of the proposed QS shows that the education requirement is more specific and focused on Science and Technology priority courses identified by the DOST. Moreover, the proposed eligibility requirement provides for appointees who are not R.A. 1080 eligible to pass the Licensure Examination for Teachers (LET) within five (5) years after the date of first hiring. Further, the proposed qualification standards show that it is compliant with the existing rules and policies on the establishment of qualification standards for positions in government.

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the amended qualification standards for the SST I position in the SHS of the DepEd as follows:

Position Title	SG	Education	Experience	Training	Eligibility
SST I	13	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	RA 1080 (Teacher) Secondary; If not RA 1080 eligible ² , they must pass the LET within (5) years after the date of first hiring

² They shall be issued provisional appointments which shall be effective not beyond the school year during which the appointments were issued. The appointment shall be subject to reappointment (renewal).

The Commission **FURTHER RESOLVES** to apply the approved QS to appointments issued for the subject position during SY 2016-2017 which have been pending with the Commission. The DepEd is not precluded from filing a Motion for Reconsideration or Appeal with the concerned CSCRO or to the Commission Proper on the appointments to subject position which had been disapproved/invalidated prior to the approval of these QS.

The Commission **FURTHERMORE RESOLVES** that the abovementioned amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject position in the Department of Education.

Copies of this resolution shall be disseminated to all Civil Service Commission Regional and Field Offices.

Quezon City.


ALICIA dela ROSA-BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

VACANT
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office