



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. 380 s. 2025

**PRE-EVALUATION AND PRE-ASSESSMENT OF DOCUMENTS FOR THE  
RECLASSIFICATION OF TEACHERS IN THE  
ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL LEVELS**

To: Assistant Schools Division Superintendents  
Education Program Supervisors  
Public Schools District Supervisors  
HRMPSB Members  
Secondary/Elementary Principals/OICs  
All Others Concerned

1. Relevant to DepED-DBM Joint Circular No. 01, s. 2025 titled Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education. This Office will conduct advance evaluation of documents of qualified teachers for the reclassification of Teacher II, Teacher III, Teacher IV, Teacher V, Teacher VI and Teacher VII positions of elementary, Junior and Senior High School levels to be held from August 11 to September 05, 2025.
2. This activity aims to provide pool of qualified applicants for the reclassification of positions.
3. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or of political affiliations.
4. Attached are the following enclosures for this activity:
  - a. Qualification Standards
  - b. Schedule of activities
  - c. Checklist of Documents to be submitted
5. Wide dissemination of this Memorandum is highly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

August 05, 2025  
HRMPSB



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

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Enclosure No. 1 of Division Memorandum No. *360*s. 2025

Suggested Schedule of Activities

Date	Activity	Personnel In-Charge
August 15, 2025	Submission of documents	Applicants
August 18-19, 2025	Initial Evaluation of documents based on the qualification standards	HRMPSB Sub-Committee
August 20 to 29, 2025	Assessment of documents based on <b>DepEd Order Nos. 20, s. 2024 and 19, s 2025</b>	HRMPSB Sub Committee
September 5, 2025 onwards	Submission of CAR (Teacher II to Teacher VII)	HRMPSB Sub-Committee Secretariat
	Consolidation of the approved CAR	Division Personnel Unit



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**CHECKLIST OF REQUIREMENTS**

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-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and all (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Enclosure No. 2 to the Division Memorandum No. s. 2025

**Qualification Standards**

Position	Education	Experience	Training	Eligibility
Teacher II (Elementary)	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 ff: 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
At least 6 Proficient COIs at Very Satisfactory; At Least 4 Proficient NCOIs at Very Satisfactory				
Teacher III (Elementary)	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 ff: 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
At least 12 Proficient COIs at Very Satisfactory; At Least 8 Proficient NCOIs at Very Satisfactory				
Teacher IV (Elementary)	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 ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; Or	RA 1080, as amended (Teacher - Elementary/Secondary
Teacher IV (Secondary)				RA 1080, as amended (Teacher -Secondary



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			Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher )	
21 Poficient COIs at Very Satisfactory; 16 Proficient NCOIs at Very Satisfactory				
Teacher V (Elementary)	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 ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher )	RA 1080, as amended (Teacher - Elementary/Secondary
Teacher V (Secondary)				RA 1080, as amended (Teacher -Secondary
At least 6 Proficient COIs at Outstanding; At least 4 Proficient NCOIs at Outstanding				
Teacher VI (Elementary)	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 ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; Or Completion of NEAP-requisite	RA 1080, as amended (Teacher - Elementary/Secondary
Teacher VI (Secondary)				RA 1080, as amended (Teacher -Secondary



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			professional development program for Career Stage II (Proficient Teacher )	
At least 12 Proficient COIs at Outstanding; At least 4 Proficient NOCIs at Very Satisfactory; and 4 Proficient NCOIs at Outstanding				
Teacher VII (Elementary)	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 ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher )	RA 1080, as amended (Teacher - Elementary/Secondary
Teacher VII (Secondary)				RA 1080, as amended (Teacher -Secondary
At least 18 Proficient COIs at Outstanding; At least 6 Proficient NOCIs at Very Satisfactory; and 6 Proficient NCOIs at Outstanding				

# **CHECKLIST OF REQUIREMENTS**

**Annex C**

**Name of Applicant:** \_\_\_\_\_ **Application Code:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Office of the Position Applied For:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Religion:** \_\_\_\_\_

**Ethnicity:** \_\_\_\_\_

**Person with Disability:** Yes ( ) No ( )

**Solo Parent:** Yes ( ) No ( )

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## **OMNIBUS SWORN STATEMENT**

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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.

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\_\_\_\_\_  
Name and Signature of Applicant

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

\_\_\_\_\_  
Person Administering Oath

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