



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

July 14, 2026

DIVISION MEMORANDUM
No. 282, s. 2026

**IMPLEMENTATION OF THE RETITLING OF EXISTING FILLED POSITIONS UNDER THE EXPANDED
CAREER PROGRESSION (ECP) SYSTEM**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Public Schools District Supervisors/District-In-Charge
Elementary and Secondary School Heads
Human Resource Management Officer
Concerned Teaching and Administrative Officers
All Others Concerned

1. Pursuant to **DepEd Order No. 024, s. 2025** on the implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads and **Regional Memorandum No. 1368, s. 2025** on the retitling of filled positions affected by the ECP System, this Office hereby informs all concerned incumbents of the implementation of the retitling of existing filled positions affected by the Expanded Career Progression (ECP) System and directs the submission of documentary requirements for evaluation and processing thereof.
2. In accordance with the provisions of the ECP System, existing positions with titles that do not conform to the approved position titles shall be retitled to their equivalent positions of equivalent Salary Grades (SGs) in the ECP System, subject to compliance with the prescribed qualification standards and applicable policies.
3. The following positions are covered by the retitling process:

Current Position	Retitled Position	Salary Grade
Assistant School Principal II Head Teacher VI	School Principal I or Master Teacher II	19
Assistant School Principal I Assistant Special School Principal I Head Teacher V	Master Teacher I	18
Head Teacher IV	Teacher VII	17
Head Teacher III	Teacher VI	16
Head Teacher II	Teacher V	15
Head Teacher I	Teacher IV	14

4. Incumbents of **Special Needs Education Teacher I-V** and **Special Science Teacher I-II** shall be retitled to the equivalent position in the ECP System without having to undergo the HRMPSB assessment. Retitled positions shall maintain the parenthetical titles of Special Needs Education Teacher and Special Science Teacher, as follows:

Current Position	Retitled Position	SG Level
Special Needs Education Teacher V	Master Teacher I (<i>Special Needs Education Master Teacher I</i>)	18

Special Needs Education Teacher IV	Teacher VII (<i>Special Needs Education Teacher IV</i>)	17
Special Needs Education Teacher III	Teacher VI (<i>Special Needs Education Teacher III</i>)	16
Special Science Teacher II	Teacher VI (<i>Special Science Teacher</i>)	16
Special Needs Education Teacher II	Teacher V (<i>Special Needs Education Teacher II</i>)	15
Special Needs Education Teacher I	Teacher IV (<i>Special Needs Education Teacher I</i>)	14
Special Science Teacher I	Teacher III (<i>Special Science Teacher</i>)	13

5. Incumbents occupying positions with more than one retitling option shall signify in writing their preferred career track and corresponding retitled position for evaluation, subject to compliance with the applicable Qualification Standards of the equivalent position.
6. Incumbents of titles that do not conform to the position titles in the ECP System shall be required to meet the CSC-approved QS of the equivalent position. Thus, incumbents shall submit the following documentary requirements to the Division HRMOs for evaluation:
 - a. *Retitling Form* (See Annex T of DO 024, s. 2025);
 - b. *Duly accomplished PDS* (CS Form 212, Revised 2026) *with Work Experience Sheet*;
 - c. *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*;
 - d. *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*;
 - e. *Photocopy of valid and updated PRC License/ID*;
 - f. **For Assistant School Principal II and Head Teacher VI only who opted to be retitled to School Principal position:** *Photocopy of the Certificate of Rating (COR) or result of the National Qualifying Examination for School Heads (NQESH), National Assessment for School Heads (NASH), Principal's Test, or other school head assessment as may be administered by DepEd, bearing the name of the incumbent.*
7. All affected incumbents shall submit the required documentary requirements to the **Personnel Unit** through the Records Unit on or before **July 31, 2026**, not later than **5:00 P.M.** The Personnel Unit shall not accept submissions beyond the prescribed deadline.
8. Upon receipt of the required documents, the Human Resource Management Office (HRMO) shall conduct an evaluation of the incumbent's qualifications vis-à-vis the CSC-approved Qualification Standards of the equivalent ECP position.
9. All incumbents qualified for retitling to equivalent ECP position titles shall be exempt from the comparative assessment conducted by the Human Resource Merit Promotion and Selection Board (HRMPSB).
10. School Heads and District Supervisors are directed to ensure the widest dissemination of this Memorandum and assist affected personnel in complying with the prescribed requirements.
11. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO V,
 Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: _____

Date: **23 JUL 2026**

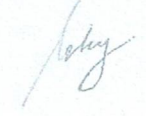
POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
				Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	
Master Teacher V (Elementary)	22	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 4 years relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/ Secondary)
Master Teacher V (Secondary)				or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary)

Teaching Group:
TEACHER: SENIOR HIGH SCHOOL (SHS)
Track: Academic Track and Core Subjects

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I (Senior High School Teacher I - Academic	11	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or	None required	None required	RA 1080 , as amended (Teacher-Secondary) for permanent

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Supervising Human Resource Specialist
Commission Secretariat

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
				(Highly Proficient Teacher)	
Master Teacher III (Elementary)	20	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher III (Secondary)				or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary)
Master Teacher IV (Elementary)	21	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 3 years relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher IV (Secondary)				or	RA 1080, as amended (Teacher-Secondary)

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Commission Secretariat and Training Office

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Master Teacher I (Elementary)	18	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher- Elementary/ Secondary)
Master Teacher I (Secondary)					RA 1080, as amended (Teacher- Secondary)
Master Teacher II (Elementary)	19	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III	RA 1080, as amended (Teacher- Elementary/ Secondary)
Master Teacher II (Secondary)					RA 1080, as amended (Teacher- Secondary)

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher VI (Elementary)	16	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	4 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher VI (Secondary)				or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)
Teacher VII (Elementary)	17	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	4 years teaching experience	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher VII (Secondary)				or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher IV (Elementary)	14	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher IV (Secondary)				or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)
Teacher V (Elementary)	15	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/ Secondary)
Teacher V (Secondary)				or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal IV	22	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

Teaching Group:
TEACHER: ELEMENTARY AND SECONDARY LEVEL

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I (Elementary)	11	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher I (Secondary)					RA 1080, as amended (Teacher-Secondary)
Teacher II (Elementary)	12	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II (Secondary)					RA 1080, as amended (Teacher-Secondary)
Teacher III (Elementary)	13	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher III (Secondary)					RA 1080, as amended (Teacher-Secondary)

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School Administration Group:
SCHOOL PRINCIPAL POSITIONS

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	19	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal II	20	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal III	21	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

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