



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: 10/23/25 Time: 7:57

October 23, 2025

Division Memorandum

No. 481, s. 2025

CALL FOR SUBMISSION OF APPLICATION FOR RECLASSIFICATION TO PRINCIPAL I

To: Asst. Schools Division Superintendent
Chief of Divisions
Elementary and Secondary School Heads
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 2025 Batch 1 National Assessment for School Heads (NASH) whose current position is Head Teacher III or those with Salary Grade Level 16 or above. 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 following Minimum Qualification Standards:

Education	Training	Experience	Eligibility	Performance Rating
Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant area with at least 9 units in management	32 hours of training in curriculum, pedagogy, school management and operations, instructional leadership acquired within the last 5 years	5 years teaching experience and 1 year experience in school management and operations	RA 1080 (Teacher) NQESH/NASH	at least VS in the previous rating period



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3. The guidelines and scoring mechanism that shall be used in the assessment for teacher reclassification of position is 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. 2025 (Guidelines on the Implementation of the Expanded Career progression System for teachers and School Heads in the Department of Education.)

6. All applicants are required to submit their application in one properly labeled **YELLOW long folder** following the labeling and order of documents as seen in **Annex 1** of this issuance not later than October 27, 2025 at the Records Section of the Schools Division of Tabuk City with the following documentary requirements

- a. Checklist of Requirements with Omnibus Sworn Statement and Data Privacy Consent downloadable from:

- <https://bit.ly/checklistERFPrincipal> for reclassification for Principal 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.

- b. 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

- c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2025) with Work Experience Sheet (WES);
- d. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,
- e. Copy of Certificate of Training or professional development programs attended,
- f. Duly signed Service Records,
- g. Latest Performance Rating covering one (1) year performance,
- h. Copy of the Certificate of NASH Rating, and
- i. Valid and updated PRC License or Appropriate Certificate of Eligibility,
- j. Other non-mandatory documentary requirements (if available)

1. Proof of Outstanding Accomplishments (Employee Award, Research or Innovation, Speakership, Certificate as NEAP Facilitator)
2. Proof of Application of Education (with complete MOVs), and
3. Proof of Application of Learning and Development (with complete MOVs)

9. 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.

10. 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



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disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

11. 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.

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 (CAREER) Batch 1 with the following composition is hereby created:

Name of Member	Position/Designation	Capacity
Jan Nowel E. Peña	Asst. Schools Division Superintendent	Chairperson
Sally P. Feken	Chief, School Governance and Operations 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 CAREER 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 (CAREER), 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 CAREER 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



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ANNEX 1

Required Folder Color and Order of Documents/Labeling

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

**APPLICATION FOR RECLASSIFICATION TO
PRINCIPAL I**

San Francisco Integrated School
Northern Tabuk District 12
09123456789

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data
Sheet

Scholastic Records

Trainings

Service Record

Latest Performance
Rating

Outstanding
Accomplishment

Application of
Education

Application of
Learning and Devt

PRC License/ID

Latest Issued
Appointment

Handwritten signature



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