



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Division Memorandum
No. 214, s. 2025

September 12, 2025

TO: Chiefs of Functional Divisions
Public Schools District Supervisors
Division Office Personnel
Other Personnel Concerned
This Division

CALL FOR APPLICATIONS FOR RECLASSIFICATION TO SCHOOL PRINCIPAL & TEACHING POSITIONS

1. Pursuant to **DepEd Order No. 24 s. 2025**, this Office invites qualified applicants for the Reclassification of eligible Teaching and School Principal positions as stipulated below, to wit:

- a. Teacher-II to Teacher-VII
- b. Master Teacher-II to Master Teacher-V
- c. School Principal-II to School Principal-IV

2. Applicants for Reclassification are directed to submit their pertinent papers, with proper tabbing, to the **Human Resource Management Office (HRMO)** through the respective District Sub-Committee on or before **September 22, 2025**.

3. Individuals who failed to submit complete mandatory documents on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants.

4. Late submission of applications and lack of documentary requirements after the deadline will not be entertained by this Office.

5. Please refer to **Annex A** for the list of requirements and **Annex B** for the timeline of activities.

For information and wide dissemination.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

Solrac/Vacant Positions
September 11, 2025



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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Annex A

DOCUMENTARY REQUIREMENTS FOR SCHOOL PRINCIPAL AND TEACHING POSITIONS
AS PER DM NO. 264, SERIES 2025

Requirements for School Principal Positions	
NO.	DOCUMENTS TO COMPLY
1	Letter of intent addressed to the SDS containing the following information: a. Statement of purpose/Expression of interests b. Position applied for
2	Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet
3	Photocopy of valid and updated PRC License/ID
4	Certificate of Competency Level issued by authorized body (if applicable)
5	Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units /degrees, if available)
6	Photocopy of duly signed Service Record
7	Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificates/s of relevant specialized trainings or professional development programs, if any
8	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination of School Heads (NQESH) or Principal's Test or other school head assessment as may be administered by DepEd
9	Photocopy of latest appointment
10	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
11	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)
12	Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to: a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development, reckoned from the date of last issuance of appointment





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Requirements for Teaching Positions	
NO.	DOCUMENTS TO COMPLY
1	Letter of intent addressed to the SDS containing the following information: a. Statement of purpose/Expression of interests b. Position applied for
2	Duly accomplished PDS (CSC Form No. 212, Revised 2025) with Work Experience Sheet
3	Photocopy of valid and updated PRC License/ID
4	Certificate of Competency Level issued by authorized body (if applicable)
5	Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units / degrees, if available)
6	Photocopy of duly signed Service Record
7	Photocopy of latest appointment
8	Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificates/s of relevant specialized trainings or professional development programs, if any
9	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate NC II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only)
10	Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 14 of DO 24, s. 2025. The latest performance rating shall cover one (1) year complete performance rating period in the current position)
11	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)
12	Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

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