



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

**REGIONAL MEMORANDUM**

No. 363, s. 2025

**SEP 1 1 2025**

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

To: Schools Division Superintendents  
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2505 dated September 8, 2025 re: "Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024 series of 2025" which is self-explanatory.
2. 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:

PROCEDURE      TEACHERS      POLICY      QUALIFICATIONS

ASD/PS/AGS/RM s. 2025- dissemination- DM OUHROD-2025-2505- Reclassification of Teaching and SP Positions



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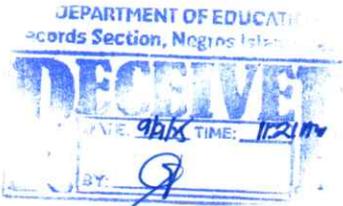


Republika ng Pilipinas

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



## 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) years<sup>2</sup>; 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.

<sup>2</sup> 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 ORAOHRA<sup>3</sup>; 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](mailto:bhrod.hrdd@deped.gov.ph).

**For your immediate dissemination and compliance.**

#### **Copy Furnished:**

Office of the Secretary

<sup>3</sup> **CSC Resolution 2500358**: 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)