



Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

October 15, 2025

DIVISION MEMORANDUM

No. 384, s. 2025.

**REOPENING OF SUBMISSION FOR RECLASSIFICATION OF APPLICANTS
UNDER THE TRANSITORY PROVISIONS OF DEPED ORDER NO. 34, S. 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Principals-in-Charge
Elementary and Secondary School Heads
School Administrative Officers
All Others Concerned

1. In reference to DepEd Order No. 34, s. 2025, titled “*Amendment and Clarifications to DepEd Order No. 024, s. 2025* (Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education,” and pursuant to its Section 28 (Transitory Provisions), this Office hereby announces the **reopening of submissions** for reclassification applications of qualified teaching personnel until **October 20, 2025**.
2. Consistent with Section 28 of DepEd Order No. 34, s. 2025, teachers may be considered for reclassification and appointment provided they commit to improving their performance in the current school year. For this purpose, a maximum of three (3) PPST indicators with Satisfactory ratings shall be authorized for inclusion and explicitly reflected in the teacher’s IPCRF for the current school year. These indicators shall serve as priority areas for development and shall not carry any weight allocation nor affect the teacher’s final PMES rating.
3. **All interested and qualified teachers are directed to submit their complete documentary requirements to their respective School Administrative Officer II for initial evaluation and verification of documents.**
4. The following are the application requirements to be submitted in one (1) folder to the School Administrative Officer II arranged and with ear tabs:

- 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;
 - 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;
 - i. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);
 - j. Photocopy of the required Performance Ratings with at least Very Satisfactory rating (**For Teaching positions**: The applicants 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. 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 may be required by the HRMPSB
 - i. For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.
5. Incomplete and late submissions shall not be entertained after the deadline set in this Memorandum.
6. The evaluated and validated documents shall then be endorsed by the School Head to the District HRMPSB Sub-Committee, which shall conduct the comparative assessment of qualified applicants following the prescribed criteria and point system under DepEd Order No. 24, s. 2025.
7. School Heads and School Administrative Officer II are directed to ensure proper dissemination of this Memorandum and compliance with the evaluation and endorsement process. For strict guidance and reference, all concerned are advised to review Section 28 (Transitory Provisions) of DepEd Order No. 34, s. 2025 and other related provisions.

8. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
***lw* Schools Division Superintendent** 