



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

Office of the Schools Division
 Superintendent

SEP 24 2025

MEMORANDUM
 No. **486**, s. 2025


SUBMISSION OF THE REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS

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

- Attached is Regional Memorandum No. 864, s. 2025, titled, "Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025", the contents of which are self-explanatory, for the information and guidance of all concerned.
- Relative to the release of the Memorandum, this Office announces the submission of the **Report on the Number of Teachers and Master Teachers** at all levels, on or before **September 29, 2025**, 5:00 P.M. The School Division Office through the Human Resource Merit Selection Board (HRMPSB) will be conducting an online orientation on proper filling out of the template, to **all School Administrative Officer II, HR-in-Charge, and School Heads**. The details are as follows:

Activity	Date	Participants	Platform
Online Orientation the Proper Filling out of the template REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS	September 25, 2025 9:00 AM to 12:00 PM	All School Administrative Officer All School Head/OIC	Microsoft Teams: https://tinyurl.com/REPORTANNEXS-1

- Attached is Annex S-1. Report on the Number of Teachers and Master Teachers, template for your reference.
- Strict compliance to this Memorandum is enjoined.


VIOLETA M. GONZALES CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encl.: as stated.
 Reference: DO 24, S. 2025
 To be indicated in the Perpetual of Index
 under the following subjects:
 RECLASSIFICATION PROMOTION

AMF/DM- SUBMISSION OF THE REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS
 ___/September 19, 2025

486

NUM-2025-486



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486

Republic of the Philippines
DEPARTMENT OF EDUCATION

[Insert Region]
 [Insert Schools Division]
 [Insert School]

REPORT ON THE NUMBER OF TEACHERS AND MASTER TEACHERS

I. Summary of Teaching Positions *(Within the School)*

Level *(Elementary/Junior High School/Senior High School):* _____
Learning Area/Subject Area/Specialization *(if applicable):* _____

Position	Number of Teachers
Teacher Positions:	
Teacher I	
Teacher II	
Teacher III	
Teacher IV	
Teacher V	
Teacher VI	
Teacher VII	
Total Number of Teacher Positions:	
Master Teacher Positions:	
Master Teacher I	
Master Teacher II	
Master Teacher III	
Master Teacher IV	
Master Teacher V	
Total Number of Master Teacher Positions:	

II. Master Teacher Ratio

Ratio of Master Teacher to Teachers <i>(Part I)</i>		
Allowable Number of Master Teachers per Learning Area/Subject Area/Track/Specialization¹		
Number of Requests for Master Teacher Positions per Teacher Competency Reclassification List for FY _____	Master Teacher I	
	Master Teacher II	
	Master Teacher III	
	Master Teacher IV	
	Master Teacher V	
	TOTAL	
Remaining Balance/Available Master Teacher Slots After this Request		

¹ Refer to Section 27 Part V (B) of this Order

Republic of the Philippines
DEPARTMENT OF EDUCATION

III. Detailed Report on the Number of Teachers and Master Teachers per Learning Area/Subject Area/Track/Specialization

Position	Item Number <i>(Please follow the order in the latest PSIPOP)</i>	Last Name	First Name	Middle Name

Note: There should be no double counting of teachers with other learning area/subject area/track/specialization.

Prepared by:

School Head

Reviewed by:

NOEMI A. VALDEZ
 Administrative Officer V

Recommending Approval:

VIOLETA M. GONZALES CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Verified by:

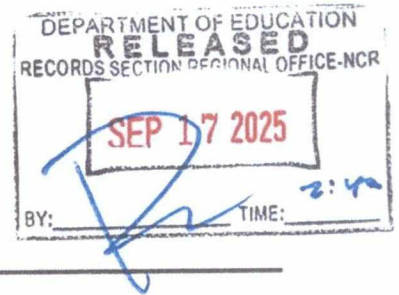
Chief Administrative Officer
 Administrative Division

Approved:

JOCELYN DR. ANDAYA
 Regional Director
 DepEd NCR
 concurrent Officer-in-Charge
 Office of the Assistant Secretary for Operations




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 864, s. 2025

TO : Schools Division Superintendents

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge, Office of
the Assistant Secretary for Operations

SUBJECT : **COMMENCEMENT OF RECLASSIFICATION OF TEACHING
AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024, S. 2025**

DATE : September 12, 2025

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-2505 dated September 8, 2025, relative to the commencement of reclassification of positions, for information and guidance of all concerned.
2. In this connection and in order for this Office to evaluate and submit on time to DBM-NCR all recommendations for reclassification, please be informed that the deadline for submission to this Office is not later than October 20, 2025. Submission after the set deadline maybe accepted depending on the number of submitted recommendation to this Office.
3. For immediate dissemination and compliance.



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025- 2505

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : **COMMENCEMENT OF RECLASSIFICATION OF TEACHING**
AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO
DEPED ORDER NO. 024, s. 2025

DATE : September 8, 2025

I. Background

Under the Fiscal Year (FY) 2025 General Appropriations Act (GAA), a total budget of **6,148,433,000.00** is appropriated to cover the Reclassification of Teaching and School Head Positions in the Department of Education (DepEd), which is expected to be utilized within the year.

In view of the above and the recent issuance of **DepEd Order No. 024, s. 2025** or the *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, pursuant to **Executive Order (EO) No. 174, s. 2022** and its subsequent issuances,¹ this Office hereby directs all concerned Schools Division Offices (SDOs) to **commence the reclassification of teaching and school principal positions**, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

¹ **Implementing Rules and Regulations (IRR)** of Executive Order No. 174, s. 2022
DBM-DepEd Joint Circular No. 01, s. 2025 on the *Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*
DepEd Order No. 019, s. 2025 - *Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions*



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II. Prioritization

Consistent with one of the President's notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)—that **“no teacher should retire at Teacher I,”** and pursuant to **Title V, Sections 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 No. 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:

- i. **Retirable Teacher I** incumbents—both mandatory and optional in the next five (5) years²; and
- ii. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

Notwithstanding 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.

III. Reclassification of Position

Pursuant to **Section 21 and 22 of Enclosure No. 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority (i.e., Retirable Teacher I, HTs, and ASPs), shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: *‘Guidelines on the Reclassification to Teaching Positions’*
- Enclosure No. 3 to DO 024, s. 2025: *‘Guidelines on the Reclassification to School Principal Positions’*.

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) - Regional Office on or before **November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

To ensure timely compliance with the foregoing timelines, ROs and/or SDOs may set earlier deadlines for the submission of applications, insofar as practicable, taking into account the anticipated volume of applications and current workforce capacity to evaluate and process the applications.

² Section 13-13 (A) of Republic Act No. 8291 - The Government Service Insurance System Act of 1997

Mandatory Retirement: retirement shall be compulsory for an employee at **sixty-five (65) years of age** with at least fifteen (15) years of service

Optional Retirement: at least **sixty (60) years of age** and has rendered at least fifteen (15) years of service



Immediately upon Issuance of the NOSCA, the concerned SDO shall prepare and process the corresponding appointment papers salary adjustments, in accordance with applicable provisions of the CSC ORAOHRA³; and issue the same to all teachers and school heads concerned not later than **March 30 of the succeeding year**, or as may be determined by both DBM and DepEd in cases of emergency and unprecedented situations.

Pursuant to **Item F, Section 48 of DO 024, s. 2025**, 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.

IV. Career Progression Tool Kit

In line with the Department's goal to strengthen the advocacy and communication mechanisms and to further guide all the HRMPSB Members, HRMOs, and other key stakeholders in the entire process of the reclassification of position, the Department, through the BHROD, hereby provides the Career Progression Tool Kit, accessible through this link: <https://tinyurl.com/CareerProgToolKit>

This tool kit includes List of Frequently Asked Questions (FAQs) with answers, Legal Bases, Orientation and capacity building Materials.

V. Monitoring

For monitoring purposes, all ROs and SDOs are requested to update the reclassification tool of reclassified teaching and school principal positions using this template: <https://tinyurl.com/ReclassificationStatus>.



For more information and further clarifications, you may contact the **BHROD-HRDD** through **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at bhrod_hrdd@deped.gov.ph.

For your immediate dissemination and compliance.

Copy Furnished:

Office of the Secretary

³ **CSC Resolution 2500358** 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)