



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

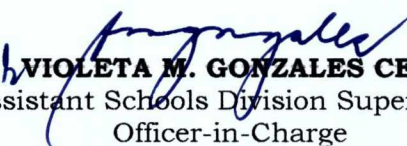
**Office of the Schools Division
Superintendent**

MEMORANDUM
No. 501, s. 2025

ASSESSMENT OF RECLASSIFICATION DOCUMENTS

To: 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/OICs
Administrative Officer V
All Others Concerned

1. In line with the Regional Memorandum No. 864 s. 2025, titled, **Commencement of the Reclassification of Teaching and School Principal Positions pursuant to DepEd Order No. 024, s. 2025**, this Office requests the members of the subcommittee to render overtime work on **Saturday, October 4, 2025, 08:00 A.M to 05:00 P.M.**
2. This activity aims to complete the evaluation of the documents submitted by teachers applying for reclassification, ahead of the deadline, given the high volume of applicants. It also aims to ensure that all documents are thoroughly reviewed and error-free.
3. As compensation for the rendered service, teaching personnel will be granted Service Credits, while related teaching and non-teaching personnel will be granted Compensatory Time Off Credit (CTO), in accordance with existing rules and DepEd guidelines.
4. Please see the following enclosure for reference
 - Enclosure 1 – Division Expanded Career Progression (ECP) Committee
 - Enclosure 2 – Division Sub-Committee for Initial Evaluation
 - Enclosure 3 - Division Sub-Committee for Classroom Observation, Portfolio Annotation, and BEI
5. Strict compliance with this Memorandum is directed.


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

Encl.: as stated
Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:
EVALUATION RECRUITMENT SELECTION PROMOTION
NDE/DM Assessment of Reclassification Documents
501 / October 2, 2025

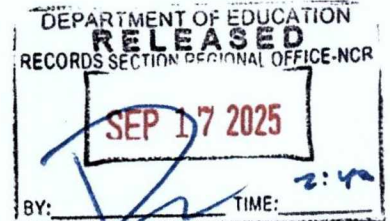
NUM-2025-501



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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.



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph





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

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)

DIVISION EXPANDED CAREER PROGRESSION (ECP) COMMITTEE

No	FULL NAME	POSITION	DESIGNATION
1	Dr. Lilia A. Ricero	OIC - ASDS	Chairman
2	Dr. Florante C. Marmeto	Chief, CID	Member
3	Ms. Ma. Regaele A. Olarte	OIC - Chief, SGOD	Member
4	Dr. Ivy M. Romano	SEPS-HRD	Member
5	Mr. Joseph D. Nilo	Planning Officer	Member
6	Ms. Virma U. Amistoso	Budget Officer	Member
7	Ms. Karina E. Medina	Accountant	Member
8	Ms. Noemi A. Valdez	Administrative Officer V	Member
9	Ms. Angela M. Francisco	HRMO	Member

Below are secretariat and support staff:

FULL NAME	POSITION	DESIGNATION
Ms. Aira G. Parilla	Administrative Aide VI	Secretariat
Ms. Dulce B. Samson	Administrative Assistant III	Support Staff
Ms. Wendy S. Hernandez	Administrative Aide VI	Support Staff
Mr. Dunn Luvik C. Mandigal	Administrative Assistant III	Support Staff

Division Sub-Committee for Initial Evaluation

No	FULL NAME	POSITION
1	NOEMI A. VALDEZ	Administrative Officer V
2	ANGELA M. FRANCISCO	HRMO
3	ARSENIO S. MEDENILLA	Master Teacher I
4	IVY M. ROMANO	SEPS HRD
5	ANDRES F. SICAM	EPS HRD
6	AIRA G. PARILLA	Administrative Aide VI
7	DULCE B. SAMSON	Administrative Assistant III
8	WENDY S. HERNANDEZ	Administrative Aide VI
9	DUNN LUVIK C. MANDIGAL	Administrative Assistant III
10	JENNY R. ANDOR	Administrative Officer II
11	MICHAEL EVAN AGUELO	Administrative Officer II
12	JASON S. RAYMUNDO	Administrative Officer II
13	JOAN VANESA L. FUSTER	Administrative Officer II
14	GINA A. SABADO	Administrative Officer II
15	JULIEN RAIZA T. ESPINOSA	Administrative Officer II
16	JULIE ANN A. MANTO	Administrative Officer II
17	RACHEL L. RODRIGUEZ	Administrative Officer II
18	JENNIFER L. SABDAO	Administrative Officer II
19	ALMIRA P. HERNANDEZ	Administrative Officer II
20	ELLA MARIE A. COLLADO	Administrative Officer II
21	MA. RIZA R. DALUNGAN	Administrative Officer II
22	JULY MACARAEG	Administrative Officer II
23	MARIE KIEDEN ZYNA L. HERRERA	Administrative Officer II
24	ROMALYN MILCA N. JAVIER	Administrative Officer II

25	LADYLYN N. ELCHICO	Administrative Officer II
26	RODELLA T. BUENAFLO	Administrative Officer IV
27	LENNY C. BELEN	Administrative Officer II
28	MARIA TERESA P. DOMINGUEZ	Administrative Officer II
29	ARIANNE MAE RAMIREZ	Administrative Officer II
30	MA. GISELLE F. VILLAMAYOR	Administrative Officer II
31	JOED D. ESPELETA	Administrative Officer II
32	MELINDA M. ADESNA	Administrative Assistant II
33	ROSALIE T. TORRES	Administrative Officer II
34	MYRNA D. IBANEZ	Administrative Assistant III
35	GRACE L. RIVERO	Administrative Officer II
36	THELMA S. MEDINA	Administrative Officer II
37	ROCILLE MENDOZA	Administrative Assistant II
38	PAMELA D. BALDO	Administrative Officer II
39	JAYSON S. MANIKAN	Master Teacher II
40	JASMIN D. FUENTES	Master Teacher I
41	KRISTINE JOY T. SAN PEDRO	Master Teacher II
42	REDALYN D. SIERRA	Master Teacher I
43	MAYGLEEN L. LUNAR	Head Teacher III
44	ARLENE JOY C. MANANGGUIT	Master Teacher II
45	JASON B. ALBARO	Assistant Principal II
46	EVELYN P. CHAVEZ	Head Teacher IV
47	SHERWIN G. LOMEDA	Master Teacher I
48	EDWARD R. MONTOJO	Head Teacher VI
49	MARIA ELENA B. ARAJA	Head Teacher III
50	EDWIN L. ABALOS	Head Teacher I
51	HERNAN D. NOBLETA	Head Teacher III
52	MARSHA LIZA M. CALIPAYAN	Head Teacher III

53	EMELDA A. OZARAGA	Head Teacher III
54	ROXANNE B. DOLLETON	Head Teacher I
55	MELISSA D. COLUMNA	Master Teacher II
56	MARK ANTHONY G. BUNALES	Head Teacher I
57	ALFATIMA A. DIMAPELEZ	Head Teacher III
58	REYNANTE S. ESPELETA	Assistant Principal II
59	JOCELYN A. MORALES	MT-II/ OIC PRINCIPAL

**Division Sub-Committee for Classroom Observation,
Portfolio Annotation, and BEI**

No.	FULL NAME	POSITION
1	Dr. Ma. Theresa C. Dela Rosa	PSDS
2	Dr. Ma. Myra E. Namit	PSDS
3	Dr. Yaledegler C. Maligaya	PSDS
4	Ms. Ada Trinidad A. Tagle	PSDS
5	Ms. Clarissa C. Avila	PSDS
6	Dr. Evangeline M. Aman	PSDS
7	Dr. Eric F. Fungo	PSDS
8	Dr. Jaime G. Bautista	PSDS
9	Dr. Meniano Eborá	PSDS
10	Dr. Jhemson Elis	PSDS
11	Ms. Marissa M. Andanza	EPS
12	Mr. Edison C. Enerlas	EPS
13	Dr. Liliósa B. Palce	EPS
14	Ms. Emalyn Ballonado	OIC-Math Coordinator
15	Dr. Leonaida L. Gutierrez	EPS
16	Dr. John Albert B. Colle	EPS
17	Ms. Mariel Eugene L. Luna	EPS
18	Dr. Armida S. Oblinada	EPS
19	Dr. Ma. Carmen D. Solayao	EPS
20	Dr. Gina U. Urquia	EPS

No.	FULL NAME	SCHOOL
1	MA. AURORA S. BARTOLABA	ALABANG ES
2	JAYSON MANIKAN	ALABANG ES
3	BERNADETTE C. RELLONES	ALABANG ES
4	DIVINA GRACIA P. GAGALA	BAYANAN ES
5	MA. HELEN P. EYAS	BAYANAN ES
6	JANE MAY C. VALBUENA	BAYANAN ES-1
7	JULIE O. TEMPLANZA	BAYANAN ES-1
8	MYLENE C. TUVILLEJA	BAYANAN ES-1
9	FERDINAND V. GADDI	BAYANAN ES-1
10	FELIPE W. MARAPAO JR.	BSES
11	JESSIE T. CASTELO	BSES
12	CHARITO S. ENERO	BSES
13	MARIE ANN R. ESMERIA	BULI ES
14	BENELIN G. RUMBAOA	BULI ES
15	MAYVELL N. CORDOVA	BULI ES
16	EDIZER S. LAQUEO	CUPANG ES
17	JOANA P. SUPETLAN	CUPANG ES
18	JANET E. LINQUICO	CUPANG ES
19	JOCELYN A. MORALES	CESA
20	ERMA A. BALAGBIS	CESA
21	ALMA O. BITUIN	FAES
22	GINAZEL G. BEAULIEU	FAES
23	MARIA HAZEL B. HERNANDEZ	F DEMESA ES
24	MARILOU M. MANANSALA	F DEMESA ES
25	LORELIE S. ARAMBULO	ITAAS ES
26	EUFROCINIA DAPOC	ITAAS ES
27	EUFROCINIA DAPOC	ITAAS ES
28	SHELLA C. NAVARRO	MES
29	HENEL T. PEREZ	MES
30	JOCELYN T. CLEMENTE	MES

No.	FULL NAME	SCHOOL
31	HILARIO G. CANASA	PUTATAN ES
32	CATHERINE V. SANTOS	PUTATAN ES
33	EVANGELINE M. RAMOS	PUTATAN ES
34	RAUL T. FELIX	POBLACION ES
35	JASMIN D. FUENTES	POBLACION ES
36	KRISTINE JOY T. SAN PEDRO	POBLACION ES
37	ANTONIO C. GAGALA	SHES
38	MICAELA ROCHELLE B. BALOLOT	SHES
39	RAQUEL M. MONTANA	SHES
40	JENNIFER S. JOSON	SUCAT ES
41	VIVIAN M. REMPILLO	SUCAT ES
42	MA. CECILIA A. TALADRO	SUCAT ES
43	HAYDE F. GUCOR	SESAZ 4
44	ERNAH T. DIAZ	SESAZ 3
45	REYNALDO O. COMISARIO	VHES
46	WAREN A. TABULINA	VHES
47	JECELYN S. SALMON	VHES
48	OLIVIA G. ELLOSO	TUNASAN ES
49	MELISSA D. COLUMNNA	TUNASAN ES
50	MARYJANE B. CASACOP	TUNASAN ES
51	REYNANTE H. ESPELETA	MBHS
52	EVELYN P. CHAVEZ	MBHS
53	SHERWIN G. LOMEDA	MBHS
54	ABIGAIL DE LIOS	MBHSA
55	LIEZA R. DE RAFAEL	MBHSA
56	ANTONIO B. ROCHA	PEDHS
57	DOROTHY A. MENDOZA	PEDHS
58	GREGORIO S. QUINERI	PEDHS
59	EMELY V. AMBROCIO	PEDHS
60	ZYRA A. TRIMIDAL	PNHS

No.	FULL NAME	SCHOOL
61	JOJIT C. DE RAMA	PNHS
62	MARK ANTHONY G. BUNALES	PNHS
63	MARK ARCHEI O. JAVIER	MSHS
64	GEMMA F. JEREZA	MSHS
65	EVANGELINE S. COSARE	MSHS
66	ROSENDO E. SANGALANG	MNHS
67	MYLYN M. VALLEJO	MNHS
68	EDWARD R. MONTOJO	MNHS
69	MARICEL G. LUMIO	CESA
70	RENE G. DELFINO	TUNASAN NHS
71	ALFATIMA A. DIMAPELEZ	TUNASAN NHS
72	JASON B. ALBARO	CUPANG SHS
73	ELIZABETH J. GABUTAN	CUPANG SHS
74	JAYBOY EVANO	SUCAT SHS
75	EMELDA OZARAGA	SUCAT SHS
76	LOUIE M. VALDEZ	LIS
77	SALOME J. PEREZ	LIS
78	REDALYN D. SIERRA	LIS
79	MAYGLEEN L. LUNAR	LIS
80	ARLENE JOY C. MANANGGUIT	LIS