



Republic of the Philippines

Department of Education

Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF TABUK CITY

Tabuk City, Kalinga

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

By: fn
Date: 11/3/25 Time: 9:24

November 3, 2025

Division Memorandum

No. 50, s. 2025

SUBMISSION OF APPLICATION FOR RETITLING OF POSITION AND CLARIFICATION TO THE TRANSITORY PROVISION OF DEPED ORDER NO. 34, S. 2025

To: Asst. Schools Division Superintendent
Chief of Divisions
Members of the HRMPSB and Sub-committees
Administrative Officer IIs
All others concerned

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), DepEd Order No. 21, s. 2025 (Amendments to DepEd Order No. 7, s. 2023), DepEd Order 19, 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), DepEd Order No. 24, s. 2025 (Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education), DepEd Order No. 34, s. 2025 (Amendments and Clarifications to DepEd order No. 24, s. 2025) and DM-OUHROD-2025-2505 (Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 24, s. 2025) announces the submission of application for retitling of position.

2. All Head Teachers and Assistant Principals who have not submitted their applications for reclassification are hereby directed to submit their application for retitling of their respective positions to the comparable position under the Classroom Teaching (CT) Career Line or the School Administration (SA) Career Line, as provided in DepEd Order No. 24, s. 2025, and its subsequent amendments. This is subject to their compliance with the minimum qualification standards and the school staffing standards of the position to which they are being retitled, as specified in Annex 1 of this Memorandum.

3. Incumbents who shall undergo the process of retitling of positions **shall NOT be subjected to a Comparative Assessment** but shall only be required to submit the following documentary requirements enclosed in a **Long Orange Folder** not later than 3:00 p.m. of November 7, 2025 at the Records Section of the Schools Division of Tabuk City:

- a. Checklist of Requirements with Omnibus Sworn Statement and Data Privacy Consent downloadable from:
 - <https://bit.ly/checklistHThigherteaching> for reclassification to Comparable Teaching positions



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- <https://bit.ly/checklistERFPrincipal> for retitling to School Principal position

The Certification of Authenticity and Veracity as well as the Data Privacy Consent must be sworn by any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and further amended by RA 10755.

- For incumbents **applying for retitling to Master Teacher position**, submit Report on the number of Teachers and Master Teachers. The template can be downloaded from: <https://bit.ly/MTNumber>
 - Retitling form for Teaching and School Head Position** that can be downloaded from https://bit.ly/Retitling_Form and printed in a long bond paper
 - Application Letter/Intent Letter citing the present position and the equivalent position to be retitled to should be addressed to:
BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City
 - Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2025);
 - **for reclassification to Master Teacher position, include** a Work Experience Sheet (WES) detailing experience in instructional supervision and technical assistance to teachers
 - Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,
 - Copy of Certificate of Training or professional development programs attended,
 - Duly signed Service Records,
 - IPCR with complete performance rating cycle for the last three (3) rating periods,
 - Valid and updated PRC License,
 - Copy of latest appointment.
4. Incumbents shall be evaluated solely through the following criteria and means of verification:

Criteria	Means of Verification
Education	Transcript of Records in the Bachelor's Degree or if applicable in the Master's or Doctoral Degree. If post-graduate study is on-going, submit certification of grades showing the subjects taken and the total units earned.
Training	Certificates of Training/Attendance/Participation to Learning and Development Programs. For retitling to Master Teacher Position, submit Certificates of Participation/Attendance to Training/Capability Building on Instructional Supervision. For retitling to School Principal Position, submit Certificates of Participation/Attendance to Training/Capability Building on School Management and Operations and/or Instructional Leadership and Supervision.
Experience	Duly signed latest Service Records
Performance Requirement	Office Performance Commitment Form (OPCRF) in the last three (3) School Years (SY2022-2023, SY2023-2024, and SY2024-2025)
Eligibility	Valid PRC Identification Card

5. Pursuant to Section 9.0 of DBM-DepEd Joint Circular No. 1, s. 2025, which amends the 1997 Organization and Staffing Standards for DECS Schools Division, Elementary and Secondary Schools and as provided in DepEd Order No. 24, s. 2025 and in Item 9 of DepEd Order No. 34, s. 2025 the modified staffing standards establishing the number of authorized Master Teacher positions (Master Teacher-to-Teacher Ratio) in the Elementary and Secondary schools shall be as follows:

Kindergarten and Elementary Level	
Master Teacher I Master Teacher II Master Teacher III	One (1) plantilla item for every three (3) or five (5) Teachers within the school, regardless of position title
Secondary Level (Junior High School)	
Master Teacher I Master Teacher II Master Teacher III	One (1) plantilla item for every three (3) or five (5) Teachers per subject/learning area within the school, regardless of position title
Secondary Level (Senior High School)	
Master Teacher I Master Teacher II Master Teacher III	One (1) plantilla item for every three (3) or five (5) Teachers per track within the school, regardless of position title
Alternative Learning System	
Master Teacher I Master Teacher II Master Teacher III	One (1) plantilla item for every three (3) or five (5) ALS Teachers within the Schools Division regardless of position title
Multigrade Schools and Hardship Posts	
Master Teacher I Master Teacher II Master Teacher III	One (1) plantilla item for every three (3) Teachers within the school regardless of position title

The table below shows the position an incumbent may be retitled to in the Classroom Teaching (CT) Career Line or School Administration (SA) Career Line, provided they meet the required qualification standards and performance requirement:

Current Position/ Designation	Salary Grade (SG)	Comparable Position in the Teacher Career Line	Salary Grade (SG)
Head Teacher I	14	Teacher IV	14
Head Teacher II	15	Teacher V	15
Head Teacher III	16	Teacher VI	16
Head Teacher IV	17	Teacher VII	17
Head Teacher V	18	Master Teacher I	18
Head Teacher VI	19	Master Teacher II School Principal I*	19
Asst. Principal II	19	School Principal I	19

**An incumbent must pass the National Assessment for School Heads (NASH) in order to be retitled to School Principal I position*

Head Teachers in Secondary schools **who are retitled to equivalent Teacher or Master Teacher positions**, including those Head Teachers in the Elementary schools who opt to continue performing their existing function as Department Head or School Head shall do so until they vacate the position upon promotion, transfer, resignation, retirement, or separation from service. Only then shall a Master Teacher be designated as Department Head pursuant to Section 36 © of Enclosure No.1 of DO No. 24, s. 2025

6. Moreover, pursuant to the Transitory Provisions of DepEd Order No. 34, s. 2025 (Amendments and Clarifications to DepEd order No. 24, s. 2025), the Schools Division of Tabuk City clarifies 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 within or across career stages within the range of three salary grades **provided, that the maximum of three (3) PPST indicators with ratings below the minimum**

performance level shall be observed, and that the overall performance rating shall be at least **“Very Satisfactory”** for Teachers II to VII positions and **“Outstanding”** for Master Teacher positions.

This means that if the **minimum performance standard required is “Very Satisfactory,”** in each of the PPST indicators, a teacher may still qualify for reclassification **even with up to three (3) PPST indicators rated lower than “Very Satisfactory,”** provided that these do not **substantially affect the overall performance rating.**

In this context, ratings of **“Satisfactory,” “Unsatisfactory,” and “Poor”** are considered **below the minimum performance standards.** Allowing a maximum of three (3) indicators below **“Very Satisfactory”** recognizes that while minor areas for improvement may exist, the teacher’s **overall competence, professional practice, and effectiveness** remain consistent with the expectations of the higher position.

Furthermore, as part of the reclassification process, the teacher shall be **required to submit a duly accomplished Teacher’s Commitment Form,** signifying their pledge to continuously uphold the professional standards expected of the position and to address any areas identified for development in the succeeding evaluation period.

7. Affected personnel of the aforementioned clarification is given until 3:00 p.m. of November 5, 2025 to submit their White Long Application folders containing the **documentary requirements** stipulated in this memorandum including the Teacher Commitment Form at their respective school through their Administrative Officer II.

The **School Administrative Officer II** shall **review all submitted application folders,** including those **filed prior to this issuance,** and shall **strictly observe the requirement** that only applicants with a **maximum of three (3) PPST indicators rated below the minimum performance level** may be considered for inclusion in **Batch 2 of the reclassification process.**

8. Failure to submit the documentary requirements on the set deadline shall result to the non-inclusion in the pool of official applicants for reclassification.

9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

10. Only those applicants for reclassification who met the cut-off score of 50 points shall be included in the Comparative Assessment Results for Expanded Reclassification (CAReER) and forwarded for review and endorsement to the Regional Office for DBM approval. On the other hand, retitle

11. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

ANNEX 1
QUALIFICATION STANDARDS OF POSITIONS

Position	Salary Grade	Qualification Standards				
		Education	Training	Experience	Eligibility	Performance Requirements
Teacher IV	14	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years	3 years teaching experience	RA 1080 (Teacher)	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle
Teacher V	15	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years	3 years teaching experience	RA 1080 (Teacher)	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle
Teacher VI	16	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years	4 years teaching experience	RA 1080 (Teacher)	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle
Teacher VII	17	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	32 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years	4 years teaching experience	RA 1080 (Teacher)	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle
Master Teacher I	18	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in curriculum, pedagogy, subject specialization and 8 hours training in Instructional Supervision acquired within the last 5 years	5 years teaching experience	RA 1080 (Teacher)	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle
Master Teacher II	19	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in curriculum, pedagogy, subject specialization and 8 hours training in Instructional	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080 (Teacher)	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle



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			Supervision acquired within the last 5 years			
School Principal I	19	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant area with at least 12 units in management	32 hours of training in any of the or a cumulative of the following; Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080 (Teacher) NQESH/NASH	at least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle



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ANNEX 2

Required Folder Color and Order of Documents/Labeling

JUAN M. DELA CRUZ
Head Teacher II
Purok 6, Bulanao Tabuk City, Kalinga

APPLICATION FOR RETITLING TO
MASTER TEACHER I
Tabuk City National HS
Northern Tabuk District 1
09123456789

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data
Sheet with WES

Scholastic Records

Trainings

Service Record

Performance
Rating

PRC License/ID

Latest issued
Appointment



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