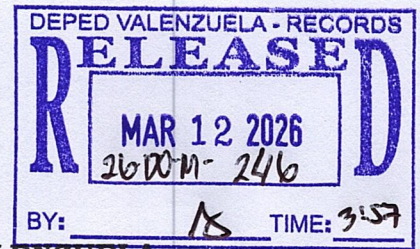


DepEd ICT Unit

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0246, s. 2026

**CALL FOR SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION
TO TEACHER II TO MASTER TEACHER III POSITIONS**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Human Resource Merit Promotion and Selection Board
Public Elementary & Secondary School Heads
The Concerned Public

1. Pursuant to DepEd Order No. 24 s. 2025 titled "*Implementing Guidelines of the Expanded Career Progression System for Teachers and School Heads*", this Office announces the call for submission of applications for the reclassification positions for qualified Teacher II to Master Teacher III in this Division.

2. The Expanded Career Progression (ECP) System provides opportunities for advancement through reclassification of positions in the classroom teaching career line. Reclassification shall be based on Qualification Standards (QS) of the positions per DepEd Order No. 19, s. 2025, titled the *Amended Qualification Standards for Teacher I-III, Master Teacher 1-IV, School Principal I-IV and the New Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V*, competencies and performance of incumbents.

3. All interested applicants are reminded that promotion to Higher Teaching Positions shall be non-hierarchical, PROVIDED THAT the following conditions are met:

- I. **CAREER STAGE-BASED ADVANCEMENT.** Under no circumstance shall an applicant be allowed to jump to higher stage/s for promotion without progression through each of the career stages.
- II. **THREE (3) SALARY GRADE LIMITATION.** Promotion shall not exceed three (3) salary grades higher than the applicant's present position.

4. All interested applicants are requested to submit the documentary requirements listed in **Annex A**, to be fastened in long white expanded folder (for elementary applicants), long blue expanded folder (for Junior High School), while long green expanded folder (for senior high school), and labelled with earmark to the Records Section, **on or before April 1, 2026, until 5:00 PM.** Likewise, applicants should fill up the form at <https://tinyurl.com/sdoval-teaching>.



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@depd.gov.ph
Official Website: <https://www.depedvalenzuela.com>



<p>NAME OF SCHOOL DISTRICT/CLUSTER</p> <p>NAME OF APPLICANT (DELA CRUZ, JUAN A.) POSITION TITLE (TEACHER II)</p> <p>RECLASSIFICATION FOR TEACHER III POSITION (POSITION APPLYING FOR)</p> <p>GRADE LEVEL FOR ELEMENTARY /SUBJECT AREA FOR JHS OR STRAND FOR SHS</p>

5. **Only documents submitted on or before the deadline will be accepted.** Thus, no additional or new documents will be considered during the evaluation/assessment and deliberation process except for those determined by the HRMPSB that are needed for verification and validation of the initially submitted documents.
6. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the **Omnibus Sworn Statement (Annex A)**, duly signed by the applicant and notarized by authorized officials. Any false and fraudulent document submitted shall be grounds for disqualification.
7. The reclassification process shall be guided by DepEd Order No. 24, s. 2025 Enclosure No. 2: *Guidelines on the Reclassification to Teaching Positions*.
8. Applicants who obtained a score **lower than fifty (50) points shall not be recommended for reclassification.** Applicants who meet **the cut-off score of fifty (50) points** may be recommended for reclassification, **subject to the availability of funds and estimated number of slots for reclassification of position.**
9. The number of slots for reclassification per position is yet to be determined based on the budget allocation for the Division. **Applicants who may not be accommodated due to limited funding shall be prioritized for reclassification in the next fiscal year and no longer required to undergo the assessment process. The reclassification of their positions shall be processed before all other new applicants can be reclassified. They are also not precluded from applying to any vacant positions and carry over their CaReER scores PROVIDED THAT, they will apply for the same position.**
10. School Heads are enjoined to cause the immediate and wide dissemination of this memorandum through **posting in three (3) conspicuous places and in the school's social media platform.**
11. The Schools Division Office of Valenzuela adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of the Agency's Merit Selection Plan. Thus, the Division allows anyone within or outside DepEd to apply for a position irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, or political beliefs.

12. **This Office reiterates the Department's Zero Tolerance Policy against corruption, especially "pay for position" schemes in appointments, promotions, and designation with the Department.**

13. Expenses related to the conduct of this activity shall be charged from Division/School MOOE funds, subject to the usual accounting and auditing rules and regulations.

14. For clarifications and relevant queries to the reclassification process, feel free to contact the Personnel Section at (02)-8-2934507 or email us at **sdovalenzuela@deped.gov.ph**.

15. For immediate and wide dissemination.

NOEL D. BAGANO
Schools Division Superintendent

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

CAREER PROGRESSION

PROMOTION

POLICY

ASDS/DM - CALL FOR SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION TO TEACHER II TO MASTER
TEACHER III POSITIONS
_____/March 09, 2026

CHECKLIST OF REQUIREMENTS FOR RECLASSIFICATION (TEACHING)

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled by the applicant; Check if submitted)	Verification <i>to be filled-out by the HRMO/HR Office/sub-comm</i>	
			Status of Submission (Check if complied)	Remarks
1	Letter of intent addressed to the SDS (Noel D. Bagano) containing the following information: a. Statement of Purpose/expression of interest; b. Position applied for; c. Learning area/subject group intend to teach; d. Grade/year level for Classroom Observation Teaching			
2	Reclassification Form (RFTP), can be downloaded through this link: https://bit.ly/RPMS-SDO-Val			
3	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet			
4	Photocopy of valid and updated PRC License/ID			
5	Photocopy of Certificate Board Rating			
6	Certificate of Competency Level issued by Authorized body, if applicable			
7	Photocopy of scholastic/academic record (i.e, Special Order, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degree			
8	Photocopy of duly signed Service Record (for govt. service); and Employment Certificate/Record (for non-govt. service), if any			
9	Photocopy of latest appointment			
10	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 training or professional development programs			
11	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC), Trainers Methodology Certificate (TMC) - for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only			
12	Photocopy of required Performance Rating(s) with at least VS rating in the last rating period prior to the deadline of submission. The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position			
13	Copy/screenshot/proof of accomplishing the response form at https://tinyurl.com/sdoval-teaching			
14	Current Individual Class Program duly signed by the School Head			
15	List of teachers in eight (8) major subjects (for JHS and SHS) or List of teachers in the school (for Elementary) certified correct by the the School Head; for Master Teacher applicants only			
16	Portfolio for the assessment of identified PPST non-classroom observable indicators, along with two (2) copies of the Lesson Plan and other materials. (Note: Do not submit these documents; please bring them during the Classroom Observation and Portfolio Annotation schedule)			
17	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)			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath