



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**


08/05/2025

No. 236, s. 2025

**REQUEST OF THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)  
FOR A DETAILED LIST OF UNSUBMITTED RECLASSIFICATION  
APPLICATIONS PRIOR TO THE EFFECTIVITY OF DBM-DEPED JOINT  
CIRCULAR NO. 01, S. 2025**

To: Schools Division Superintendent  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-2103 dated July 28, 2025 re: "Request of the Department of Budget and Management (DBM) for a Detailed List of Unsubmitted Reclassification Applications Prior to the Effectivity of the DBM-DepEd Joint Circular No. 01, S. 2025" which is self-explanatory.
2. All Schools Division Offices and Regional HRMO as well as Teacher Credentials Evaluators (TCEs) are requested to provide the required data on or before August 8, 2025, using the DBM-prescribed template from the link: <https://tinyurl.com/UnsubmittedReclass2025>.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated

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

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ASD/PS/AGS/REGIONAL MEMO -dissimination- Request of the DBM-Unsubmitted Reclass Applications



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-2103

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

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

SUBJECT : **REQUEST OF THE DEPARTMENT OF BUDGET AND  
MANAGEMENT (DBM) FOR A DETAILED LIST OF  
UNSUBMITTED RECLASSIFICATION APPLICATIONS  
PRIOR TO THE EFFECTIVITY OF DBM-DEPED JOINT  
CIRCULAR NO. 01, S. 2025**

DATE : July 28, 2025

On June 27, 2025, the Department of Education (DepEd) submitted a letter of appeal to the Department of Budget and Management (DBM)<sup>1</sup>, seeking consideration to accommodate the **3,694 reclassification application documents** that have been assessed prior to the effectivity of the Joint Circular in accordance with the old guidelines but have missed the June 04, 2025 deadline of submission due to bulk of applications received at the Division and Regional level. The breakdown of the 3,694 applications, as reported by the Regional Human Resource Management Officers (HRMOs), is shown below:

Regions	Number of Pending Reclassification
National Capital Region (NCR)	227
Region I - Ilocos	32
Cordillera Administrative Region (CAR)	4
Region II - Cagayan Valley	247
Region III - Central Luzon	218
Region IVA - CALABARZON	100
Region IVB - MIMAROPA	25
Region V - Bicol	145

<sup>1</sup> Letter of Appeal to DBM – Requesting Extension of the Submission Period to Accommodate Unsubmitted Reclassification Applications

<https://drive.google.com/file/d/1rjJV7A-9-BI920pIS6YieqJZUwJ9OUNE/view?usp=sharing>



Region VI – Western Visayas	639
Region VII – Central Visayas	1
Region VIII – Eastern Visayas	0
Region IX – Zamboanga Peninsula	574
Region X – Northern Mindanao	935
Region XI - Davao	0
Region XII - SOCCSKSARGEN	547
Region XIII - CARAGA	0
<b>TOTAL:</b>	<b>3,694</b>

Following the DepEd's appeal for consideration, the DBM has **requested the submission of a detailed list of unsubmitted reclassification applications in addition to the submitted regional breakdown<sup>2</sup>**. Accordingly, the requested list must include the following:

1. Disaggregated number of unsubmitted reclassification by Position;
2. Disaggregated number of unsubmitted reclassifications by Schools Division Office (SDO);

It shall be reiterated that as communicated to DBM, **only the reported 3,694 unsubmitted applications are to be accommodated, and additional applications shall no longer be considered**. Hence, the detailed list must correspond to the total number of reported unsubmitted reclassifications as provided in the table above.

This additional information is vital for the DBM to assess the merit of our request and facilitate thorough evaluation and determination of the appropriate course of action within the existing policy and budgetary parameters.

In support of our appeal for consideration and in compliance with the DBM's directive, we hereby request all Divisions and Regional HRMOs as well as the Teacher Credentials Evaluators (TCEs) to provide the requested data on or before **August 08, 2025**, using the DBM-prescribed template: <https://tinyurl.com/UnsubmittedReclass2025>

Your prompt and diligent compliance is essential to ensure that all pending applications are reviewed properly and that no eligible personnel are overlooked due to delays or missing information.

For concerns or queries, please contact the BHROD-HRDD through **Mr. Raymond Oplado** at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or via landline at **(02) 8470-6630**.

**For your immediate dissemination and compliance.**

**Copy Furnished:**

Office of the Secretary

<sup>2</sup> 2025-ASLP-0088609-E -Letter of Acknowledgement to the Request of DepEd

<https://drive.google.com/file/d/1DbRju4TdLfj8USolJccxC6ws7lz2Xye/view?usp=sharing>