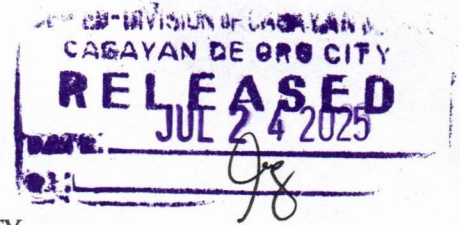




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

**24 July 2025**

DIVISION MEMORANDUM  
No. 584 s.2025

**REITERATION OF THE DEADLINE OF SUBMISSION OF EQUIVALENT  
RECORD FORM (ERF) AND RECLASSIFICATION OF POSITION**

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
All Elementary and Secondary Public School Heads  
This Division

1. Pursuant to Regional Memorandum No. 476, s. 2025, Reiteration Of The Deadline Of Submission Of Equivalent Record Form (Erf) And Reclassification Of Position and DM-OUHROD-2025-0541 entitled Guidelines on the Utilization of Lumpsum for the Reclassification of Positions for 1<sup>st</sup> Quarter of Fiscal Year (FY) 2025 dated March 3, 2025, this Office hereby reminded that the applicants for reclassification of teaching and school heads position, except for School Principal 1, was until March 25, 2025 and recommendations for this purpose were already submitted to DBM-RO not later than the stated date.
2. Likewise, as stipulated in the cited guidelines, processing will resume only upon the effectivity of the DepEd-DBM Joint Circular No. 01, s. 2025 and the issuance of corresponding Implementation Rules and Regulations on Position Classification and Compensation Scheme and System of Career Progression for Teachers and School Heads in the Public Basic Education System.
3. Pending the same and to manage the transition to the new reclassification process per ECP system, all ERF reclassification for teaching and school head positions received beyond the set deadline is **put on hold**.
4. Review of the cited materials is strongly advised for the guidance of the Office concerned.
5. This Office directs the immediate dissemination of and strict compliance of this Memorandum.



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (088) 855-0044, (088) 855-0047, (088) 328-2142  
**Email Address:** cagayandeoro.city@deped.gov.ph  
**Website:** <https://depedcdo.net/>

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| Doc. Ref. Code | SDO-OSDS-F004 | Rev  | 00     |
| Effectivity    | 11.11.24      | Page | 1 of 2 |



6. To ensure clarity, all issuances are attached to this memorandum.
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. This Office directs immediate and wide dissemination of this Memorandum.

  
**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

RECLASSIFICATION      IMPLEMENTATION

DM001-PS-OSDS-AVC / RECLASS MEMORANDUM  
July 24, 2025

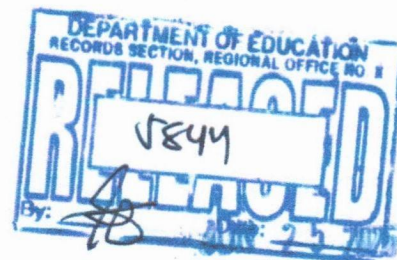


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| Doc. Ref. Code | SDO-OSDS-F004 | Rev  | 00     |
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



Office of the Regional Director

June 23, 2025

**REGIONAL MEMORANDUM**

No. 474, s. 2025

**REITERATION ON THE DEADLINE OF SUBMISSION OF  
EQUIVALENT RECORD FORM (ERF) AND RECLASSIFICATION OF POSITIONS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Human Resource Management Officers  
All Others Concerned

1. Pursuant to DM-OUHROD-2025-0541 entitled *Guidelines on the Utilization of Lumpsum for the Reclassification of Positions for 1st Quarter of Fiscal Year (FY) 2025* dated March 3, 2025, this Office hereby reminded that applications for reclassification of teaching and school heads position, except for School Principal I, was until March 25, 2025 and recommendations for this purpose were already submitted to DBM-RO not later than the stated date.
2. Likewise, as stipulated in the cited guidelines, processing will resume only upon the effectivity of the DepEd-DBM Joint Circular No. 01, s. 2025 and the issuance of corresponding Implementing Rules and Regulations on Position Classification and Compensation Scheme and System of Career Progression for Teachers and School Heads in the Public Basic Education System.
3. Pending the same and to manage the transition to the new reclassification process per ECP system, all ERF reclassification for teaching and school head positions received beyond the set deadline is **put on hold**.
4. Review of the cited materials is strongly advised for the guidance of the Office concerned.
5. This Office directs the immediate dissemination and strict compliance of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subject:

RECLASSIFICATION      IMPLEMENTATION

ASD-PS/@mz  
25-133795



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone No: (088) 881-3137  
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| Doc. Ref. Code | RO-ORD-F013 | Rev  | 01     |
| Effectivity    | 01.22.24    | Page | 1 of 1 |







Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-0541

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

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

SUBJECT : GUIDELINES ON THE UTILIZATION OF LUMP SUM FOR THE  
RECLASSIFICATION OF POSITIONS FOR 1<sup>ST</sup> QUARTER OF  
FISCAL YEAR (FY) 2025

DATE : 03 March 2025

Under the FY 2025 General Appropriations Act (GAA), a total budget of **Php 6,148,433,000.00** is appropriated for the Lumpsum for the Reclassification of Positions. The bulk of the funding is intended for the reclassification of Teaching (Teacher II-VII and Master Teacher I-V) and School Head positions in view of the implementation of Executive Order (EO) No. 174, s. 2024 'Establishing the Expanded Career Progression System for Public School Teachers' upon issuance of the supplemental guidelines through a DepEd-DBM Joint Circular and internal guidelines in a form of a DepEd Order.

However, a total of **Php 2,740,369,000.00** is intended to cover for the reclassification of reported pending applications from FY 2023 and previous years (i.e. backlogs).

In view of the above, the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD), herewith provides the following guidelines on the Utilization of the Lumpsum for the Reclassification of Positions for the 1<sup>st</sup> Quarter of FY 2025:

1. All regions, in coordination with DBM Regional Office counterparts, are hereby instructed to **prioritize the processing and approval of all pending applications reclassification of teaching and school heads** under the following objects of expenditure:
  - a. Equivalent Records Form



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
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|                |                |      |        |
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| Doc. Ref. Code | CO-OUHROD-F003 | Rev  | 00     |
| Effectivity    | 03.23.23       | Page | 1 of 3 |



- b. Conversion of Master Teachers
- c. Reclassification of Positions

Priority shall be given to the pending applications for reclassification from the previous years as reported by DepEd Regional Offices to DepEd Central Office Budget Division as of December 31, 2023, as follows:

| <b>RECLASSIFICATION APPLICATION BACKLOGS FROM PREVIOUS YEARS</b><br><i>(as of December 31, 2023)</i> |                 |                                             |
|------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------|
| <b>Region</b>                                                                                        | <b>Physical</b> | <b>Financial Amounts<br/>(in thousands)</b> |
| National Capital Region (NCR)                                                                        | 1,869           | 74,646                                      |
| Region I - Ilocos                                                                                    | 1,298           | 70,882                                      |
| Cordillera Administrative Region (CAR)                                                               | 859             | 50,511                                      |
| Region II - Cagayan Valley                                                                           | 3,765           | 293,569                                     |
| Region III - Central Luzon                                                                           | 2,620           | 171,168                                     |
| Region IVA - CALABARZON                                                                              | 3,732           | 127,922                                     |
| Region IVB - MIMAROPA                                                                                | 3,862           | 102,180                                     |
| Region V - Bicol                                                                                     | 5,977           | 224,022                                     |
| Region VI - Western Visayas                                                                          | 5,027           | 383,029                                     |
| Region VII - Central Visayas                                                                         | 4,414           | 304,891                                     |
| Region VIII - Eastern Visayas                                                                        | 2,941           | 133,459                                     |
| Region IX - Zamboanga Peninsula                                                                      | 4,163           | 244,882                                     |
| Region X - Northern Mindanao                                                                         | 2,026           | 133,740                                     |
| Region XI - Davao                                                                                    | 3,752           | 249,880                                     |
| Region XII - SOCCSKSARGEN                                                                            | 2,029           | 85,795                                      |
| Region XIII - CARAGA                                                                                 | 1,644           | 89,793                                      |
| <b>Grand Total</b>                                                                                   | <b>49,978</b>   | <b>2,740,369</b>                            |

2. All remaining backlogs that will not be covered by the Monthly Cash Program for the 1<sup>st</sup> Quarter of FY 2025 shall be prioritized in the 2<sup>nd</sup> Quarter.
3. All reclassification application backlogs shall be processed in accordance with existing policies and guidelines, as applicable:
  - Teacher II-III - *Equivalents Record Form (ERF)* (DBM PCCM Chapter 6)
  - Master Teachers - MEC 10, s. 1979
  - School Heads - DO 97, s. 2011 - *Revised Guidelines on the Allocation and Reclassification of School Head Positions*
4. In anticipation of the implementation of EO 174 on the Expanded Career Progression (ECP) System, all Regional and Schools Division Offices are hereby authorized to accept applications for reclassification of teaching and school head positions based on the above-mentioned guidelines up to **March 25, 2025 ONLY, which must be submitted to DBM-RO not later than May 25, 2025, or upon the effectivity of the DepEd-DBM Joint Circular on the Position Classification and Compensation Scheme and System of Career Progression for Teachers and School Heads in the Public Basic Education System, whichever is earlier.**

The DepEd CO is currently facilitating the publication of the Joint Circular in the Official Gazette. Section 14.0 of the said Joint Circular states that:



#### **"14.0 Effectivity**

14.1 This Joint Circular shall be registered with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman Quezon City and shall take effect fifteen (15) days after publication in either the Official Gazette or in a newspaper of general circulation in the Philippines. All applications for reclassification of teaching and school head positions received by the DBM RO 15 days after its publication shall be governed by this Joint Circular.

14.2 All applications for reclassification of teaching and school head positions received by the DBM RO prior to the effectivity of this Joint Circular shall continue to be governed by the previous policies and guidelines, as applicable."

5. To manage the transition to the new reclassification process per ECP System, all reclassification of teaching and school head positions, **except for School Principal I**, received by SDOs beyond **March 25, 2025** shall be put on hold until the new reclassification guidelines are issued as a DepEd Order pursuant to EO 174, its Implementing Rules and Regulations (IRR), and the DepEd-DBM Joint Circular.
6. Consistent with the direction of the Department on establishing a 1:1 'one school, one school principal' deployment ratio and in view of the provisions under Title V (Transitory Provisions) of the IRR of EO 174, only applications for reclassification to School Principal I positions shall continuously be accepted and processed beyond the set cut-off date, particularly applications of qualified incumbent Assistant Schools Principals, Head Teachers, Teachers-in-Charge (TIC), and Officers-in-Charge (OIC).
7. For monitoring purposes, all regional offices are requested to submit reclassification report of all reclassified positions for Quarter 1 using this template: <https://tinyurl.com/ReclassificationMonitoring>



All inquiries and clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through **Ms. Ruby Chanda J. Crisostomo** or **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your reference and appropriate action.

Copy Furnished:  
**Office of the Secretary**