



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

16 Mar 2026

**DIVISION MEMORANDUM**

No. 159, s. 2026

**CALL FOR RETITLING OF AFFECTED POSITIONS TO THE EXPANDED CAREER PROGRESSION (ECP) SYSTEM**

TO: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief  
OIC-SGOD Chief  
Education Program Supervisor  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This memorandum announces the call for retitling of affected positions to the position titles under the Expanded Career Progression (ECP) System. The following positions with titles that do not conform to the ECP System shall be retitled to positions with equivalent Salary Grades (SG) under the ECP System:

Current Position	Retitled Position	SG Level
Head Teacher VI	Master Teacher II	19
Head Teacher IV	Teacher VII	17
Head Teacher III	Teacher VI	16
Special Education Teacher III	Teacher VI	16
Special Education Teacher III	Teacher V	15
Special Education Teacher I	Teacher IV	14
Special Science Teacher I	Teacher III	13

2. Incumbents who opt to be retitled shall be required to meet the CSC-approved Qualification Standard (QS) of the equivalent positions, thus, shall submit the following documentary requirements on or before March 30, 2026, for evaluation:

- a. Duly accomplished PDS/CS Form 212 (Revised 2025) with Work Experience Sheet;
- b. 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);
- c. 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 certificate/s of relevant specialized trainings or professional development programs, if any;
- d. Photocopy of valid and updated PRC License/ID; and
- e. For Head Teacher VI only who opted to be retitled to School Principal position: Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads [NQESH] or Principal's Test or other school head



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assessment as may be administered by DepEd).

3. Upon receipt of the documents, an initial evaluation of the incumbent's qualifications *vis-à-vis* the CSC-approved QS of the position applied for retitling shall be conducted. Once validated, the HRMO shall prepare the Retitling Form for Teaching and School Head Positions (RFTSHP), for signing of the applicant.

4. All incumbents qualified for retitling to equivalent ECP position titles are exempt from Human Resource Merit Promotion and Selection Board (HRMPSB) comparative assessment.

5. For HT I-VI incumbents who opted to retain their position shall be allowed to request the retitling of their position to the equivalent position in the ECP System at any time within the three (3)-year transition period. After the three (3)-year transition period, incumbents shall no longer be regarded as on-stream candidates. If they fail to be reclassified or retitled to the appropriate position in the ECP system within the transition period, the position they are holding shall be tagged as coterminous with the incumbent (CTI). As such, they may apply for promotion only through natural vacancy to any vacant teaching, school administration, related teaching, or non-teaching position in the service subject to the CSC approved QS and applicable RSA guidelines. CTI positions shall be converted to the appropriate position once the incumbent vacates the position through promotion, transfer, resignation, retirement, or any form of separation from service.

6. For additional information on the guidelines, please refer to DepEd Order No. 24, s. 2025 (Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education) and DO 19, s. 2025 (Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions) for the qualification standards of the positions.

7. For clarifications and queries, you may contact Ms. Marilyn O. Anglo, Administrative Officer IV (HRMO), at 046-4198450 local 206.

8. For immediate and widest dissemination.



Digitally signed by  
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Date: 2026.03.16  
14:20:26 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: None

Reference: DepEd Order Nos. 19 and 24, s. 2025

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

RECLASSIFICATION  
TEACHERS  
SCHOOL HEADS