



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

February 20, 2026

DIVISION MEMORANDUM

No. 94 s. 2026

**RETITLING OF ASSISTANT SCHOOL PRINCIPAL II, HEAD TEACHERS I-VI
POSITIONS IN THE EXPANDED CAREER PROGRESSION SYSTEM**

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

1. In reference to DepEd Order No. 24, s. 2025, titled "Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads in the Department of Education", this Office announces the submission of documents for the retitling of existing filled positions under the ECP System following the schedule below. This initiative aims to ensure that all positions are aligned with the official position titles and salary grades prescribed in the ECP.

ACTIVITIES	DATE	PERSON RESPONSIBLE
Submission of Documents for HRMPSB -Subcommittee evaluation	March 6, 2026	Applicants HRMPSB Subcommittee
Submission of the Retitling Documents	March 16, 2026	HRMPSB Subcommittee Record's Unit
Evaluation and Preparation of Retitling Documents	March 16-31, 2026	Division HRMPSB

2. Employees holding positions of Head Teachers I-VI are requested to accomplish the Microsoft 360 sheet to indicate their preference regarding their position — whether to:
 - a. To **retain** their current position title and perform the functions attached to their position, as defined in the Job Description, in the same school.



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- b. To **retitle** to the equivalent position in the ECP System.

For convenience, a QR code has been provided to directly access the MS 365 Form



3. Pursuant to Section 34, Enclosure I of DepEd Order No. 24, s. 2025, existing positions with titles that are not aligned with the ECP System shall be retitled to the corresponding positions of equivalent Salary Grades within the System. This retitling shall be conducted in accordance with the applicable staffing standards and deployment parameters for Master Teacher and School Principal positions, ensuring consistency, proper classification, and adherence to professional standards.

Current Position	Retitled Position	SG Level
Assistant School Principal II Head Teacher VI	School Principal I or Master Teacher II	19
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
Special Science Teacher I	Teacher III (Special Science Teacher)	13

Note: The retitled positions will retain the parenthetical designations of Special Science Teacher.

4. Retitling Process . Incumbents of the positions 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 HRMPSB Subcommittee for evaluation:



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- a. Retitling Form (Scan qr code for the downloadable template)



- b. Duly accomplished PDS (CSC Form 212, Revised 2025 with Work Experience Sheet);
- c. Photocopy of scholastic/academic record (Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and postgraduate 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 certificate of training issued by NEAP- accredited professional development programs.
- e. Photocopy of valid and updated PRC License/ID.
- f. For Assistant School Principal II and Head Teachers VI who only opted to be retitled to School Principal position: Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH)
5. All incumbents for retitling to equivalent ECP position titles are exempted from HRMPSB comparative assessment.
6. All application documents must be submitted on or before March 6, 2026 to the Division HRMPSB Sub-committee.
7. The schedule of Activities is attached to this Memorandum for reference
8. Wide dissemination of this Memorandum is hereby enjoined.


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