



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

June 18, 2026

N^o 114
DIVISION MEMORANDUM
OSDS-PS No. _____, s. 2026

**CALL FOR SUBMISSION OF APPLICATION DOCUMENTS
FOR RECLASSIFICATION OF TEACHING AND
SCHOOL PRINCIPAL POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
Public Schools District Supervisors/ Principals In-charge
Interested Applicants
This Division

1. In reference to DM-OUHROD-2025-2505, or the Commencement of Reclassification of Teaching and School Principal Positions pursuant to DepED Order No. 024, s. 2025, otherwise known as the Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education, and DM-OUHROD-2026-0802 the Guidance on the Reclassification of Teaching and School Principal for Fiscal Year (2026), this Office calls for the submission of pertinent documents required for the processing of requests for reclassification.

2. All interested applicants shall submit the RECLASSIFICATION FORM FOR TEACHING POSITION (RFTP) for teachers and RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITION (RFSPP) for school heads. The RFTP AND RFSPP must be supported by the following documentary requirements.

- 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 with Work Experience Sheet (CS Form 212, Revised 2025)
- 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 latest appointment
- h. 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



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisionsk.org>
Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

- i. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III 1, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);
 - j. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating
(For teaching positions: 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)
 - k. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);
 - 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)
 - m. Other documents as may be required by the HRMPSB
For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.
For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
3. In addition to the prescribed documentary requirements, all applicants for Master Teacher positions are required to submit a certified Report on the Number of Teachers and Master Teachers (Annex S-1) in their respective schools.
 4. The reclassification forms can be accessed through the link: <https://tinyurl.com/mrxaz3z8>.
 5. Interested applicants who intend to apply for reclassification are hereby advised to submit the complete set of required documents to their respective Administrative Officers II for initial evaluation by the Sub-Committee members. Subsequently, the evaluated applications, together with the Initial Evaluation Results, shall be forwarded to the Personnel Section and submitted through link: <https://tinyurl.com/3n6apkpb> on or before **July 10, 2026**, for further processing.
 6. Administrative Officers II shall verify the applicants' Omnibus Certification of Authenticity and Veracity of School Records and attach the verification document upon submission.
 7. The documents of interested applicants shall be placed in a red folder, organized with a table of contents and proper tabbing.
 8. Consistent with the directive of the President during the 2024 State of the Nation Address (SONA) that "no teachers should retire as Teacher I", the Department
-



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

shall prioritize the following qualified incumbents subject to necessary assessment, applicable staffing standards, and availability of funds:

- Retirable Teacher I incumbents (both mandatory and optional retirees within the next five (5) years.
- Head Teachers (HT) and Assistant School Principals (ASP) who are affected by the Implementation of the Expanded Career Progression.
- Special School Principal, Assistant Special School Principal, Special Needs Education Teacher (SNET), and Special Science Teacher (SST)

9. Individuals who failed to submit complete mandatory documents (2.a to 2. m) on the set deadline indicated or Call for Application shall not be included in the pool of official applicants. However, non-submission of other documents as may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants.

10. Failure to submit any of the required documents shall result in the return of application without action.

11. No additional documents shall be accepted after the set deadline.

12. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of documents submitted evidenced by the Omnibus Sworn Statement, duly signed by the applicant. The HRMO and / or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

13. For queries and clarifications, all concerned may contact Rowena Jessette S. Villa, Administrative Officer IV, Personnel Section Head, at email address, depedsk.personnel@deped.gov.ph

14. For guidance and immediate dissemination.

CRISPIN A. SOLIVEN JR, CESO V
Schools Division Superintendent

Encl: None

Reference: As stated,

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

RECLASSIFICATION

SUBMISSION

DOCUMENTS

MAB/OSDS/DM- Call for Submission of Application Documents for Reclassification of Teaching and School Principal Positions /JUNE 18, 2026



Address: Kenram, Isulan, Sultan Kudarat

Telephone No.: (064) 471 1007

Website: <https://divisionsk.org>

Email: depedsk.r12@deped.gov.ph