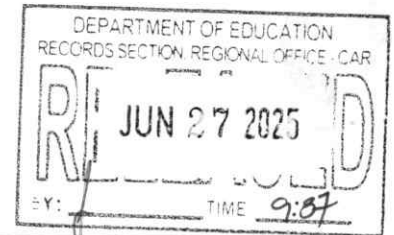




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION



27 June 2025

REGIONAL MEMORANDUM  
No. 444-2025

**DISSEMINATION OF DM-OUHROD-2025-1669 "SUPPLEMENTAL MEMORANDUM  
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 **DM-OUHROD-2025-1669**, titled "*Supplemental Memorandum to DM-OUHROD-2025-1331- Reclassification of Qualified Personnel to School Principal I Position.*"
2. This issuance provides further clarification and operational guidance for Regional Offices (ROs), Schools Division Offices (SDOs), and the Human Resource Merit Promotion and Selection Board (HRMPSB) in implementing the reclassification process.
4. All concerned are reminded to strictly adhere to the parameters and procedures outlined in the supplemental memorandum, and to ensure its prompt and proper implementation.
5. For information, guidance and compliance.

Digitally signed by ESTELA P.  
LEON-CARIÑO EdD, CESO III  
Date: 2025.06.27 08:42:41 +08'00'

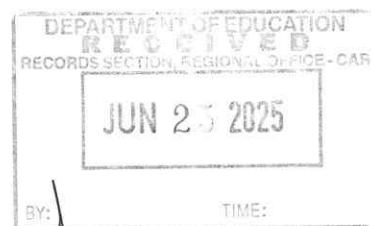
**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/ Regional Director

ASD/PS/msc  
DM-OUHROD-2025-1669



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2025-1669**

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **SUPPLEMENTAL MEMORANDUM TO DM-OUHROD-2025-1331 - RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION**

DATE : 23 June 2025

This is in line with the issued **DM-OUHROD-2025-1331**, 'Reclassification of Qualified Personnel to School Principal I Position' dated 27 May 2025, directing all Regional and Division Offices to facilitate the immediate reclassification and retitling of profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head to appropriate School Principal Position**. The said Memorandum provided a list of all profiled HTs, ASPs and TICs who have met the following parameters:

1. NQESH or Principal's Test Passer;
2. Qualified based on new Qualification Standards (QS) indicated in DM-OUHROD-2025-1331; and
3. **With Current Designation as School Head.**

However, in anticipation of the implementation of the *Transitory Provisions* pursuant to Title V Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – *Establishing the Expanded Career Progression (ECP) System for Public School Teachers*, the profiling tool likewise included affected **HTs and ASPs who are not currently designated as School Head** but are likewise qualified for the School Principal position—based on the QS and NQESH/Principal's Test requirements.

This inclusion resulted in a potential surplus of prospective School Principal items vis-à-vis the number of schools with no School Principal item leading to issues on prioritization of candidates for reclassification.

To address the concern above and to support the ongoing comparative assessments at the Schools Division level, the BHROD hereby provides the following supplemental guidance to further guide all concerned Regional Offices (ROs), Schools Division Offices (SDOs), and the Human Resource Merit Promotion and Selection Board (HRMPSB) in the reclassification process:

- a. Pursuant to the *Modified Staffing Standards for Master Teacher and School Principal Positions* stipulated under **Section 9.0 of DBM-DepEd Joint Circular No. 01, s. 2025**, one (1) School Principal item, regardless of position title or level, shall be authorized for every unique school (i.e., school with School ID). As such, all reclassified positions and/or incumbents shall be subject to redeployment or reassignment, whichever is applicable, to schools with no School Principal item in compliance with the established staffing standards.
- b. Consistent with the intent of DM-OUHROD-2025-1331, **qualified incumbents with current designation as School Head shall be given priority** in the reclassification to appropriate school principal position, regardless of their rank in the Comparative Assessment Results for Expanded Reclassification (CAREER).
- c. Other **HTs and ASPs** who are **not currently designated as School Head** but are qualified for the School Principal position—based on the QS and NQESH/Principal's Test requirements—may only be considered for reclassification in the event when there are remaining schools within the Schools Division with no School Principal item, as determined by the school head needs analysis.  
  
Their rank in the CAREER shall be the basis for determining who among the remaining candidates shall be recommended for reclassification, in cases where there are limited number of schools with no School Principal item.
- d. Prospective school principals who may not be accommodated for reclassification are not precluded from applying to any vacant School Principal position.
- e. Apart from the duly-signed copy of the CAREER, Reclassification Form for School Principal Position (RFSP) of individual applicants, and Plantilla Allocation List (PAL), all concerned SDOs shall likewise submit a **Report on the Number of School Principals within the Division** attached in this link: <https://bit.ly/25ReclassificationTemplatesAnnexes> to the RO as supporting document, for onward submission to the DBM-RO. This is to ensure that reclassification and/or retitling of positions are in accordance with the established staffing standards for School Principal positions.
- f. As part of the regular monitoring of reclassified teaching and school head positions, all regions shall provide updates in their respective monitoring tool subsequently upon the release of NOSCA.

For concerns or queries, please contact the BHROD-HRDD by email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or via landline at **(02) 8470-6630**.

**For your immediate dissemination and compliance.**

**Copy Furnished:**

Office of the Secretary



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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Effectivity	03.23.23	Page	2 of 2



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

[Insert Region]  
[Insert Schools Division]

**REPORT ON THE NUMBER OF SCHOOL PRINCIPAL POSITION**

**I. Summary of School Principal Positions**

School ID	School	Name of Principal Incumbent (Write N/A if the item is vacant)			Position (Write N/A if the item is vacant)	Item Number (Write N/A if the item is vacant)
		Last Name	Name	Middle Name		
Total Number of Filled School Principal Positions:						

Prepared by:

\_\_\_\_\_  
Administrative Officer IV

Reviewed by:

\_\_\_\_\_  
Administrative Officer V

Recommending Approval:

\_\_\_\_\_  
Schools Division Superintendent

Verified by:

\_\_\_\_\_  
Chief Administrative Officer  
Administrative Division

Approved:

\_\_\_\_\_  
Regional Director