



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 04 2025

MEMORANDUM

No. 255, s. 2025

**RECLASSIFICATION OF QUALIFIED PERSONNEL
TO SCHOOL PRINCIPAL I POSITION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is **DM-OUHROD-2025-1331**, with the subject, ***Reclassification of Qualified Personnel to School Principal I***, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Attention is invited to Table I, The Proposed New Qualification Standards (QS) for School Principal I and Item No. I, SDO Process Flow and list of requirements, relative to the submission of application for reclassification of qualified applicants.
3. Immediate and wide dissemination of this Memorandum is desired


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

OFFICIALS

POSITIONS

AMF/DM – RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION
255 /June 2, 2025

NUM-2025-255



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215



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 133

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **RECLASSIFICATION OF QUALIFIED PERSONNEL TO
SCHOOL PRINCIPAL I POSITION**

DATE : May 27, 2025

In line with the commitment of the Department of Education (DepEd) to address the shortage of school principal items and to **establish a one school, one school principal deployment ratio**, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), has profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head** to facilitate the **immediate reclassification and retitling of qualified incumbents to appropriate School Principal positions**. This is likewise in line with the implementation of the *Transitory Provisions* for affected Head Teachers and Assistant School Principals pursuant to *Title V, Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – Establishing the Expanded Career Progression (ECP) System for Public School Teachers* and in response to the recommendations of The Second Congressional Commission on Education (EDCOM II) to provide structured succession plan to prepare interim leaders, such as TICs, for permanent functions in recognition of their critical role in maintaining school operations and leadership continuity during transitions.

In anticipation of the implementation of EO 174 and its IRR, the mapping out of school heads conducted through the *Profiling of Prospective School Principals* and *School Head Quick Inventory* deployed last March 2025 took into account their qualifications vis-à-vis the proposed new Qualification Standards (QS) for School Principal I positions, as shown in Table 1, as well as the school head assessment (i.e., National Qualifying Examination for School Heads (NQESH), Principal's Test).

Table 1. *Proposed New Qualification Standards (QS) for School Principal I position*



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 5



Position	Education	Experience	Training	Eligibility	School Heads 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 Passer

Pending the issuance of comprehensive DepEd Order stipulating the *Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads*, the immediate reclassification of qualified HTs, ASPs, and TICs, as profiled in the School Head Quick Inventory deployed last March 2025, shall be facilitated and given priority, in accordance with the approved QS by the Civil Service Commission (CSC) and pursuant to **DBM-DepEd Joint Circular No. 01, s. 2025** on the '*Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*'^[1].

In this light, all **concerned Schools Division Offices (SDOs) and Regional Offices (ROs)** are hereby directed to undertake the following courses of action:

I. Schools Division Offices

- a. SDOs shall immediately commence the processing of reclassification of the profiled HTs, ASPs, and TIC with Current Designation as School Head to appropriate School Principal position, subject to the applicable assessments stipulated in **Enclosure No. 3 to DepEd Order (DO) No. 007, s. 2023 – Guidelines on Recruitment, Selection, and Appointment in the Department of Education; DO 21, s. 2024 – Amendments to DepEd Order No. 007; Sections 7.4 - Pre-requisites for classification of positions and 7.5 - Reclassification of Positions of the DBM-DepEd Joint Circular No. 01, s. 2025¹.**
- b. Pending the issuance of the *Guidelines on the Implementation of Expanded Career Progression System for Teachers and School Heads in the Department of Education*, **all profiled HTs, ASPs, and TICs**

¹ DBM-DepEd Joint Circular No. 01, s. 2025 - Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System:
<https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf>

included in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position accessible through <https://bit.ly/25MonitoringSPReclassification>, who are NQESH/Principal's Test passers and have met the above-mentioned QS for School Principal I position, **shall be instructed by their respective SDOs to prepare and submit** the following pertinent documentary requirements for reclassification to School Principal I position on or before the deadline to be set by the SDO:

- i. **Reclassification Form for School Principal Positions (RFSPP)** - (see Annex A)
 - ii. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for
 - iii. Duly accomplished PDS (*CSC Form 212, Revised 2017*) with Work Experience Sheet;
 - iv. Photocopy of Voter's ID and/or any proof of residency;
 - v. Photocopy of valid and updated PRC License/ID;
 - vi. Certificate of Competency Level issued by Authorized body (if applicable)
 - vii. 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);
 - viii. Photocopy of duly signed Service Record;
 - ix. Photocopy of certificate/s of relevant training
 - x. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
 - xi. Photocopy of the Performance Rating:
 - Performance rating of **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position;
 - xii. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex G*); and
 - xiii. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment
- c. For the purposes of initial evaluation and computation of corresponding points for Education, Training, and Experience (ETE), the proposed new QS for School Principal I position, as shown in Table 1, shall apply.

- d. Criteria and point system stipulated in **Enclosure No. 3 to DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis of the comparative assessment in computing the scores for *Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential*.
- e. Upon the completion of the assessment, the SDOs shall prepare and release the duly signed Comparative Assessment Results for Expanded Reclassification (CAREER) (see Annex B), for onward submission to the DepEd RO together with the duly-signed RFSPP of individual applicants and Plantilla Allocation List (PAL) (see Annex C) on or before **June 25, 2025**.
- f. For oversight purposes, all SDOs are expected to provide updates on the status of appointment of the profiled school principal prospectives, indicating whether they are currently occupying the same position, have been promoted to higher position, or have pending application for reclassification.

SDO HRMOs shall be responsible for reflecting timely updates in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position provided above (Item B). Additionally, should there be other personnel who are currently eligible for principal I position—NQESH/ Principal's Test passers and meet existing CSC-approved QS, SDO HRMOs shall update the list provided by including the name of the unprofiled personnel in the monitoring tool.

II. Regional Offices

- a. The Teacher Credentials Evaluator (TCE) in the RO shall immediately evaluate the submitted CAREER, RFSPP, and PAL for onward submission to the Regional Director for approval and signature.
- b. Upon approval, the RO shall submit the duly signed PAL to the Department of Budget and Management (DBM) Regional Office on or before **July 15, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).
- c. The DepEd RO shall endorse the DBM-approved PAL and NOSCA to the DepEd SDO concerned to prepare and process the appointment papers and the necessary adjustment to the salaries.
- d. Oversee and provide technical assistance in terms of compliance and regular updating of the Division HRMOs on the *Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position* to ensure accurate, timely, and efficient response to address the gap on the shortage of School Principal items.

Pursuant to Item D, Section 56 of the DepEd Order No. 007, s. 2023, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the CAReER; and shall be responded to, in writing, by the HRMPSB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.

Please note that all annexes referenced in this memorandum are accessible and downloadable via the link: <https://bit.ly/25ReclassificationTemplatesAnnexes>.

For concerns or queries, please contact the BHROD-HRDD by email at bhrod.hrdd@deped.gov.ph or via landline at **(02) 8470-6630**.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary

ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)

DBM-DepEd JC 01, s.2025_Form No. 2-B

Republika ng Pilipinas
Department of Education**RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)**

Name: _____ Current Position: _____
Position Applied: _____ Item Number: _____
Station/School: _____ 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 HRMO	To be filled-out by the HRMO	
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. COMPARATIVE ASSESSMENT RESULT

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

Conforme:

Attested by:

Applicant

HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

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

Evaluated by:

Administrative Officer IV (HRMO)

Certified Correct

Administrative Officer V (Admin Services)

Recommending Approval:

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:

Chief, Administrative Division

Approved:

Regional Director

ANNEX B - COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAReER)

COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAReER)

Position: _____

Date of Final Deliberation: _____

Schools Division Office: _____

Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS							Remarks	For Background Investigation (Y/N)		For Recommendation <i>(To be filled-out by the Schools Division Superintendent; Please sign opposite the name of the applicant)</i>
		Education (10 pts)	Training (10 pts)	Experience (10 pts)	Performance (30 pts)	PPST COIs (Classroom Observation/ Demo Teaching) (25 pts)	PPST NCOIs (Portfolio Annotation and BEI) (15 pts)	Total (100 pts)		Yes	No	
1 Juan C. Dela Cruz												
2												
3												
4												
5												

Prepared by the HRMPSB
(All members should affix signature)

Recommending Approval:

Name and Position
HRMPSB Member

Name and Position
HRMPSB Member

Name and Position
HRMPSB Chairperson

Name and Position
HRMPSB Member

Name and Position
HRMPSB Member

Schools Division
Superintendent

DBM-DepEd JC 01, s.2025_Form No. 3-B

(Pursuant to Executive Order 174 titled, 'Establishing the Expanded System of Career Progression for Public School Teachers' and its Implementing Rules and Regulations (IRR) and DBM-DepEd Joint Circular No. 01, s. 2025 on the 'Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System')

Agency: _____
 Region: _____
 Division: _____
 Education: Elementary/Secondary

[illegible]

We hereby assume full responsibility for the veracity and accuracy of the basis for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with existing legal bases and DepEd guidelines on the reclassification of School Principal positions. In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO
Date:

Schools Division Superintendent
Date:

Regional Director
Date:

Documentary Requirements:

To be submitted to DBM RO:

1. Letter Request of the Regional Director of DepEd
2. Plantilla Allocation List for Reclassification of School Heads Positions

Additional Documents for DepEd RO level only:

3. Endorsement of the Schools Division Superintendent
4. Certified Photocopy of Approved Reclassification Form for School Principal Positions (RFSPP) for School Principal I, II, III, and IV (*DBM-DepEd Joint Circular No. 01, s.2025_Form No. 2-B*)
5. Certified Copy of the Comparative Assessment Results for Expanded Reclassification (CARER) reflecting the names of the teachers/school principal for reclassification
6. Certified Copy of a PSIPOP printout reflecting the names of the teachers/school principal for reclassification (only those pages containing such names)
7. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
8. Certified copy of Sub-ARO

Instructions:

- 1) Each page should show a sub-total of the current page to be forwarded on the next page.
- 2) Succeeding pages should show the a) sub-total of the current page b) sub-total forwarded from the previous page, and 3) sub-total of (a) and (b) to be forwarded to the next page.
- 3) The last page should also show (a) and (b) and the total of (a) and (b), which should be labelled as Grand Total.
- 4) Please sort the position attributes in descending order.

Legal Bases:

1. Executive Order 174 and its IRR
5. DBM-DepEd Joint Circular No. 01, s. 2025