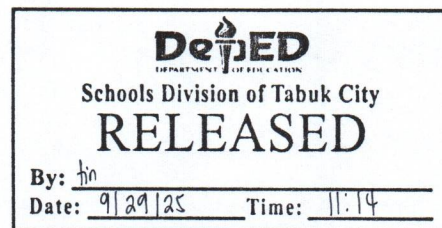




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



September 29, 2025

Division Memorandum

No. 429, s. 2025

**CALL FOR SUBMISSION OF APPLICATION OF HEAD TEACHERS, AND TEACHER IN-CHARGE
FOR PROMOTION TO HIGHER TEACHING POSITIONS THROUGH RECLASSIFICATION
OF POSITION IN THE SCHOOLS DIVISION OF TABUK CITY**

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 No. 20, s. 2024 (Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions), 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), 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 promotion through reclassification in the said Division.

2. Application is open to all incumbent Head Teachers both functioning as School Heads and Department Heads in the public elementary and secondary schools in the Schools Division of Tabuk City including those Person with Disability (PWD), members of the indigenous cultural communities, and those from any sexual orientation and gender identities (SOGI) provided that they meet the Minimum Qualification Standards of the position they wished to be reclassified to as shown in **Annex 1** of this issuance.

3. Pursuant to **Item II of DM-OUHROD-2025-2505 prioritization shall be given to incumbent nearing retirement** (both mandatory and optional) in the next five (5) years. However, **other qualified Head Teachers and with official designation as Teacher In-charge** shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.

4. The guidelines and scoring mechanism that shall be used in the assessment for teacher reclassification of position is DepEd Order No. 20, s. 2024 (Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions) and DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) as amended by DepEd Order No. 21, s. 2025, guided by DepEd Order No. 24, s.



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2025 (Guidelines on the Implementation of the Expanded Career progression System for teachers and School Heads in the Department of Education.)

5. As per Item 20 and 27 of 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) promotion to higher position through reclassification shall be non-hierarchical provided that the following conditions are met:

- a. **Career Stage-based Advancement.** Under no circumstance shall an applicant be allowed to jump to higher career stage/s for promotion without progressing through each of the career stages defined under established professional standards. Hence, an incumbent of any position under Career Stage I (Beginning towards Proficient [Teacher I-III]) shall be required to go through any of the position under Career Stage II (Proficient [Teacher IV-VII]) before advancing to any position under Career Stage III [Highly Proficient (MT I-II)]; and
- b. **Three (3) Salary Grade Limitation.** Promotion, whether through reclassification or natural vacancy, shall not exceed three (3) salary grades higher than the applicant's present position, except when the promotional appointment falls within the purview of any applicable exemptions granted by the CSC as stipulated in the ORAOHRA.
- c. **Modified Staffing Standards for Master Teacher.** 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, the modified staffing standards establishing the number of authorized Master Teacher positions 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 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 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 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 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 apply for through position reclassification following their current career stage and salary grade provided they meet the required qualification standards and performance requirement of the position applied for:

Current Position/ Designation	Salary Grade (SG)	Comparable Position in the Teacher Career Line	Salary Grade (SG)	Possible Position for Reclassification	Salary Grade (SG)
Teacher III	13	N/A	N/A	Teacher IV	14



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(Teacher In-charge)				Teacher V	15
				Teacher VI	16
Head Teacher I	14	Teacher IV	14	Teacher V	15
				Teacher VI	16
				Teacher VII	17
Head Teacher II	15	Teacher V	15	Teacher VI	16
				Teacher VII	17
				Master Teacher I	18
Head Teacher III	16	Teacher VI	16	Teacher VII	16
				Master Teacher I	17
				Master Teacher II	18
Head Teacher IV	17	Teacher VII	17	Master Teacher I	18
				Master Teacher II	19
Head Teacher V	18	Master Teacher I	18	Master Teacher II	19
				Master Teacher III	20
Head Teacher VI	19	Master Teacher II	19	Master Teacher III	20

6. All applicants are required to register and secure their application code through this link: <https://tinyurl.com/sdotccodeapp-2> and submit their application in three (3) properly labeled and color-coded **long folders** following the labeling and order of documents as seen in **Annex 2** of this issuance.

- ORANGE long folder** for **Priority Applicants** (nearing retirement for the next five (5) years whether optional or mandatory;
- GREEN long folder** for regular Head Teacher and TIC application for reclassification of position;

Head Teachers with pending ERF application is also encouraged to submit their application folders.

7. Application folders containing the **documentary requirements** stipulated in this memorandum must be submitted through the Records Section of the Schools Division Office not later than 3:00 p.m. of October 2, 2025.

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

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 reclassification to Master Teacher position**, submit Report on the number of Teachers and Master Teachers. The template can be downloaded from:

- <https://bit.ly/ReportMTNumbers>

- Application Letter/Intent Letter citing the position being applied for reclassification addressed to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

An applicant for reclassification is allowed to file only one (1) position for reclassification.

- Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2025);



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- **for reclassification to Master Teacher position, include** a Work Experience Sheet (WES) detailing experience in instructional supervision and technical assistance to teachers
- e. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,
 - f. Copy of Certificate of Training or professional development programs attended,
 - g. Duly signed Service Records,
 - h. IPCR with complete performance rating cycle for the last three (3) years,
 - i. Valid and updated PRC License,
 - j. Copy of latest appointment.
8. Applicants who fail to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants for reclassification. No additional documents shall be accepted after the deadline.
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.
11. The preparation of the Comparative Assessment Results for Expanded Reclassification (CAReER) Batch 1 shall be covered by the following activities:

Activity	Inclusive Dates	Venue	Responsible Persons
Acceptance of Application	September 30-October 2, 2025	Schools Division Office (Records Section)	PACD/Personnel
Encoding in the IER Form	October 3-6, 2025	SDO	Administrative Officer II
Validation and posting of the Initial Evaluation Result (IER)	October 7-8, 2025	SDO	HRMPSB
Conduct of Comparable Assessment (NCOI)	October 11, 2025	To be announced	HRMPSB Secretariat and Sub-committee
Evaluation and Rating of Comparable Assessment (NCOI)	October 13-14, 2025	SDO	HRMPSB Assessors, Secretariat and Sub-committee
Conduct and Evaluation of Comparable Assessment (COI)	October 13-17, 2025	Clustered Districts	HRMPSB Assessors, Secretariat and Sub-committee
Submission of consolidated comparable assessment rating	October 20, 2025	SDO	Administrative Officer II In-charge
Paper Assessment and Open Ranking Session	October 21-23, 2025	Clustered Districts	HRMPSB Members, Secretariat
Preparation and Finalization of CAReER	October 24, 2025	SDO Personnel Section	HRMO and HRMPSB Secretariat
Preparation and Finalization of the PAL and other pertinent documents	October 27-28, 2025	SDO Bulletin board	HRMO and HRMPSB Secretariat
Submission of all Pertinent Documents to the Regional Office	October 29, 2025	SDO Personnel Section	HRMO and HRMPSB Secretariat

This schedule is subject to change. Any future modification or adjustments shall be covered by a separate issuance.

13. Consistent with the provision of Section 90 of DO 19, s. 2022, a special HRMPSB for the preparation of the Comparative Assessment Results for Expanded Reclassification (CAREr) Batch 1 with the following composition is hereby created:

Name of Member	Position/Designation	Capacity
Jan Nowel E. Peña	Asst. Schools Division Superintendent	Chairperson
Ramonchito A. Soriano	Chief, Curriculum Implementation Division	Member
Dorothy A. Asingal	Administrative Officer V	Member
Catherine M. Badong	Administrative Officer IV	Member
Marilyn B. Pecua	Principal III	Interim Member (Elementary School Principal Representative)
Mildred S. Cabay	Principal IV	Interim Member (Secondary School Principal Representative)
Joshua A. Rebancos	Administrative Aide VI	Secretariat
Mark Angelo L. Sarne	Administrative Aide VI	Secretariat

14. All personnel involved in the preparation of the CAREr and in the reclassification process are directed to maintain the highest standard of integrity, accountability and transparency in accordance to DO 19, s. 2022 or the DepEd Merit Selection Plan while in the performance of their duties and responsibilities as members of the HRMPSB and HRMPSB sub-committee. Personnel are also entitled to a Compensatory Time Off (CTO) for Saturdays, Sundays and Holidays rendered in the discharge of their duties as members and secretariat of the HRMPSB and HRMPSB sub-committee.

15. **All activities related to the preparation of the Comparative Assessment Result for Reclassification (CAREr), as well as the functions of the Human Resource Merit Promotion and Selection Board (HRMPSB), shall be considered part of the official duties and responsibilities of the members involved.** In this regard, attendance and active participation in said activities shall be given **top priority** over other official tasks. Members are expected to ensure their presence and contribution, recognizing that such functions are integral to upholding the merit-based system of selection and reclassification within the Division.

16. All expenses relative to the conduct of the preparation of the CAREr Batch 1 shall be charged to local funds subject to the usual auditing and accounting procedures.

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

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the authority of the
Schools Division Superintendent

JAN NOWEL E. PEÑA
Asst. Schools Division Superintendent



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ANNEX 1
QUALIFICATION STANDARDS OF POSITIONS

Position	Salary Grade	Qualification Standards				
		Education	Training	Experience	Eligibility	Performance Requirements
Teacher II (Elementary)	12	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years	1 year teaching experience	RA 1080 (Teacher)	at least VS in the latest rating period covering one (1) year complete performance cycle
Teacher II (Secondary)						
Teacher III (Elementary)	13	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	2 years teaching experience	RA 1080 (Teacher)	at least VS in the last two (2) immediately preceding rating periods, each covering one (1) year complete performance cycle
Teacher III (Secondary)						
Teacher IV (Elementary)	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 IV (Secondary)						
Teacher V (Elementary)	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 V (Secondary)						
Teacher VI (Elementary)	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 VI (Secondary)						
Teacher VII (Elementary)	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
Teacher VII (Secondary)						



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Master Teacher II (Elementary)	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 (Secondary)						
Master Teacher II (Elementary)	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 Supervision acquired within the last 5 years	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
Master Teacher II (Secondary)						
Master Teacher III (Elementary)	20	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 and 2 years 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
Master Teacher III (Secondary)						
Master Teacher IV (Elementary)	21	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 16 hours training in Instructional Supervision acquired within the last 5 years	5 years teaching experience and 3 years 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
Master Teacher IV (Secondary)						
Master Teacher V (Elementary)	22	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 16 hours training in Instructional Supervision acquired within the last 5 years	5 years teaching experience and 4 years 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
Master Teacher V (Secondary)						



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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 RECLASSIFICATION 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
	Latest Performance Rating
	IPCRF and E-IPCRF Encoding Sheet
	PRC License/ID
	Latest issued Appointment

Category of Application	Color of Long Folder
Priority Application (Teachers nearing retirement within the next five (5) years)	Orange
Regular Application for Reclassification	Green



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CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT RECLASSIFICATION OF POSITION FOR TEACHERS

Name of Applicant:		Position Applied for:		Application Code:	
Address:		Contact No.		Sex:	
Religion:		Ethnicity:		Solo Parent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
				Person w/Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No

Basic Documentary Requirement	Check if submitted	Remarks
1. Application Letter/Intent Letter addressed to the Schools Division Superintendent stating the position applied for		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2025) with Work Experience Sheet,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Copy of Certificate of Training or professional development programs attended,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Duly signed Service Records		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Copy of IPCRF with at least a Very Satisfactory rating for the past three (3) years		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Valid and updated PRC License/ID		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Copy of Latest Appointment		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Submitted by:

Checked by:

Attested by:

Signature of Incumbent

Name & Signature of AO II/PACD

Name & Signature of HRMO

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath