



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

8 Sept 2026

DIVISION MEMORANDUM

No. **094** s. 2026

CALL FOR SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION OF HIGHER
TEACHING AND SCHOOL PRINCIPAL POSITIONS PURSUANT TO DEPED ORDER NO.
024, S. 2025

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
HRMPSB Members
All Interested Applicants
This Division

1. In relation to DepEd Order No. 024, s. 2025 (*Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads*) and Memorandum DM-OUHROD-2025-2505, this Office announces the commencement of the submission of applications for reclassification.
2. The implementation of the reclassification of the approved positions shall be determined on the **estimated number of slots for reclassification for SDO-Sarangani** based on the *available budget allotment for the current fiscal year, priority positions based on teacher needs analysis and applicable staffing standards and ratios for Master Teacher position*. The CAREER for the position is valid until it is exhausted. Therefore, qualified teacher applicants who meet the 50 cut-off points but are not reclassified due to limited funds shall be prioritized in the next fiscal year.
3. Interested applicants are required to submit online application by filling up personal data in the Personnel Unit website through this link [**DepEd-Sarangani Reclassification Registration 2026 – Batch 3**](#). The Personnel Unit will not accept application without registration of their online application.
4. The preliminary activities of the application process shall be conducted at the school level. The school Administrative Officers shall undertake an initial review to verify the completeness of submitted documents and confirm the applicants' qualifications. Master Teachers and School Heads who have completed the assessors' training under the Division's Capability Workshop for ECP shall serve as members of the sub-committee responsible for the evaluation and observation of all qualified applicants. The Human Resource Merit Promotion and Selection Board (HRMPSB), together with the SDO Human Resource personnel, shall oversee the overall technical, clerical, and strategic processes of the application. The Schools Heads and Masters Teachers of the schools shall facilitate the evaluation of applicants on Education, Training, Experience, Performance Rating, Demonstration of Classroom Observable and Non-Classroom Observable Indicators. Public School District Supervisors/Principal-in-Charge shall monitor the conduct of Demonstration Teaching and Portfolio Assessment. Schools with no Master Teacher may invite master teacher from other schools upon the approval of their PSDS/PIC. The PSDS may also serve as





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the observer and assessor in the conduct of said demonstration and portfolio assessment.

5. Following the evaluative assessments conducted by the School, Teacher Applicants must submit **one (1) complete set of documents** for the position applied for, enclosed in a **pink folder** with prescribe cover page, proper labeling and tabbing and shall be forwarded to the Division Office on or before **October 1, 2026**.

6. For School Heads, deadline of submission is on **September 21, 2026**. Evaluation of Qualification and other Evaluative Assessments shall be done in the Division Office.

7. Applicants are advised to use ear tabs and arrange all documents in the order mentioned in the checklist of requirements. Color coding in the use of ear tab shall be observed as follows:

Ear tab color
Elem – white
JHS – blue
SHS – red

8. Promotion through reclassification, shall be limited to a **maximum of three (3) salary grades** higher than the employee’s current position.

9. All interested applicants for reclassification (Teaching/School Principal) shall submit the Reclassification Form for Teaching Positions (RFTP) (Annex B-1 in DO 24 s. 2025) and Reclassification Form for Principal Positions (RFSPP) (Annex B-2 in DO 24 s. 2025) to their respective Schools. The RFTP shall be supported by the following documents:

For Teaching positions:

- Duly accomplished RFTP;
- Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/ Expression of interest
 - Position applied for
- Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID;
- Certificate of Competency Level issued by authorized body (if applicable);
- 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);
- Photocopy of duly signed Service Record;
- Photocopy of latest appointment;
- Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or a certificate 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;
- Photocopy of Technical Education and Skills Development Authority (TESDA), National Certificate (NC) II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);





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- 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 of the position. 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-2 in DO 24, s. 2025); and
- m. Other documents may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

For School Principal Positions:

- a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/ Expression of interest
 - ii. Position applied for
- b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency Level issued by authorized body (if applicable);
- e. 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);
- f. Photocopy of duly signed Service Record;
- g. 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;
- h. 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);
- i. Photocopy of latest appointment;
- j. Photocopy of the Performance Rating with at least Very Satisfactory rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
- k. 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-2 in DO 24, s. 2025); and
- l. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
- m. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

10. In addition to performance requirements, all applicants must meet the basic **CSC Approved Qualification Standards for Teachers (as amended)** for the position to be filled. Per DepEd Order No. 024, s. 2025 and DepEd Order No. 034, s. 2025, there will be an initial evaluation of the applicant's qualifications vis-à-vis these





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standards. The initial evaluation shall likewise include the determination of the applicant's performance. A rating of at least Very Satisfactory in the last rating period covering one (1) complete year performance cycle in the current position shall be required. In addition, internal applicants shall be required to satisfy the set performance requirements of the position applied for, based on at most three (3) rating periods reckoned from the immediately preceding performance cycle completed. (*Refer to Enclosure No. 1 for Performance Requirements and Enclosure No. 3 for CSC Approved QS*).

11. The applicant assumes full responsibility and accountability for the 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 disqualification. School Administrative Officer shall certify the photocopied documents of their respective teachers and school head. No additional documents will be accepted after the set deadline.

12. All necessary forms, including the Omnibus Sworn Statement and other reclassification documents, can be accessed through this link: bit.ly/Personneldownloadables. To promote uniformity in the submission of folders, applicants are directed to download and utilize the official cover page template provided in the link (*See Enclosure No. 2 for the sample cover page*).

13. Please refer to DepEd Order (DO) No. 19, s. 2022 titled "The Department of Education Merit Selection Plan", DepEd Order No. 24, s. 2025 re "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education", and DepEd Order No. 34 titled "Amendments and Clarifications to DepEd Order No. 24, s. 2025" for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.

14. To assist applicants in the proper preparation and arrangement of their documents, a **Reclassification Guide** has been created. This guide is also available and can be accessed through [Reclassification Guide 2026 v2](#). An online orientation for School Administrative Officers will be conducted on September 15, 2026, at 9:00 a.m. via Microsoft Teams. The activity aims to discuss the guidelines and procedures on reclassification, as well as the facilitation and processing of reclassification applications. The Microsoft Teams meeting link will be provided one (1) hour prior to the scheduled activity.

15. An orientation on the Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads will be conducted for all applicants on September 17, 2026. Due to the number of participants and the capacity of the MS Teams platform, the orientation will be conducted in two (2) batches:

Batch 1: 10:00 AM – 12:00 PM

Batch 2: 2:00 PM – 4:00 PM

The MS Teams link will be provided to the School Administrative Officers, who shall disseminate the link to the concerned teachers and applicants. Applicants are advised to coordinate with their respective School Administrative Officers for the orientation link and other related information.





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16. Incomplete documents, non-conforming to specified instructions, blurred photocopies, uncertified photocopies and improper presentation of requirements shall not be accepted and will be deferred to the next call for applications.
17. Immediate and widest dissemination of this Memorandum is desired.

ATTY. NELYN B. FRINAL CESO VI 
Schools Division Superintendent

Encl.: As stated
Reference: As stated

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

RECRUITMENT
SELECTION
RSPS/OSDS-PU/MLA –Submission of Applications for Reclassification...
0694/September 8, 2026





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Enclosure No. 1: Performance Requirements

Position Applied For	Classroom Observable Indicator	Non-Classroom Observable Indicator
Teacher II	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Teacher IV	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
Teacher V	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
Teacher VI	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory; and 4 Proficient NCOIs at Outstanding
Teacher VII	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory; and 6 Proficient NCOIs at Outstanding
Master Teacher I	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding
Master Teacher II	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding
Master Teacher III	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory; and 8 Highly Proficient NCOIs at Outstanding
Master Teacher IV	At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory; and 5 Distinguished NCOIs at Outstanding
Master Teacher V	21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory; and 8 Distinguished NCOIs at Outstanding





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Enclosure No. 2 for the sample cover page



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Alabel National High School
Alabel 3 District

LIM, CHRISTIAN YU
Teacher 3
(JHS)

for

Teacher 6
ECP/RECLASSIFICATION





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Teacher 3	Elementary and Junior High School
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Experience:	2 years teaching experience
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 4	Elementary and Junior High School
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Experience:	3 years teaching experience
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 5	Elementary and Junior High School
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Experience:	3 years teaching experience
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 6	Elementary and Junior High School
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Experience:	4 years teaching experience
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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Teacher 7	Elementary and Junior High School
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Experience:	4 years teaching experience
Training:	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 3	Senior High School Teacher - Academic Track and Core Subject
Education:	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education
Experience:	2 years experience in teaching or industry work in relevant strand/subject
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 4	Senior High School Teacher - Academic Track and Core Subject
Education:	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 18 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education
Experience:	3 years experience in teaching or industry work in relevant strand/subject
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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Teacher 5	Senior High School Teacher - Academic Track and Core Subject
Education:	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education
Experience:	3 years experience in teaching or industry work in relevant strand/subject
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 6	Senior High School Teacher - Academic Track and Core Subject
Education:	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 30 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education
Experience:	4 years experience in teaching or industry work in relevant strand/subject
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 3	Senior High School Teacher - Arts and Design Track
Education:	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education
Experience:	2 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields
Training:	16 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject acquired within the last 5 years
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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Teacher 4	Senior High School Teacher - Arts and Design Track
Education:	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education
Experience:	3 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields
Training:	16 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 5	Senior High School Teacher - Arts and Design Track
Education:	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education
Experience:	3 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields
Training:	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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Teacher 6	Senior High School Teacher - Arts and Design Track
Education:	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education
Experience:	4 years relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields
Training:	24 hours of relevant training in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses under relevant strand/subject acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 3	Senior High School Teacher - Sports Track
Education:	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education
Experience:	2 years relevant experience in teaching or industry work in in the relevant field(s) under Sports Track
Training:	16 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 4	Senior High School Teacher - Sports Track
Education:	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education
Experience:	3 years relevant experience in teaching or industry work in in the relevant field(s) under Sports Track
Training:	16 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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Teacher 5	Senior High School Teacher - Sports Track
Education:	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education
Experience:	3 years relevant experience in teaching or industry work in in the relevant field(s) under Sports Track
Training:	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 6	Senior High School Teacher - Sports Track
Education:	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education
Experience:	4 years relevant experience in teaching or industry work in in the relevant field(s) under Sports Track
Training:	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 3	Senior High School Teacher - Technical Vocational Track
Education:	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education
Experience:	2 years experience in teaching or industry experience in relevant strand/area of specialization
Training:	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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Teacher 4	Senior High School Teacher - Technical Vocational Track
Education:	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education
Experience:	3 years experience in teaching or industry experience in relevant strand/area of specialization
Training:	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 5	Senior High School Teacher - Technical Vocational Track
Education:	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education
Experience:	3 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization
Training:	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher 6	Senior High School Teacher - Technical Vocational Track
Education:	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education
Experience:	4 years experience in teaching or industry experience in relevant strand/area of specialization
Training:	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Eligibility:	RA 1080, as amended (Teacher-Elementary/ Secondary)





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School Principal I	
Education	Master's degree in Education, or Educational Management, or Educational Leadership Master's degree in relevant learning area with at least 9 units in Management
Training	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Experience	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, Subject area supervision, school management and operations, instructional supervision
Eligibility	RA 1080, as amended (Teacher)

School Principal II	
Education	Master's degree in Education, or Educational Management, or Educational Leadership Master's degree in relevant learning area with at least 12 units in Management
Training	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Experience	5 years teaching experience and 2 years' experience in school management and operations
Eligibility	RA 1080, as amended (Teacher)

School Principal III	
Education	Master's degree in Education, or Educational Management, or Educational



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	<i>Leadership Master's degree in relevant learning area with at least 15 units in Management</i>
<i>Training</i>	<i>40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years</i>
<i>Experience</i>	<i>5 years teaching experience and 3 years' experience in school management and operations</i>
<i>Eligibility</i>	<i>RA 1080, as amended (Teacher)</i>

School Principal IV	
<i>Education</i>	<i>Master's degree in Education, or Educational Management, or Educational Leadership Master's degree in relevant learning area with at least 18 units in Management</i>
<i>Training</i>	<i>40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years</i>
<i>Experience</i>	<i>5 years teaching experience and 4 years' experience in school management and operations</i>
<i>Eligibility</i>	<i>RA 1080, as amended (Teacher)</i>





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Enclosure No. 4 ECP Process Flow

RECLASSIFICATION PROCESS FLOW			
CLIENT STEPS	AGENCY SECTION	TIMELINE	PERSON
			RESPONSIBLE
1. Register online via the provided link, prepare all documentary requirements according to the Reclassification Guide, and submit the folder Register here Downloadable	1.1 Checked and attached the Graduate School Verification Compilation here		Teacher (Applicant)
	1.2 Generate Application Code Generate here		
	1.3 Receives applications and assess the formats and completeness of the attached documents.		School AO/ADAS Acting as AO
	1.4 Print the applicant's Plantilla and match it to their corresponding records. Plantilla here		
	1.5 Securely attach the verified Plantilla to the applicant's folder.		
	1.6 Initial Assessment of Documents (Qualification Standards + Performance Requirements)		School -For positions Teacher II to Teacher VII: Observers: Master Teacher and School Head -For the position of Master Teacher: Observers: Public Schools District Supervisor (PSDS) and Education Program Supervisor (EPS) PSDS/Principal-in-Charge shall monitor the conduct of Demonstration Teaching and Portfolio Assessment
	1.7 The school conducts demonstration teaching, interviews, and examinations for teacher applicants undergoing reclassification.		
2. Finalize the Reclassification documents and folder (RFTP form, etc.)			Teacher (Applicant)
	2.1 Receives the application with final and complete attachments from the Teacher		School AO/ADAS Acting as AO
	2.2 Encode to Reclassification Tracker Encode here		
	2.3 Forwards the folder with final and complete attachments to Divison		
	2.4 Receives the Reclassification folder, checks completeness of documents and update online tracer		Personnel Unit Staff/In-charge
	2.5 Initial Evaluation Result (IER)		
	2.6 Create and post Comparative Assessment Result for Expanded Reclassification (CAREER)		
	2.7 Open Ranking		
	2.8 Personnel Staff forwards the application folders to Recla Evaluators, ASDS and SDS for approval		
	2.9 Submission of the validated applications to Regional Office Update the online Tracer		
	2.10 Validation and approval of Reclassificaion by the Regional Office	Regional office Staff	
	2.11 Receiving of evaluated Reclassification folder from Regional Update the online Tracer	Personnel Unit Staff/In-charge	
2.12 Returning of Reclassification folder to School AO/ADAS Acting as AO			
3. Receives evaluated Reclassification folders from School AO/ADAS Acting as AO	3.1 Returning the evaluated Reclassificaion folders to Teachers	School AO/ADAS Acting as AO	
END OF PROCESS			

