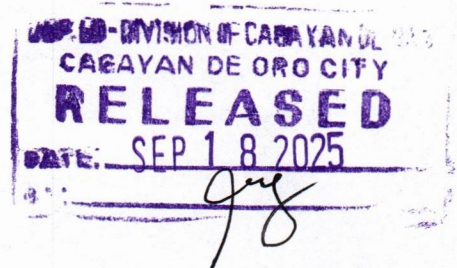




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 September 2025

DIVISION MEMORANDUM
No. 822 s.2025

CALL FOR APPLICATIONS FOR RECLASSIFICATION OF HIGHER TEACHING POSITIONS (Teacher II-Teacher VII) and School Principal

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools Districts Supervisors/District in-Charge
All Elementary and Secondary Public School Heads
All Others Concerned
This Division

1. Pursuant to DepEd Order no. 24, s. 2025, entitled **Implementation of Expanded Career Progression System for Teachers and School Heads in the Department of Education**, this Office announces the call for applications for reclassification of higher teaching positions, to wit:

Teacher II-Teacher VII
School Principal II-IV

2. The Qualification Standards (QS) of the positions are based on DepEd Order No. 19, s. 2025, entitled **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.**
3. All interested **qualified** applicants shall submit the accomplished documents to their respective District Offices on or before **September 26, 2025**, to be supported with the following pertinent documents:
- Reclassification Form for Teaching Position (RFTP) – 3 **original** copies
 - Letter of Intent addressed to SDS Roy Angelo E. Gazo containing the following information:
 - Statement of Purpose
 - Position Applied for;
 - Duly Accomplished PDS (CS Form 212, Revised 2025) with Work



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/>

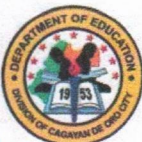
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- Experience Sheet;
- d. Photocopy of Valid AND Updated PRC License/ID;
 - e. Photocopy of Certificate of Board Rating;
 - f. Certificate of Competency level issued by Authorized body (if applicable)
 - g. Photocopy of Scholastic/Academic record (i.e. Special Orders, Transcript of Records (TOR), and Diploma), including completion of graduate and post-graduate units/degrees)
 - h. Photocopy of duly signed Service Record, (If not available this will c/o to Personnel Section incharge)
 - i. Photocopy of Lates Appointment
 - j. Photocopy of certificate/s of relevant specialized trainings or professional development program, if any;
 - k. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II or higher, Trainers Methodology Certificate, (for SHS TVL teachers applicants only);
 - l. Photocopy of the required Performance Rating with **at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirement per item 14, of this Enclosure. The latest performance rating shall cover one (1) year complete performance rating period in the current position.)
 - m. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of Documents submitted and Data Privacy Consent Form pursuant to RA 10173 also known as Data Privacy Act of 2012, using the form Annex C-2;
 - n. Other documents as may be required by the HRMPSB for the Comparative Assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last appointment.
4. It is emphasized that qualified applicants shall submit on the set deadline the corresponding MOVs for Non-Classroom Observable Indicators (NCOIs) as part of the portfolio assessment. They are advised to be guided by the required Classroom Observable Indicators (COIs) and the NCOIS for each position applied for, as outlined in the said DepEd Order.
5. Furthermore, this serves to reiterate Provisions No. 7 and 8 of Enlosure No. 2 to DepEd Order No. 025, 2025, which state that individuals who fail to submit the complete set of mandatory documents (Items 3.a to 3.k) by the specified deadline shall not be included in the pool of official applicants. No additional documents will be accepted after the deadline.



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6. All individuals who took part in the recent comparative assessment for higher teaching positions are required to undergo the entire process again using the latest forms. Qualified Applicants are strongly advised to review DepEd Order No. 024, s. 2025 for complete details and guidance.
7. The following color-coding scheme shall be followed in the application folders to be submitted:
 - a. Elementary – Green
 - b. Junior High School – Yellow
 - c. Senior High School – Red
8. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall utilize DepEd Order No. 020, s. 2024, Guidelines and Recruitment, Selection and Appointment of Higher Teaching Positions.
9. Schedule of Sub-Committee, Comparative assessment and interview of qualified applicants shall be announced in a separate memorandum. Qualified Applicants are directed to bring ALL original documents for verification purposes during the scheduled assessment.
10. Refer to this link **tiny.cc/DEPEDCDOReclassForms**
11. 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.
12. 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

DM002-PS-OSDS-AVC / RECLASS MEMORANDUM
September 17, 202



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