



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

Office of the Schools Division
Superintendent

NOV 13 2025

MEMORANDUM
No. **583**, s. 2025

**SUBMISSION OF RETITLING DOCUMENTS OF INCUMBENTS TO POSITIONS NOT
CONFORMING WITH THE EXPANDED CAREER PROGRESSION (ECP)**

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

1. In view of the issuance of *DepEd Order No. 24, s. 2025, titled "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education,"* the Schools Division Office, hereby informs all concerned of the submission of documents for the retitling of positions of incumbents whose current titles do not conform with the ECP on or before November 14, 2025, to the SDO Records Office.
2. Please see the following enclosures for reference.
 - Enclosure No. 1 – RETITLING FORM FOR TEACHING AND SCHOOL HEAD POSITIONS (RFTSHP)
 - Enclosure No. 2 – APPENDIX 1_PROCESS OF RETITLING OF POSITIONS
3. Immediate and wide dissemination of this memorandum is desired.


VIOLETA M. GONZALES CESO VI

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

References: As stated.

Encl. As stated

To be indicated in the Perpetual Index under the following subjects:

RETITLING ECP

AMF/DM-SUBMISSION OF RETITLING DOCUMENTS OF INCUMBENTS TO POSITIONS NOT CONFORMING WITH THE EXPANDED CAREER PROGRESSION (ECP)

583/November 11, 2025

NUM-2025-583



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Republic of the Philippines
DEPARTMENT OF EDUCATION

RETITLING FORM FOR TEACHING AND SCHOOL HEAD POSITIONS (RFTSHP)

Name: _____ Station/School: _____

Current Position: SPED TEACHER I

Retitled Position: TEACHER IV

(Special Needs Education Teacher I)

Item Number of Current Position: _____

Level: Kindergarten Elementary Junior High School Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Incumbent for Retitling	Remarks (Qualified/Disqualified)
Education			QUALIFIED
Training			QUALIFIED
Experience			QUALIFIED
Eligibility			QUALIFIED

School Head Assessment (or its equivalent)

(For Assistant School Principal II & III and Head Teacher VI who opted to be retitled to School Principal position ONLY)

Eligible Not Eligible

Rating: _____

II. OPTIONS IN TERMS OF FUNCTIONS

(Incumbents HT I-V, ASSP I, ASP I who opted to be retitled to equivalent teaching position in the ECP system shall be given authority to choose among the following functions to be performed pursuant to Section 34 (VI) of DepEd Order No. s. 2025). These options are also applicable in the case of SSP I-II, ASP II-III, and HT VI who do not meet the CSC-approved QS for the equivalent School Principal position and/or have passed the NQESH.

Kindly indicate your preferred function to be performed following the retitling of your position:

Assume the functions attached to retitled Teacher/Master Teacher position

Perform existing functions by virtue of designation

Perform as a School Head designate in any Elementary or Secondary school within the SDO with no School Principal item

Note: Specific functions to be performed are detailed in Appendix 3 and 4 of DO s. 2025. The issuance of an Official Designation Order duly signed by the SDS shall be required upon concurrence of the incumbent.

CONCURRENCE CLAUSE: By affixing my signature below, I signify my full concurrence to perform all related duties and responsibilities attached to the selected function with diligence and accountability:

Conformed:

Attested by:

Applicant

ANGELA M. FRANCISCO
Administrative Officer IV (HRMO)

III. DEPED SCHOOLS DIVISION OFFICE ACTION

Retitling of Position		Date Processed	Remarks (Eligible for retitling/Not Eligible for retitling)
From (Current Position)	To (Retitled Position)		

Evaluated by:

ANGELA M. FRANCISCO
Administrative Officer IV (HRMO)

Certified Correct:

NOEMI A. VALDEZ
Administrative Officer V (Admin Services)

Recommending Approval:

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

IV. DEPED REGIONAL OFFICE ACTION

Retitling of Position		Date Processed	Remarks
From (Current Position)	To (Retitled Position)		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Atty. JOYLYN P. DULNUAN
Chief, Administrative Division

Approved:

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

Retitling of Existing Filled Positions to Positions in the ECP System

1. Retitling is a form of reclassification that does not involve change in salary grade of the position; provided that the new position title belongs to the same occupational group.¹
2. Pursuant to Section 21 of EO 174 and its IRR and Section 34 (VI) of Enclosure 1 to DepEd Order 024, s. 2025, the existing positions, with titles that *do not* conform to the position titles in the ECP System shall be retitled to the positions of equivalent SGs in the ECP System, as follows, subject to the applicable staffing standards and deployment parameters for Master Teacher and School Principal positions:

Current Position	Retitled Position	SG Level
Special School Principal II Assistant School Principal III	School Principal II or Master Teacher III	20
Special School Principal I Assistant School Principal II Head Teacher VI	School Principal I or Master Teacher II	19
Assistant School Principal I Assistant Special 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

Current Position	Retitled Position	SG Level
Special Needs Education Teacher V	Master Teacher I <i>(Special Needs Education Master Teacher I)</i>	18
Special Needs Education Teacher IV	Teacher VII <i>(Special Needs Education Teacher IV)</i>	17
Special Needs Education Teacher III	Teacher VI <i>(Special Needs Education Teacher III)</i>	16
Special Science Teacher II	Teacher VI <i>(Special Science Teacher)</i>	16
Special Needs Education Teacher II	Teacher V <i>(Special Needs Education Teacher II)</i>	15

¹ See DBM Budget Circular No. 2018-3 dated July 30, 2018 re: *Guidelines on the Reclassification of Positions*

Special Needs Education Teacher I	Teacher IV (Special Needs Education Teacher I)	14
Special Science Teacher I	Teacher III (Special Science Teacher)	13

Note: Retitled positions shall maintain the parenthetical titles of Special Needs Education Teacher and Special Science Teacher

Process of Retitling

3. Incumbents of titles that *do not* conform to the position titles in the ECP System shall be required to meet the CSC-approved QS of the equivalent position². Thus, incumbents shall submit the following documentary requirements to the Division HRMOs for evaluation:
 - a. Retitling Form (See Annex T of DO 024, s. 2025)
 - b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
 - c. 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);
 - d. 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;
 - e. Photocopy of valid and updated PRC License/ID;
 - f. **For Assistant School Principal II-III and Head Teacher VI only who opted to be retitled to School Principal position:** Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd)
4. **Special School Principal I-II** who are already performing the function of a School Head are not required to pass the National Qualifying Examination for School Heads (NQESH), Principal's Test, or DepEd-administered principalship or school head assessment/s.
5. Upon receipt of the documents, an initial evaluation of the applicants' qualifications vis-à-vis the CSC-approved QS of the position applied for shall be conducted by the HRMO. Specifically, the HRMO shall assess whether the applicants meet the minimum qualifications in terms of *Education, Experience, Training, Eligibility* requirements.
6. All Incumbents for retitling to equivalent ECP position titles are exempt from HRMPSB comparative assessment.

² See DO 019, 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, Department of Education; and 1995 QS Manual (for SNET Positions, unless otherwise amended by subsequent CSC Resolutions)

7. After all the incumbents for retitling have been assessed, the HRMO shall prepare the following documents for onward submission to the Regional Office for further evaluation:
 - a. Endorsement Letter duly signed by the SDS
 - b. Accomplished Retitling Form
 - c. Documentary Requirements (Item 3-b,c,d,e-mandatory and f – if applicable)
 - d. Plantilla Allocation List (PAL)
 - e. Report on the Number of Teachers and Master Teachers (*for incumbents who will be retitled to Master Teacher position only*) - see annex S-1 of DO 024, s. 2025
 - f. Report on the Number of School Principal Position within the Division (*for incumbents who will be retitled to School Principal position only*) – see annex S-2 of DO 024, s. 2025
8. The Teacher Credentials Evaluator (TCE) in the RO shall evaluate the retitling documents submitted by the SDO based on the CSC-approved QS, for onward submission to the RO HRMO.

Based on the recommendation of the CAO, the Regional Director may designate other staff under the Personnel Section, as deemed practicable, to assist in the evaluation of the retitling documents.

9. The RO HRMO shall review the retitling form and countersign if in order, below the name of the Chief Administrative Officer (CAO), Administrative Division. The RO HRMO shall likewise review the PAL, containing all the qualified incumbents for retitling, for onward submission to the CAO.
10. The CAO shall certify the correctness of the Retitling Form by affixing his/her signature on the said document. The CAO shall likewise review the PAL and transmittal to DBM-RO; countersign if in order, below the name of the Regional Director, and endorse for approval.
11. The Regional Director shall approve the Retitling Form, PAL, Report on the Number of Teachers and Master Teachers or Report on the Number of School Principal Position within the Division, whichever is applicable and Transmittal Letter, for onward submission to the DBM-RO, not later than **November 30** of the current year, for further evaluation.

Issuance of Appointment Papers

12. Upon successful processing of the retitling of positions based on the approved PAL and issuance of the Notices of Organization, Staffing and Classification Action (NOSCA) by the DBM RO through the Action Document Releasing System (ADRS) pursuant to DBM Circular Letter No. 2022-11, the DepEd SDO shall prepare and process the appointment papers in accordance with applicable provisions of the CSC ORAOHRA; and issue the same to all concerned incumbents 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.
13. Pursuant to Section 5.5 of DBM Budget Circular No. 2019-1, incumbents of positions which were retitled shall continue to be paid at their present salary rate, including step increment.

14. 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.