



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

August 18, 2025

DIVISION MEMORANDUM

OSDS-2025-553

SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION UNDER THE EXPANDED CAREER PROGRESSION SYSTEM FOR PUBLIC SCHOOL TEACHERS

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
All Others Concerned

1. Pursuant to the Implementing Rules and Regulations (IRR) of Executive Order No. 174, s. 2022, entitled "*Establishing the Expanded Career Progression System for Public School Teachers*", this Office announces the acceptance of applications for reclassification of Teacher II to VII, Master Teacher II to V, and Principal II to IV items through the District Offices.

2. All interested applicants shall submit the following documentary requirements to the respective Schools for assessment.

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- k. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

3. School Heads are hereby advised to immediately assess applicants' documents following DepEd Order No. 020, s. 2024, certify their completeness and authenticity, and submit them to the District Supervisor for review and endorsement to the Division Office (Personnel Section) **on or before September 26, 2025**.

4. Only complete and properly endorsed documents coursed through the School Head and District Supervisor will be accepted.

5. Widest dissemination of this memorandum is desired.

Digitally signed by Jay S.
Montealto
Date: 2025.08.20 17:09:35 +08'00'

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Department of Education	
Division of Dapitan City	
RELEASED	
NO <u>553</u>	DATE <u>8/20/25</u>
TIME <u>5:17</u>	BY <u>ef</u>