



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY

July 10, 2026

DIVISION MEMORANDUM

No. 276, s. 2025

SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (ECP) SYSTEM FOR FY 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
Division HRMP SB and Sub-Committees
All Others Concerned

1. In reference to **Memorandum No. DM-OUHRODI-2026-0802** and **DepEd Order No. 024, s. 2025**, "Guidelines on Implementation of the Expanded Career Progression System for the Teachers and School Heads in the Department of Education", as amended by **DepEd Order No. 34, s. 2025**, this Division informs the field of the commencement of the reclassification process for qualified Teaching and School Head positions in accordance with the updated qualification standards, duties, and salary grades set forth by the Department of Education.

2. The Qualification Standards (QS) of the positions are based on **DepEd Order No. 19, s. 2025**, the amended qualification standards for Teacher I-III, Master Teacher I-IV, School Principal I-IV and the new qualification standards for newly created Teacher IV-VII and Master Teacher V positions.

3. All interested applicants must submit their complete documentary requirements on or before **July 24, 2026**, to the respective school. Only applicants with complete and properly ear tagged documents will be accepted for processing.

4. The required documents, as outlined in **DepEd Order No. 24, s. 2025**, are listed below. Kindly submit **one (1) copy** of each document:

TEACHING POSITIONS:

- A. Letter of intent (Addressed to **PETER J. GALIMBA, OIC, Schools Division Superintendent**) containing the following information:
 - a. Statement of Purpose/ Expression of interest
 - b. Position applied for
- B. Updated Personal Data Sheet (CSC Form 212, Revised 2025 with Work Experience Sheet
- C. Authenticated 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) and Diploma, including completion of graduate and post-graduate units, / degrees, if available);



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- 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 professional development programs, if any;
- I. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificates (NC) II, 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 per item 14 of DO 24, s. 2025. The latest performance rating shall cover **(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);
- L. Portfolio

SCHOOL HEAD

- A. Letter of intent (Addressed to **PETER J. GALIMBA, OIC, Schools Division Superintendent**) containing the following information:
 - a. Statement of Purpose/ Expression of interest
 - b. Position applied for
- B. Updated Personal Data Sheet (CSC 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) 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. Certificate of Examination for School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test)
- I. 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;
- J. Photocopy of approved latest performance rating the latest performance rating shall cover one (1) year complete performance rating period in the current position;
- K. Outstanding Accomplishments with supporting documents (Means of Verification) which includes Awards and Recognition, Research and Innovation, Subject Matter Experts/Membership in National TWG or Committees, Resource Speakership/Learning Facilitation, NEAP Accredited Learning Facilitator;
- L. Application of Education;
- M. Application of Learning and Development;



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N. 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).

5. Consistent with one of the Presidents' notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)- that no teacher should retire as Teacher I, and pursuant to Title V. Sections 23 and 24 of the Implementing Rules and Regulation (IRR) of Executive Order (EO) N. 174 and Section 8.5.2 of DBM-DepEd Joint Circular No. 1, 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:

- Retirable Teacher I incumbents-both mandatory and optional in the next five years; and
- Head Teacher (HT) and Assistant School Principal (ASP) who are affected by the implementation of the Expanded Career Progression.

6. Notwithstanding and 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.

8. All School Heads are hereby directed to inform **all** teachers of the contents of this Memorandum and to provide technical assistance to interested applicants. School Administrative Officers II shall serve as the secretariat in facilitating the processing and submission of required documents to the Schools Division Office.

9. In the event of natural vacancies within this school year, the points earned by applicants through this comparative assessment process shall remain valid and may be applied accordingly.

10. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this Office highly encourages qualified person with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.

11. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

PETER C. GALIMBA

OIC, Schools Division Superintendent

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

EXPANDED CAREER PROGRESSION (ECP) HRMPSB RECLASSIFICATION



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Annex A

TIMELINE OF ACTIVITIES

ACTIVITY	DATE
PHASE 1 (Establishment of CAReER)	
Issuance of Division Memorandum on the Commencement of ECP for FY 2026	July 13, 2026
Deadline of Submission of Application to School Level	July 23, 2026
Submission of application to Cluster Level	July 24, 2026
Initial evaluation of application documents by Sub Com	July 27-29, 2026
Conduct of demonstration teaching (per School)	July 30-31, 2026
Submission of Documents to SDO Level (Sub Com to HRMPSB)	August 3, 2026
PHASE 2 (Compilation of Documents for Submission to NIR))	
Final evaluation and consolidation of CAReER (HRMPSB)	August 4, 2026
Processing of support documents such as transmittal, RFTP, PAL, etc.	August 5-7, 2026
Finalization and signing of documents for submission to NIR	August 10-12, 2026
Submission to NIR	August 13, 2026

GOD BLESS!



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