



2602-572

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

Office of the Schools Division Superintendent

Division Memorandum

No. 107 s. 2026

**CALL FOR SUBMISSION OF APPLICATION FOR EXPANDED CAREER
PROGRESSION OF TEACHERS AND SCHOOL HEADS FOR 2026**

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

1. Pursuant to DepEd Order No. 24 s. 2025 "Guidelines on the Implementation of the Expanded Career Progression for Teachers and School Heads in the Department of Education", this office now accepts applications for reclassification for 2026.
2. Interested applicants shall submit their complete application documents, properly tagged, on or before **February 20, 2026**, using the following folder color coding:
 - a. Elementary- Orange
 - b. Junior High School- Violet
 - c. Senior High School- Pink
3. All applicants must meet the required Qualification Standards for each position applied for, including Education, Experience, Training, Eligibility, and the performance requirement.
4. All applicants must submit one (1) original copy of the following requirements:
 - a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/ expression of interest; and
 - ii. Learning area/ subject group they intend to teach, if applicable;
 - b. Duly accomplished PDS (CSC Form No. 212, Revised 2025 with Work Experience Sheet;
 - c. Photocopy of valid and updated PRC license/ID;
 - d. Photocopy of Certificate of Board Rating;
 - e. Photocopy of scholastic/ academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available);
 - f. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
 - g. Photocopy of latest appointment (for those applying for promotion);



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- h. Photocopy of certificates/s of relevant specialized trainings or professional development programs for the **last five (5) years**;
 - i. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
 - 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 per Item 25 of DepEd Order 20, s. 2024. The latest performance rating shall cover **one (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), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; 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.
5. Individuals who fail to submit the mandatory documents within the prescribed deadlines shall not be included in the pool of official applicants.
 6. **No additional documents shall be accepted after the set deadline.**
 7. School Heads and Administrative Officers in the field shall ensure the completeness of the documents submitted for filing, as well as the preparation of four (4) copies of the Reclassification Form for Teaching and School Head Positions (RFTP) and the Commitment Form of the applicants.
 8. All designated assessors, secretariats, and HRMPSB members are enjoined to ensure 100% attendance during the conduct of demonstration teaching, portfolio annotation, and applicant interviews.
 9. Wide and immediate dissemination of this memorandum is desired.



Vilma D. EDA
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Schools Division Superintendent



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