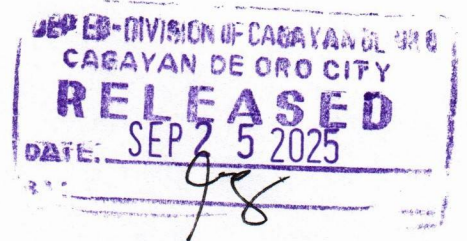




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 Sept 2025

DIVISION MEMORANDUM

No. 845 s.2025

ADDENDUM / CORRIGENDUM TO DM NO. 822 S. 2025 – CALL FOR
APPLICATIONS FOR RECLASSIFICATION OF HIGHER TEACHING POSITION
(TII – TVII) AND SCHOOL PRINCIPAL

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

- Pursuant to the previous Division Memorandum 822, s. 2025 “CALL FOR APPLICATIONS FOR RECLASSIFICATION OF HIGHER TEACHING POSITION (TII – TVII) AND SCHOOL PRINCIPAL”, please be informed that the submission of documents scheduled on **September 26, 2025** shall now be made at the **Schools Division Office – Records Section (Receiving Window)** instead of the District Offices.
- Furthermore, **School Heads** shall attest to the documents submitted by qualified applicants.
- Qualified reclassification applicants may accomplish the online form to obtain their application codes until **September 26, 2025** through the following link: tiny.cc/CDOApplicationReclass2025
- Attached herewith is the list of requirements to be submitted by qualified School Principal applicants. The **RFSP** must be supported by the following documents:
 - 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 certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/courses,



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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*); and

l. 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 issuance of appointment.

5. Qualified School Principal applicants shall submit their documents in the following:
 - **Secondary:** White folder
 - **Elementary:** Blue folder
6. All other provisions stated in the previously released Memorandum remain in effect.
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 the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

ATC / OM – OFFICE MEMORANDUM TEMPLATE
003/September 24, 2025



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