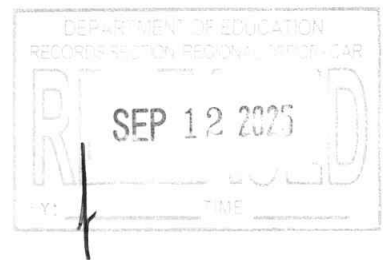




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



11 September 2025

**REGIONAL MEMORANDUM**  
No. **669-2025**

**DISSEMINATION OF DM-OUHROD-2025-2505 "COMMENCEMENT OF  
RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL  
POSITIONS PURSUANT TO DEPED ORDER NO. 024, S. 2025"**

To: Assistant Regional Director  
Schools Division Superintendents  
All Divisions  
All Others Concerned

1. This Regional Memorandum is issued to disseminate **DM-OUHROD-2025-2505**, titled "**Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025.**"

2. In line with the said memorandum, all qualified teaching and school principal incumbents may apply for the reclassification of their positions, subject to the necessary assessments, applicable staffing standards, and availability of funds. However, **priority shall be given** to the following qualified incumbents:

- i. Retirable Teacher I incumbents** – both mandatory and optional in the next five (5) years); and
- ii. Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

3. All incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority are required to undergo assessment in accordance with the following guidelines:

**Position**  
*Teaching Positions*

**Basis**  
*Enclosure No. 2 to DO 024, s. 2025: "Guidelines on the Reclassification to Teaching Positions"*

*School Principal Positions*

*Enclosure No. 3 to DO 024, s. 2025: "Guidelines on the Reclassification to School Principal Positions"*

4. To ensure timely compliance, **all complete documentary requirements** must be submitted to the Regional Office on or before **October 30, 2025**. This date shall serve as the **last day of acceptance** for submissions.

- Applications shall be processed on a **first-come, first-served** basis, based on the **receipt of complete documents**.
- **Incomplete submissions** will not be queued and shall only be considered upon completion of all required documents.

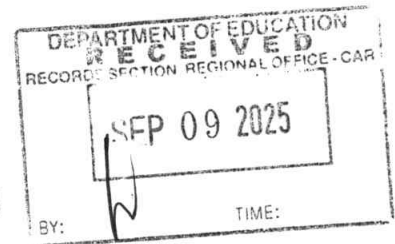
5. All concerned are hereby directed to ensure the proper dissemination of this information and to provide appropriate guidance to school heads and interested applicants in the preparation and timely submission of the required documents.
6. For information, guidance and compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director 

ASD/PS/msc



Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



**MEMORANDUM**  
**DM-OUHROD-2025-1505**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **COMMENCEMENT OF RECLASSIFICATION OF TEACHING**  
**AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO**  
**DEPED ORDER NO. 024, s. 2025**

DATE : September 8, 2025

**I. Background**

Under the Fiscal Year (FY) 2025 General Appropriations Act (GAA), a total budget of **6,148,433,000.00** is appropriated to cover the Reclassification of Teaching and School Head Positions in the Department of Education (DepEd), which is expected to be utilized within the year.

In view of the above and the recent issuance of **DepEd Order No. 024, s. 2025** or the *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, pursuant to **Executive Order (EO) No. 174, s. 2022** and its subsequent issuances,<sup>1</sup> this Office hereby directs all concerned Schools Division Offices (SDOs) to **commence the reclassification of teaching and school principal positions**, in strict compliance with the mechanisms, procedures, and standards prescribed under DepEd Order No. 024, s. 2025.

<sup>1</sup> **Implementing Rules and Regulations (IRR)** of Executive Order No. 174, s. 2022

**DBM-DepEd Joint Circular No. 01, s. 2025** on the 'Modified Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System'

**DepEd Order No. 019, 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

## II. Prioritization

Consistent with one of the President's notable commitments and reform agenda during the 2024 State of the Nation Address (SONA)—that **“no teacher should retire at Teacher I,”** and pursuant to **Title V. Sections 23 and 24** of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 and **Section 8.5.2** of DBM-DepEd Joint Circular No. 01, 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:

- i. **Retirable Teacher I** incumbents—both mandatory and optional in the next five (5) years<sup>2</sup>; and
- ii. **Head Teachers (HT) and Assistant School Principals (ASP)** who are affected by the implementation of the Expanded Career Progression.

Notwithstanding the 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.

## III. Reclassification of Position

Pursuant to **Section 21 and 22 of Enclosure No. 1 to DO 024, s. 2025**, and consistent with the merit-and competency-based career advancement, all incumbent teachers and school heads vying for promotion through reclassification of position, including those with priority (i.e., Retirable Teacher I, HTs, and ASPs), shall be required to undergo assessment, in accordance with the applicable guidelines:

- Enclosure No. 2 to DO 024, s. 2025: *‘Guidelines on the Reclassification to Teaching Positions’*
- Enclosure No. 3 to DO 024, s. 2025: *‘Guidelines on the Reclassification to School Principal Positions’*.

Pursuant to **Item G of Enclosures 2 and 3 to DO 024, s. 2025**, the SDO, upon the completion of the required assessment, shall endorse all the required documents to the Regional Office **on or before October 30, 2025** for evaluation and approval, if found in order, and for onward submission to the Department of Budget and Management (DBM) - Regional Office on or before **November 30, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).

To ensure timely compliance with the foregoing timelines, ROs and/or SDOs may set earlier deadlines for the submission of applications, insofar as practicable, taking into account the anticipated volume of applications and current workforce capacity to evaluate and process the applications.

<sup>2</sup> Section 13-13 (A) of Republic Act No. 8291 - The Government Service Insurance System Act of 1997

**Mandatory Retirement:** retirement shall be compulsory for an employee at **sixty-five (65) years of age** with at least fifteen (15) years of service

**Optional Retirement:** at least sixty (60) years of age and has rendered at least fifteen (15) years of service

