



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

07 Oct 2025

DIVISION MEMORANDUM

No. **151** , s. 2025

**RETITLING OF EXISTING FILLED POSITIONS TO POSITIONS IN THE
EXPANDED CAREER PROGRESSION SYSTEM**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Other Concerned

1. Retitling is a form of reclassification that does not involve change in salary grade of the position; provided that the new position title belongs to the same occupational group.
2. Pursuant to Section 21 of EO 174 and its IRR and Section 34 (VI) of Enclosure 1 to DepEd Order 024, s. 2025, the existing positions, with titles that do not conform to the position titles in the ECP System shall be retitled to the positions of equivalent SGs in the ECP System, as follows, subject to the applicable staffing standards and deployment parameters for Master Teacher and School Principal positions:

Current Position	Retitled Position	SG Level
Special School Principal II Assistant School Principal III	Master Teacher III	20
Special School Principal I Assistant School Principal II Head Teacher VI	School Principal I or Master Teacher II	19
Assistant School Principal I Assistant Special School Principal I Head Teacher IV	Master Teacher I Teacher VII	18 17
Head Teacher III	Teacher VI	16
Head Teacher II	Teacher V	15
Head Teacher I	Teacher IV	14

Current Position	Retitled Position	SG Level
Special Needs Education Teacher V	Master Teacher I (Special Needs Education	18



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	Master Teacher I)	
Special Needs Education Teacher IV	Teacher VII (Special Needs Education Teacher IV)	17
Special Needs Education Teacher III	Teacher VI (Special Needs Education Teacher III)	16
Special Science Teacher II	Teacher VI (Special Science Teacher)	16
Special Needs Education Teacher II	Teacher V (Special Needs Education Teacher II)	15
Special Needs Education Teacher I	Teacher IV (Special Needs Education Teacher I)	14
Special Science Teacher I	Teacher III (Special Science Teacher)	13

Note: Retitled positions shall maintain the parenthetical titles of Special Needs Education Teacher and Special Science Teacher

3. Incumbents of titles that do not conform to the position titles in the ECP System shall be required to meet the CSC-approved QS of the equivalent position. Thus, incumbents shall submit the following documentary requirements to the Division HRMOs for evaluation:
 - a. Retitling Form (See Annex T of DO 024, s. 2025)
 - b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
 - c. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - d. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
 - e. Photocopy of valid and updated PRC License/ID;
 - f. For Assistant School Principal II-III and Head Teacher VI only who opted to be retitled to School Principal position: Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd)
4. Upon receipt of the documents, an initial evaluation of the applicants' qualifications vis-à-vis the CSC-approved QS of the position applied for shall be conducted by the HRMO. Specifically, the HRMO shall assess whether the applicants meet the minimum qualifications in terms of Education, Experience, Training, Eligibility requirements.



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5. Incumbents shall submit the documents enclosed in a **yellow folder** with cover page and proper labeling to the Division Office on or before **October 27, 2025**.
6. All Incumbents for retitling to equivalent ECP position titles are exempt from HRMPSB comparative assessment.
7. The retitling form can be accessed at **bit.ly/Personneldownloadables**.
8. For inquiries, contact Roel D. Balbareno at 09773941073.
9. Immediate and widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

POSITIONS

Roel D. Balbareno/OSDS/DM – retitling of existing filled positions to positions
in the expanded career progression system

0966/October 7, 2025