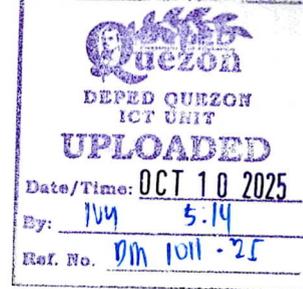




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



9 October 2025

**DIVISION MEMORANDUM**

DM No. 1011, s. 2025

**SUBMISSION OF DOCUMENTS FOR RETITLING OF EXISTING FILLED POSITIONS TO POSITIONS IN THE EXPANDED CAREER PROGRESSION SYSTEM**

**To:** Assistant Schools Division Superintendents  
 Chiefs - CID/SGOD  
 Public Schools District Supervisor  
 Public Elementary and Secondary Schools  
 All Others Concerned

1. In reference to DepEd Order No. 024, s. 2025 titled "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education", this Office announces the submission of documents for Retitling of Existing Filled Positions in the ECP System.
2. All qualified personnel must place their pertinent documents in a folder with ear tag. The Personnel Section will facilitate the checking and receiving of documents.
3. Pursuant to Section 21 of EO 174 and its IRR and section 34 (VI) of Enclosure 1 to Deped Order No. 24, s. 2025, the existing positions, with titles *do not* conform to the position titles in the ECP System shall be retitled to the positions of equivalent SGs in the ECP System, as follows, subject to the applicable staffing standards and deployment parameters for Master Teacher and School Principal positions:

Current Position	Retitled Position	SG Level
Special School Principal II Assistant School Principal III	School Principal II or Master Teacher III	20
Special School Principal I 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

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<b>Current Position</b>	<b>Retitled Position</b>	<b>SG Level</b>
Special Needs Education Teacher V	Master Teacher I (Special Needs Education Master Teacher I)	18
Special Needs Education Teacher IV	Teacher VII (Special Needs Education Teacher IV)	17
Special Needs Education Teacher III	Teacher VI (Special Needs Education Teacher III)	16
Special Science Teacher II	Teacher VI (Special Science Teacher)	16
Special Needs Education Teacher II	Teacher V (Special Needs Education Teacher II)	15
Special Needs Education Teacher I	Teacher [V (Special Needs Education Teacher I)	14
Special Science Teacher I	Teacher III (Special Science Teacher)	13

*Note: Retitled positions shall maintain the parenthetical titles of Special Needs Education Teacher and Special Science Teacher*

### **Process of Retitling**

4. 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 (<https://tinyurl.com/RETITLING-FORM>)
  - b. Duly accomplished PDS (*Cs Form 212, Revised 2025*) 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;

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- f. **For Assistant School Principal II-III and Head Teacher VI only who opted to be retitled to School Principal position:** 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*)
5. All incumbents for retitling to equivalent ECP position titles are exempted from HRMPSB comparative assessment.
6. Incumbents of **Head Teacher I-V** positions shall be given the following options:
- To **retain** their current position title and perform the functions attached to their position, as defined in the Job Description, in the same school.  
Notwithstanding, incumbents who opted to retain their position shall be allowed to request the retitling of their position to the equivalent position in the ECP system at any time within the three (3)-year transition period.
  - To **retitle** to the equivalent position in the ECP System .
7. All application documents shall be submitted on or before October 17, 2025 (Friday) at the Division Office of Quezon, Talipan, Pagbilao, Quezon.
8. The screening of pertinent documents for Retitling Positions shall be done by the HRMO.
9. The schedule of activities pertaining to submission and initial evaluation of documents are indicated in the attached enclosure.
10. Wide and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Percp10/09/2025

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**SCHEDULE OF ACTIVITIES**

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>INDICATIVE SCHEDULE</b>	<b>NO. OF WORKING DAYS</b>
Posting of Memorandum	HRMO (Human Resource Management Officers)	October 10, 2025	1
Last day of receiving application documents in the Division Office	Records Section	October 17, 2025	1
Screening of applications of pertinent documents	HRMO, Personnel Section	October 20-24, 2025	5

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