



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum  
 No. 670 s. 2025

**CARAVAN ON EXPANDED CAREER PROGRESSION FOR TEACHERS AND SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 School Heads/OIC of Public Elementary and Secondary Schools

1. Pursuant to the issuance of DepEd Order No. 24, s. 2025, this Office hereby informs the field regarding the conduct of the Caravan on the Implementation of the Expanded Career Progression for Teachers and School Heads. The said activities will be held on the following dates:

| Activity/ies                                                         | Participants                                                                                                                                                                  | Date               | Time          | Venue                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|---------------------------------------------------|
| Orientation of personnel affected by the Expanded Career Progression | Assistant Principals II,<br>Head Teachers<br>Two (2) key teachers from each school and two (2) teachers from each specialization for ISNHS both Junior and Senior High School | September 12, 2025 | 9:00 AM       | SDO Conference Hall                               |
| School Caravan                                                       | School Heads<br>Teachers & AO II<br>HRMO<br>Carlo Jigg Portugal<br>Vanessa Sinogo<br>Jomar Saem<br>Jocelyn Aludino                                                            | September 16, 2025 | 8:30-12:00 NN | Raois ES,<br>Rugsuanan ES                         |
|                                                                      |                                                                                                                                                                               |                    | 1:30-5:00 PM  | Nagsangalan ES Vigan<br>National High School East |
|                                                                      | School Heads<br>Teachers & AO II<br>HRMO<br>Jason Domingo<br>Nenita Alviar                                                                                                    | September 17, 2025 | 8:30-12:00 NN | Cabaroan-Cabalangangan ES,<br>Camanggaan ES       |
|                                                                      |                                                                                                                                                                               |                    | 1:30-5:00 PM  | San Julian ES<br>Capangpangan ES                  |



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|                |                                                                                                                                            |                                              |                                   |                                                                                                              |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------|
| School Caravan | School Heads, Teachers & AO II HRMO<br>Karen Cu<br>Ferdinand Flores                                                                        | September 18, 2025                           | 8:30-12:00 NN<br><br>1:30-5:00 PM | Burgos Memorial School East, Burgos Memorial School West<br><br>Pantay Integrated School and Jose Singson ES |
|                | School Heads, Teachers & AO II HRMO<br>Carlo Jigg Portugal<br>Vanessa Sinogo                                                               | September 19, 2025                           | 8:30-12:00 NN<br><br>1:30-5:00 PM | Governor Evaristo Singson Memorial School & Mindoro ES<br><br>Ayusan Paoa ES, Vigan Central School           |
|                | School Heads, Teachers & AO II HRMO<br>Jason Domingo<br>Nenita Alviar                                                                      | September 22, 2025                           | 8:30-12:00 NN<br><br>1:30-5:00 PM | Bulala-Paratong ES & Vigan National High School West<br><br>Salindeg, Pong-ol ES<br>Tamag ES                 |
|                | Teachers & AO II HRMO<br>Vanessa Sinogo<br>Nenita Alviar<br>Carlo Jigg Portugal<br>Susan Allagadan<br>Melanie Pagatpat<br>Jennie Melandres | September 23, 2025<br><br>September 24, 2025 | <br><br>8:30-5:00 PM              | STEM & ABM<br><br>HUMSS & TVL                                                                                |
| School Caravan | School Heads, Teachers & AO IV HRMO<br>Carlo Jigg Portugal<br>Nenita Alviar                                                                | September 25, 2025                           |                                   | English & Math                                                                                               |
|                |                                                                                                                                            | September 26, 2025                           | 8:30-5:00 PM                      | Science & Filipino                                                                                           |



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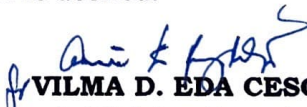
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|  |                                                  |                                                    |              |                             |
|--|--------------------------------------------------|----------------------------------------------------|--------------|-----------------------------|
|  | Vanessa Sinogo<br>Jayson Domingo<br>Arvin Criste | September<br>29, 2025<br><br>September<br>30, 2025 | 8:30-5:00 PM | Esp & TLE<br><br>MAPEH & AP |
|--|--------------------------------------------------|----------------------------------------------------|--------------|-----------------------------|

2. This activity aims:
  - a. To deepen participants' understanding of the salient points of DepEd Order No. 20 and DepEd Order No. 21, s. 2024, particularly the updated policies and procedures for the recruitment, selection, and appointment of teachers to higher positions; and
  - b. To prepare and evaluate documents of teachers and school heads for reclassification.
3. All Administrative Officers in the field are advised to assist and prepare the folders for reclassification of all qualified teachers and school heads for reclassification ready for evaluation on their scheduled dates.
4. This memorandum shall serve as a travel authority of all participants
5. Widest dissemination of this memorandum is desired.

  
**VILMA D. EDA CESO V**  
Schools Division Superintendent



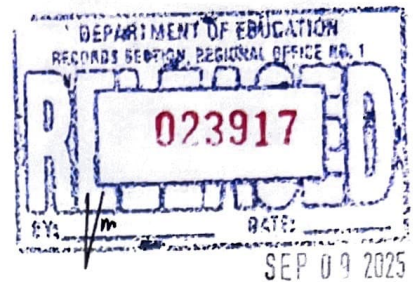
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Republic of the Philippines  
**Department of Education**  
 REGION I



REGIONAL MEMORANDUM

No. 1202, s. 2025

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

To: All Schools Division Superintendents  
 All Others Concerned

1. This is in reference to the attached MEMORANDUM DM-OUHROD-2025-2505 dated September from Usec. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, Department of Education relative to the abovementioned subject.
2. In line with this, all Schools Division Offices are instructed 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 (*Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education*).
3. Emphasis is highlighted on the process of prioritization for promotion through reclassification and natural vacancy for all incumbent Retirable Teacher I, and Head Teacher and Assistant School Principal personnel, affected by the implementation of ECP.
4. Moreover, all incumbent teachers and school heads vying for promotion through the reclassification process shall undergo the assessment in accordance with the applicable guidelines. Please be reminded of the deadline for submission of requests to the Administrative Division-Personnel Section **on or before October 27, 2025**, for this Office to have ample time in the assessment and implementation process.
5. For information, guidance and strict compliance.

For the Regional Director:

**RHODA T. RAZON**  
 Director III

Encl.: As Stated  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:  
 EVALUATION      OFFICERS      OFFICIALS      PROMOTION      PRINCIPALS      RECLASSIFICATION      TEACHERS

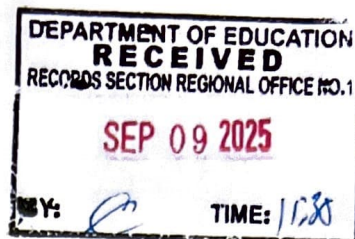
AD/PS/hfa/RM\_CommencementofREclassificationBasedonDO24,s.2025  
 September 9, 2025



Republika ng Pilipinas

**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**

**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



**MEMORANDUM**  
**DM-OUHROD-2025-1505**

**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,<sup>1</sup> 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.

<sup>1</sup> **Implementing Rules and Regulations (IRR)** of Executive Order No. 174, s. 2022

**DEM-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)