



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: jm  
Date: 10/15/25 Time: 8:34

October 15, 2025

**Division Memorandum**

No. 464, s. 2025

**SUBMISSION OF PERTINENT PAPERS FOR RECLASSIFICATION TO HIGHER TEACHING POSITIONS UNDER DEPED ORDER NO. 34, S. 2025 (AMENDMENTS AND CLARIFICATIONS TO DEPED ORDER NO. 24, 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 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), DM-OUHROD-2025-2505 (Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 24, s. 2025), and DepEd Order No. 34, s. 2025 (Amendments to DepEd Order No. 24, s. 2025 announces the submission of pertinent papers for promotion through reclassification in the said Division.

2. Application is open to all incumbents who are affected by the transitory provisions stipulated in Item 27 of DepEd Order 34, s. 2025 (Amendments and Clarifications to DepEd Order No. 24, s. 2025) under the following conditions:

- a. Teachers with an overall IPCR rating of Very Satisfactory or higher but did not meet the required Outstanding ratings in specific PPST objectives;
- b. Teachers with an overall IPCR rating of Very Satisfactory or higher but received Satisfactory ratings in some PPST indicators required for positions such as Teacher IV or higher;
- c. Master Teachers who failed to meet the performance standards of the higher position due to the conversion of certain PPST indicators from Non-Classroom Observable to Classroom Observable; and



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- d. Teachers on approved official leave (e.g., maternity leave, scholarship, training grant, or other CSC-authorized leave) whose last three IPCRFs show performance deficiencies based on required standards.
3. An affected incumbent who submitted an application for promotion prior to the issuance of DepEd Order No. 34, s. 2025 and wishes to change the position applied for shall be allowed to do so under the following conditions:
- a. The initial application shall be formally withdrawn in writing;
  - b. The applicant shall undergo anew the required classroom observations and portfolio annotation based on the PPST indicators prescribed for the new position applied for; and
  - c. The applicant shall be covered by the schedule of activities for the preparation of the Comparative Assessment for the Expanded Reclassification (CAREER) Batch 2.
4. Change of position applied for shall not be allowed if the applicant is not covered by any of the conditions stated in the Transitory Provisions of DepEd Order No. 34, s. 2025. Furthermore, requests for change of position due solely to a change of preference or personal decision ("change of mind") shall not be entertained.
5. All withdrawals of application relative to the transitory provisions discussed in this issuance must be received at the Records Section of the Schools Division of Tabuk City not later than 3:00 p.m. of October 17, 2025.
6. Application in a white long folder containing the **documentary requirements** stipulated in Division Memorandum No. 406, s. 2025 must be submitted through their respective Administrative Officers not later than 3:00 p.m. of October 24, 2025.
7. All expenses relative to the conduct of the preparation of the CAREER Batch 2 shall be charged to local funds subject to the usual auditing and accounting procedures.
8. Immediate dissemination of and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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