



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

17 October 2025

DIVISION MEMORANDUM
No. 593, s. 2025

SUBMISSION OF APPLICATION FOR RETITLING OF POSITION

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*, specifically item 34. Retitling of Existing Filled Positions in the ECP System this Office announces the submission of pertinent paper for retitling process until **November 07, 2025**.
2. The following procedure must be taken into consideration:
2.1 For Incumbent of Assistant School Principal I, Assistant School Principal II, Head Teacher I-VI

Current Position	Retitled Position	SG Level
Assistant School Principal II Head Teacher VI	School Principal I (For NQESH Passer) Master Teacher II	19
Assistant School Principal I Head Teacher V	Master Teacher I	18
Head Teacher IV	Teacher VII	17
Head Teacher III	Teacher VI	16
Head Teacher II	Teacher V	15
Head Teacher I	Teacher IV	14

Incumbent of Assistant School Principal II and Head Teacher I-VI have the following option:

- a. Retain-** their current position title and perform the functions attached to their position, as defined in the Job Description, in the same school. Having been performing leadership and management functions, retained incumbents may be assigned, upon their concurrence, as School Head designate in any Elementary or Secondary school within the SDO with no School Principal item. Issuance of an Official Designation Order signed by the SDS shall be required.



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Notwithstanding, incumbents who opted to retain their position shall be allowed to request the retitling of their position to their equivalent position in the ECP System at any time within the three (3)-year transition period.

- b. **Retitle-** to the equivalent position in the ECP System. As such, they shall be given the following options in terms of functions upon the concurrence of the incumbent:
- b.1 Assume the functions attached to the equivalent Teacher or Master Teacher position;
 - b.2 Perform their existing functions in the same school by virtue of designation
 - b.3 Perform as a School Head Designate in any Elementary or Secondary school within the SDO with no School Principal item

2.2 For Incumbents of Special Needs Education Teacher I-V and Special Science Teacher I-II

Current Position	Retitled Position	SG Level
Special Needs Education III	Teacher VI (Special Needs Education III)	16
Special Science Teacher II	Teacher VI (Special Science Teacher)	16
Special Needs Education II	Teacher V (Special Needs Education II)	15
Special Needs Education I	Teacher IV (Special Needs Education I)	14
Special Science Teacher I	Teacher III (Special Science Teacher)	13

- c. **Reclassification-**As such, qualified incumbents of SSP I-II, ASP I-III, ASSP I, HT I-VI, SNET I-V, and SST I-II positions may apply for promotion or reclassification to the appropriate Teacher, Master Teacher, and School Principal position, subject to the provisions stipulated in Sections 21 to 23 of this Enclosure. Similarly, they shall be given priority in the reclassification of positions, subject to the guidelines stipulated in this Order.
3. The position to retitled must meet the applicable CSC approved Qualification Standards of the position. 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

4. Process of Retitling (refer to the Appendix 1 of Do 24 s 2025)

- 4.1 Incumbents of titles that do not conform to the position titles in the ECP System shall be required to meet the CSC approved Qualification Standard of the equivalent position, thus the incumbent must submit the following documentary requirements to the Division Office -Personnel Section for evaluation:



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- 4.1.1 Retitling Form Annex T (can be downloaded at this link:
<https://tinyurl.com/CareerProgToolKit>)
 - 4.1.2 Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2025) with Work Experience Sheet duly signed by authorized official
 - 4.1.3 Certificates of Relevant training attended, sufficient to meet the required number of hours for the equivalent position
5. For Incumbents of Assistant School Principal and Head Teachers who opted to **retain** their current position, must secure a letter of intent stating that they will retain their current 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. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ Submission of Application For Retitling of Position/
S2-112817/ 10/17/2025