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

**Office of the Schools Division Superintendent**

Division Memorandum  
No. 787 s. 2025

**AMENDMENTS AND CLARIFICATION IN THE EXPANDED CAREER  
PROGRESSION FOR TEACHERS AND SCHOOL HEADS**

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

1. Pursuant to the DepEd Order No. 34 s. 2025 or the Amendments and Clarification to DepEd Order No. 024, s. 2025, this division announces the pertinent changes in the Guidelines on the Implementation of the Expanded Career Progression for Teachers and School Heads in the Department of Education.
2. In the said order it mentioned that **during the three-year transition period, teachers who do not fully meet the performance requirements for the position applied for may still be considered for promotion, whether through natural vacancy or reclassification, and appointment within or across career stages within the range of three salary grades, provided that they meet the QS for the position applied for.** This transitory exemption shall apply under the following conditions:
  - a. Consistently High Performance—teachers who have received an overall IPCR rating of Very Satisfactory or higher, and obtained consistent VS ratings in all PPST indicators, but are rendered ineligible to apply for position that require an Outstanding rating in specific PPST objectives;
  - b. Generally Satisfactory Performance—teachers who received an overall IPCR rating of VS or higher but obtained Satisfactory rating in certain PPST indicators, rendering them ineligible for positions such as Teacher IV;
  - c. Mater Teachers Affected by Indicator Conversion—master teachers who, following the conversion of certain PPST indicators from Non-Classroom Observable to Classroom Observable Indicators for promotion purposes, did not meet the performance requirements of the higher position applied for; and
  - d. Teachers with Approved Official Leave of Absence—teachers who were on approved official leave (e.g. maternity, local or foreign scholarship, training, or other CSC-authorized leaves), and whose IPCRFs from at most three rating periods to the leave of absence show specific performance deficiencies.



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3. In line with these, this division announces the application period for those availing of transitory exemptions. The following documents should be submitted **on or before October 20, 2025**.

- a. Letter of intent addressed to the SDS containing the following information:
  - i. Statement of Purpose/ Expression of interest
  - ii. Position applied for
- b. Duly accomplished PDS (CS Form 212, Revised 2025/ with Work Experience Sheet.
- c. Photocopy of valid and updated PRC License/ID.
- d. Certificate of Competency level issued by authorized body (if applicable);
- e. 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;
- f. Photocopy of duly signed Service Record.
- g. Photocopy of latest appointment.
- h. 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:
- i. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II t7, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TW) track only);
- j. Photocopy of the required Performance Ratings with at least Very Satisfactory rating (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover orle (1) Year complete performance rating period in the current position);
- k. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2); and
- l. Other documents as may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators

4. To fast track the initial evaluation of documents, all **Administrative Officers are requested to assist the Schools Division Office in the conduct of Initial Evaluation**. A schedule of the said evaluation is attached here as Annex A.

5. For information, guidance and strict compliance.

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



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ANNEX A

| Schedule                  | Administrative Officer/s                                                                                                |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------|
| October 21, 2025, pm only | Ma. Cristina Emely Pandoro<br>Charmaine Alinio<br>Ma. Angelica Taberna<br>Naira Segui<br>Nicole Arce                    |
| October 22, 2025          | Mark Jason Raboy<br>Krystel Elaine Marie Catura<br>Gloaida Reclusado<br>Gemalyn Lampote<br>Genius Asper                 |
| October 23, 2025          | Oiner Rafanan<br>Jessica Rigos<br>Janine Austine Rafanan<br>Ma. Bernadette Sarmiento<br>Grace Formoso<br>Lailani Rabbon |
| October 24, 2025          | Reginal Quario<br>Neil Onemig Purisima<br>Jessa Mae Andres<br>Katrine Arce<br>Faye Tabboga<br>Dennis Aguimbag           |

