



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

July 16, 2026

DIVISION MEMORANDUM
No. 313 s. 2026

**CALL FOR APPLICATION FOR THE RECLASSIFICATION OF ASSISTANT
SCHOOL PRINCIPAL II, SCHOOL PRINCIPAL I TO IV POSITIONS UNDER
THE EXPANDED CAREER PROGRESSION (ECP) SYSTEM**

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

1. Pursuant to **Regional Memorandum No. 221 s.2026**, *Guidance in the Processing of Applications for Expanded Career Progression of Teachers and School Heads for FY 2026*, this Office announces the Call for Applications for the Reclassification of Assistant School Principal II, School Principal I-IV positions under the Expanded Career Progression (ECP) System. The schedule of activities is as follows:

Date	Activity	Personnel In-Charge
On or before July 22, 2026	Deadline of submission and receipt of application documents	Division Record's Unit
July 24, 2026	Initial Evaluation of the qualifications of the applicant documents (DO No. 7,s. 2023) and DO 19,s.2025	HRMPSB HRMO
July 28, 2026	Emailing of qualified applicants	HRMPSB Secretariat
July 30, 2026	Assessment of documents based on DO No. 7,s. 2023 and 24,s. 2025	HRMPSB, 3 rd Floor Conference Hall, DepEd SDO Building
July 30, 2026	Submission of CAREER for approval of the SDS	HRMPSB Secretariat



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2. Interested applicants shall submit the following documentary requirements prescribed under DepEd Order No. 24, s. 2025, properly labeled and arranged in the order indicated in the Reclassification Form for School Principal Positions (RFSPP), enclosed in a **green folder**, on or before July 22, 2026.

SDO BULACAN EDDIS Name of School and District NAME OF APPLICANT (Current Position) RECLASSIFICATION (Position Applied for)

NUMBER OF COPIES	DOCUMENTARY REQUIREMENTS
3	a. Duly accomplished original copies of the Reclassification Form for School Principal Positions (RFSPP)
1	b. Letter of intent addressed to the SDS containing the following information: i. Statement of Purpose/Expression of Interest ii. Position applied for
1	c. Duly accomplished PDS (CS Form 212, Revised 2026) with Work Experience Sheet
1	d. Photocopy of valid and updated PRC License /ID;
1	e. Certificate of Competency Level issued by authorized body (if applicable)
1	f. Photocopy of scholastic/academic record (Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available)
1	g. Photocopy of duly signed service record
1	h. Photocopy of certificate/s of completion of national Educators Academy of the Philippines (NEAP)-accredited professional development program/s 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

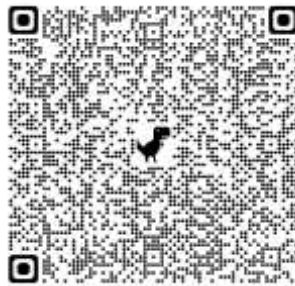


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1	i. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test for School Principal I positions only;
1	j. Photocopy of latest appointment
	k. Special Transfer Order duly signed by the Schools Division Superintendent (Designation as School Head);
1	l. Photocopy of the required Performance Ratings with at least Very Satisfactory rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission;
1	m. 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
1	n. Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to; Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

*Note: Applicants who **fail to submit** the complete set of requirements on or before the deadline shall not be included in the pool of qualified applicants.*

3. The Reclassification Forms to be used may be downloaded through this QR code:



4. 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 political affiliations.



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5. Attached to this Memorandum are the Qualification Standards for School Principal I-IV prescribed under DepEd Order No. 19, s. 2025 and copy of the Regional Memorandum No. 221, s.2026.
6. Clarification, queries and concerns may be directed through this email: bulacanpersonnel@deped.gov.ph
7. Immediate and wide dissemination of this Memorandum is highly desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

HRMPSB



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



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Attachment A

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)
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)



Attachment B

REGIONAL MEMORANDUM

No. **221** s. 2026

**GUIDANCE IN THE PROCESSING OF APPLICATIONS FOR EXPANDED CAREER
PROGRESSION OF TEACHERS AND SCHOOL HEADS FOR FY 2026**

To : Schools Division Superintendents
Human Resource Merit and Promotion Selection Boards
Human Resource Management Officers
All Others Concerned

1. Aligned with Memorandum No. DM-OUHRODI-2026-0802 dated March 13, 2026, titled, "Guidance on the Reclassification of Teaching and School Principal Positions for Fiscal Year (FY) 2026," Schools Division Offices (SDOs) are hereby reminded of the following policies and procedures in the processing of the Expanded Career Progression (ECP) applications of teachers and school heads.

- a. The CAReER for a position is valid until exhausted. Teacher-candidates who meet the 50-point cut-off score but are not reclassified due to limited funds shall be prioritized in the next fiscal year. Along this rule, all SDOs are advised to check their inventory of **unimplemented** applications included in the CAReER to determine if there is already a need for another batch of applications. The SDOs may call for submission of application of a particular position provided that the existing CAReER of that position has already been exhausted.
- b. Consistent with the President's directive that "no teacher should retire at Teacher I, the following qualified incumbents who meet the 50-cut off score shall be prioritized for reclassification regardless of their rank in the CAReER, subject to necessary assessments, applicable staffing standards, and availability of funds:
 - b.1 Retireable Teacher I incumbents – both mandatory and optional within five (5) years (55-64 years old);
 - b.2 Head Teachers (HTs), Assistant School Principals (ASPs) affected by the ECP transition; and
 - b.3 Special School Principal, Assistant Special School Principal, Special Needs Education Teacher (SNET), and Special Science Teacher (SST).

2. Considering the large number of approved ECP applications not yet covered by a Notice of Organization, Staffing, and Compensation Action (NOSCA), holders of



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approved ECP who wish to apply and join the open ranking for available vacancies shall be allowed, subject to submission of proper information to the Regional Office for updating of the pool of eligible applicants.

3. For FY 2026, the Regional Office shall accept ECP applications in accordance with Item No. 1 hereof, and Memorandum No. DM-OUHROD-2026-0802 until **August 15, 2026**, however, the previously approved ECP applications shall continue to be prioritized for funding and implementation.

4. Attached as Annex "A" of this Memorandum is the list of documents to be submitted to the Regional Office for the processing of reclassification of positions through the ECP system.

5. Widest dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Regional Director

Attachment:

Memorandum No. DM-OUHRODI-2026-0802 dated March 13, 2026

References:

1. DepEd Order No. 034, s. 2025
2. DepEd Order No. 024, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
CAREER PROGRESSION
POLICY
RULES AND REGULATIONS
SCHOOL HEADS
TEACHERS

/AOI
June 26, 2026