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

04 November 2026

DIVISION MEMORANDUM
No. 539, 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 Schools Division Office hereby announces the commencement of the reclassification process for School Principal positions (NASH NQESH passers) who are currently serving as Officers-in-Charge (OICs).

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 **November 16, 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 and **notarized CS Form No. 212** (Revised 2026) Personal Data Sheet (PDS), with attached 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 and Designation Order as Officer-in-Charge

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

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. The following qualification standards must be observed:

Position	Education	Experience	Training	Eligibility	School Head Assessment
School Principal I	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: curriculum, pedagogy, School management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH/NASH Passer

5. For the **Qualification Standard**, please refer to **DepEd Order 19, s. 2025**" Amended Qualification Standards (QS) for School Principal I Position.

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 (RFSPP)
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 School Principal Positions/
R2-157294 11/04/2026