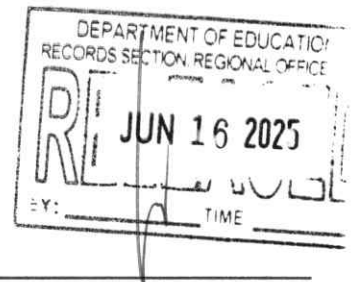




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



13 June 2025

REGIONAL MEMORANDUM
No. 406.2025

**DISSEMINATION OF ADVISORY DATED JUNE 04, 2025 FROM THE OFFICE OF
THE UNDERSECRETARY, IN REFERENCE TO DM-OUHROD-2025-1331
(RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL
PRINCIPAL I POSITION)**

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. Enclosed is an advisory from the Office of the Undersecretary dated June 04, 2025, regarding **DM-OUHROD-2025-1331**, titled **"Reclassification of Qualified Personnel to School Principal I Position."**
2. In view of the June 25, 2025 deadline for submission of documents by the Schools Division Offices to the Regional Office, all concerned are advised to carefully review the advisory for proper guidance and timely compliance.
3. Strict adherence to the guidelines in the advisory is expected to ensure the prompt processing of reclassification documents and to avoid unnecessary delays.
4. For information, guidance, and compliance.

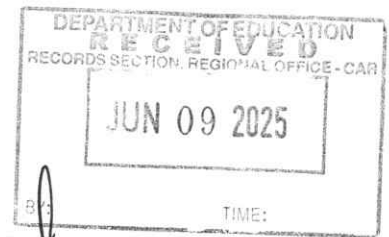
ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ASD/PS/msc



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



ADVISORY

04 June 2025

In reference to **DM-OUHROD-2025-1331** 'Reclassification of Qualified Personnel to School Principal I Position,' the Bureau of Human Resource and Organizational Development – Human Resource Development Division hereby releases this advisory to provide additional guidance and clarification on the recently issued Memorandum:

1. **On the list of pertinent documents:**

Item b (xii) of the DM-OUHROD-2025-1331 "Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) - (Annex G)" shall be corrected as "Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) - (**Annex C**)."


2. **Annex B to DM-OUHROD-2025-1331**- Comparative Assessment Results for Expanded Reclassification (CAReER) for School Principal Position - The updated document is attached and shall replace the previously attached version.

To provide further guidance and to respond to various queries relative to the abovementioned Memorandum, a set of **Frequently Asked Questions (FAQs)** is attached for reference and immediate dissemination.

With this, all concerned Regional and Divisions offices are directed to refer to and adhere to this advisory in processing the reclassification of eligible personnel to School Principal I position.

For concerns and/or inquiries, you may directly coordinate with **Mr. Raymond C. Oplado** or **Ms. Marikka Mampusti** at email address bhrod.hrdd@deped.gov.ph or at telephone number (02) 8470-6630.

For guidance and strict compliance.


WILFREDO E. CABRAL
Undersecretary



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Frequently Asked Questions (FAQs)

Reclassification of Qualified Personnel to School Principal I Position
DM-OUHROD-2025-1331

1. **Who are the qualified personnel who can be considered for reclassification to School Principal I? Will there be prioritization of qualified personnel?**

Answer: Qualified personnel shall be those who have: (i) met the new Qualification Standards (QS) approved by the Civil Service Commission (CSC) and (ii) passed the National Qualifying Examination for School Heads (NQESH) or Principal's Test. Upon submission of application, they shall likewise be required to submit all the pertinent documentary requirements as stipulated in the Memorandum, including the Performance Rating requirement.

For purposes of *immediate reclassification and retitling of qualified incumbents* as intended by DM-OUHROD-2025-1331, only **qualified Head Teachers (HTs), Assistant School Principals (ASPs), and Teachers-in-Charge (TIC) with Current Designation as School Head** as profiled through the Profiling of Prospective School Principals and School Head Quick Inventory deployed last February and March 2025 shall be **prioritized** to be submitted to the Department of Budget and Management – Regional Office (DBM-RO) on or before July 15, 2025. Other qualified personnel may be considered subject to the availability of schools with no School Principal item (*regardless whether filled or unfilled*), accounting for vacant items for filling up through natural vacancy.

2. **Where can we access the new CSC-approved QS for School Principal positions used in the profiling of prospective school heads?**

Answer: The new QS (Education, Experience, Training, and Eligibility) and School Heads Assessment requirements that served as basis for profiling is shown in the table below. The same can be found under **Form No. 1-B of DBM-DepEd Joint Circular No. 01, s. 2025** (<https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf>). The CSC Resolution on the approved QS shall be disseminated in a subsequent issuance.

Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	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,	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 (Teacher)	Principal's Test or NQESH Passer

		instructional supervision			
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3. **There are prospective applicants who are NQESH/Principal's Test passers and are qualified based on the new QS, but why are they not included in the list?**

Answer: The profiling of the HTs, ASPs, and TICs conducted in February and March 2025 for purposes of *immediate reclassification and retitling* is based on the following parameters:

- (i) NQESH/Principal's Test Passer
- (ii) Qualified based in new QS for School Principal I
- (iii) **Have current designation as School Head (Teacher-in-Charge)**

Individuals who do not meet any of the above-listed parameters at the time of the release of DM-OUHROD-2025-1331 have not been included in the list.

4. **There are prospective applicants who are NQESH/Principal's Test passers and are qualified based on the new QS but are not included in the list of Eligible Personnel of School Principal Position. Can they still be included?**

Answer: YES. Item I(f) of DM-OUHROD-2025-1331 states that, '*should there be other personnel who are currently eligible for principal I position—NQESH/Principal's Test passers and meet CSC-approved QS (as provided in the memorandum), SDO HRMOs shall update the list provided by including the name of the unprofiled personnel in the monitoring tool.*'

It should be reiterated that for immediate reclassification and retitling to School Principal positions as intended by DM-OUHROD-2025-1331, only *qualified HTs, ASPs, and TICs with Current Designation as School Head* shall be **prioritized** for submission to the DBM-RO on or before July 15, 2025. Other qualified personnel may be considered subject to the availability of schools with no School Principal item (*regardless whether filled or unfilled*).

5. **There are prospective applicants included in the list who do not meet ALL the parameters indicated in Item #4 (i.e., QS-qualified, NQESH passers, and with current designation). Do we remove them from the list?**

Answer: NO. Retain them in the list but indicate a Remark in the column provided, specifying the requirement that has/have not been met. The '*Monitoring Tool of Eligible Personnel for School Principal Position*' shall serve as a live document that must be regularly updated by SDO HRMOs to maintain a pool of prospective school heads and track their promotion or reclassification.

6. There are prospective applicants in the SDO who are QS-qualified and NQESH passers with designation at the time of the profiling survey; but have been recently relieved of their TIC function upon assumption of a newly-appointed full-fledged School Principal. Should we evaluate and submit their applications to DBM-RO?

Answer: Prospective applicant who have been relieved of their TIC function *may* be included in the evaluation and be considered for reclassification to School Principal I position for onward submission to DBM-RO; **provided** a School Head Needs Analysis (SHNA) is attached indicating that there are still schools within the SDO without School Principal item (*regardless whether filled or unfilled*).

As such, a corresponding request for transfer of Plantilla item to the school with identified need and change in the organizational code shall likewise be attached to the Plantilla Allocation List (PAL).

7. There are prospective applicants who are QS-qualified and NQESH passers but are not currently designated as School Head; however records show that they were previously assigned as TIC. Can they still be included in the list of *Eligible Personnel for School Principal Position*? Should we evaluate and submit their applications to DBM-RO?

Answer: Per Item I(f) of DM-OUHROD-2025-1331, SDO HRMOs shall update the list by including the name of the unprofiled but qualified personnel in the monitoring tool. Further, they *may* be included in the evaluation and be considered for reclassification to School Principal I position for onward submission to DBM-RO; **provided** a School Head Needs Analysis (SHNA) is attached indicating that there are still schools within the SDO without School Principal item (*regardless whether filled or unfilled*).

As such, a corresponding request for transfer of Plantilla item to the school with identified need and change in the organizational code shall likewise be attached to the Plantilla Allocation List (PAL).

8. Can FY 2021 NQESH Category B qualifiers be included in the list of *Eligible Personnel for Reclassification to School Principal Position*?

Answer: YES. While the list of eligible personnel initially includes those who have met the new QS for School Principal I position and the school head assessment (i.e., NQESH, Principal's Test), FY 2021 Category B qualifiers (Closely Approximating and Approximating) who have successfully completed the shadowing and immersion program pursuant to DM 059, s. 2024, may be included in the list of eligible personnel for reclassification to School Principal I position.

9. Are eligible HTs, ASPs, and TICs who have been newly promoted for less than one (1) year still allowed to be reclassified considering they would not be able to meet the performance rating requirement?

Answer: NO. Eligible HTs, ASPs, and TICs, despite being included in the list, shall only be considered for promotion to School Principal position, whether through natural vacancy or reclassification, upon submission of the pertinent documentary requirements which include a *'Performance Rating of at least Very Satisfactory in the last rating period covering one (1) complete performance cycle in the current position,'* in accordance with DepEd Order (DO) No. 007, s. 2023 and DO 21, s. 2024 – Amendments to DepEd Order No. 007.

10. What are the basis and criteria for the point system?

Answer: The *Criteria and Point System* stipulated in Enclosure No. 3 of DepEd Order No. 007, s. 2023 and DepEd Order No. 21, s. 2024 shall apply for the purpose of computing the scores for Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential.

11. What are the documentary requirements for reclassification or retitling to School Principal I position?

Answer: Per Item I(b) of DM-OUHROD-2025-1331, the following documents shall be required for submission on or before the deadline set by the SDO:

- a. Reclassification Form for School Principal Positions (RFSP)
- b. Letter of intent addressed to the SDS containing the (1) Statement of Purpose/Expression of Interest and (2) Position applied for
- c. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
- d. Photocopy of Voter's ID and/or any proof of residency;
- e. Photocopy of valid and updated PRC License/ID;
- f. Certificate of Competency Level issued by Authorized body (if applicable)
- g. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate
- h. Photocopy of duly signed Service Record;
- i. Photocopy of certificate/s of relevant training
- j. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
- k. Photocopy of the Performance Rating of **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position;
- l. 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);
- m. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the 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