



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
NO. 391 s. 2025

SEP 16 2025

START OF THE RECLASSIFICATION PROCESS FOR TEACHING AND SCHOOL HEAD POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In reference to DepEd Order No. 024, s. 2025 and Memorandum No. DH-OUHROD-2025-2505, this Office informs all concerned of the start of the Reclassification Process for qualified Teaching and School Head positions, following the updated standards, duties, and salary grades set by the Department of Education.
2. This process is being implemented to make sure our staffing is aligned with the revised organizational structure of the K to 12 Program. It also aims to acknowledge the **growth, skills, and experience** of qualified teachers and school leaders.
3. Below are the positions open for reclassification, including the date of evaluation:

Position	Career Stage	Salary Grade (SG)	Date of Evaluation
Teacher II	Beginning to Proficient (PPST CS I)	SG 12	October 13, 2025
Teacher III	Beginning to Proficient (PPST CS I)	SG 13	October 14, 2025
Teacher IV	Proficient (PPST CS II)	SG 14	October 15, 2025
Teacher V	Proficient (PPST CS II)	SG 15	October 15, 2025
Teacher VI	Proficient (PPST CS II)	SG 16	October 15, 2025
Master Teacher II	Highly Proficient (PPST CS III)	SG 19	October 16, 2025
Master Teacher III	Distinguished (PPST CS IV)	SG 20	October 16, 2025
Principal II	School Head CS II	SG 20	October 17, 2025



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Principal III	School Head CS III	SG 21	October 17, 2025
Principal IV	School Head CS III	SG 22	October 17, 2025

4. Applicants for the reclassification of teaching and school head positions are required to submit a complete set of documents to the Division Records Section on or before **October 10, 2025**. Incomplete or unverified submissions shall not be entertained.
5. The list of requirements is provided in Annex A of this Memorandum. All applicants are reminded to double-check the completeness and accuracy of their submissions. The documents must be arranged in an **EXPANDED ENVELOPE (Elem – Red, JHS – Green, SHS – Blue)** with proper tabbing for easy reference.

Name of Teacher Applicant: _____
Position being applied for: _____
Current Position: _____
School: _____
School Address: _____
District: _____
Contact Number: _____
Email Address: _____

Each applicant shall prepare the following:

- 5.1 a **Letter of Intent** addressed to the Schools Division Superintendent, clearly stating the purpose and the position being applied for;
- 5.2 a duly accomplished **Personal Data Sheet (PDS)** with Work Experience Sheet (CSC Form 212, Revised 2025);
- 5.3 a photocopy of a valid and updated **PRC License/ID**; and, if applicable, a **Certificate of Competency Level** issued by an authorized body.
- 5.4 Applicants must also include photocopies of their **scholastic and academic records**, such as the Transcript of Records, Diploma, and any graduate or post-graduate certificates earned.
- 5.5 An updated **Service Record** and the **latest appointment paper** must also be attached.
- 5.6 Moreover, applicants should submit photocopies of **certificates of professional development or training** recognized or accredited by the



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National Educators Academy of the Philippines (NEAP) or other authorized institutions.

- 5.7 For Senior High School applicants in the Technical-Vocational-Livelihood track, a photocopy of the **TESDA National Certificate (NC)** and the **Trainer's Methodology Certificate** must also be included.
 - 5.8 To support merit-based promotion, applicants must present at least three (3) **performance ratings**, the most recent of which must cover one year and be rated at least "Very Satisfactory." Those applying for School Head positions must attach their **Certificate of Rating (COR)** in the National Qualifying Examination for School Heads (NQESH) or the Principal's Test.
 - 5.9 Further, applicants are required to submit a **Certification on the Authenticity and Veracity (CAV)** of all documents, together with a signed **Data Privacy Consent Form** authorizing the Department of Education to collect and process their personal information pursuant to Republic Act No. 10173, also known as the Data Privacy Act of 2012. Other supporting documents that may be required by the Human Resource Merit Promotion and Selection Board (HRMPSB) shall also be submitted.
 - 5.10 Finally, teachers applying for higher positions must prepare and submit a **portfolio** showing evidence of accomplishments and applications of the Philippine Professional Standards for Teachers (PPST), particularly in relation to non-observable indicators such as innovations, outstanding achievements, application of professional learning, and contributions to school improvement.
 - 5.11 Applicants must certify the truthfulness of the information and authenticity of their submissions by signing the **Omnibus Sworn Statement**, which also serves as a declaration of consent under the Data Privacy Act.
6. Promotions will follow these rules:
 - 6.1 Step-by-step Career Growth – Teachers and school heads must move through the proper career stages in order (no skipping levels).
 - 6.2 Salary Grade Limit – Promotion will not exceed three (3) salary grades higher than the applicant's current position, unless exempted by the Civil Service Commission (CSC).
 7. School Heads are tasked to share this information with their teachers and to help them in preparing their documents. They must also ensure that everyone follows the timeline and process strictly.



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8. **Salary Grade Limitation.** Promotion, whether through reclassification or natural vacancy, shall not exceed **three (3) salary grades** higher than the present position of the applicant. Exceptions shall only apply when the promotional appointment falls within the coverage of exemptions duly recognized by the CSC under the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). In such cases, the concerned applicant must submit appropriate justification to the oversight agencies, such as the Department of Budget and Management (DBM) and the CSC, together with all other required documents for evaluation and approval.
9. School Heads are hereby directed to **immediately disseminate** this information to all teaching and school leadership personnel concerned, and to provide appropriate guidance in the preparation and submission of the required documents. They are likewise enjoined to ensure **strict adherence** to the timelines and procedures prescribed in this Memorandum.
10. Each school is required to establish its school review committee composed of School Head, Master Teacher and Faculty Representative. They shall conduct initial evaluation of the required documents before submission to the district.
11. The committee per district shall strictly evaluate the accuracy and completeness of the documents submitted and must set the deadline for submission of pertinent papers prior to the deadline set in the Schools Division Office.
12. During the prescribed dates of the evaluation process, the HRMPSB and its Sub-Committee on Assessment – the Division Assessors – are **instructed to convene and diligently evaluate** the submitted documents of all applicants.

Division Human Resource Merit Promotion and Selection Board (HRMPSB)
Chair: Assistant Schools Division Superintendent

Members:

Milagros M. Penaflor, PhD-	Chief Education Program Supervisor, CID
Ramon C. Perez -	Chief Education Program Supervisor, SGOD
Pilar C. Ignacio -	Administrative Officer V
Ma. Liza Manuel -	Administrative Officer IV
Jane D. Robles -	Representative, PESPA
Aurea Galaboc, EdD -	Representative, Teachers Association
Gemma Teresa Cabrerros, EdD-	Representative, BOPPSA
Menandro Reyes -	Representative, PSDHAB



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Secretariat:
Jumel Caraig

- Administrative Assistant III
- Administrative Assistant III

B. Sub-committee – Division Assessors

District	Lead Assessor	Members
DINALUPIHAN EAST	Edwin R. Bermillo, EdD EPS, Science	Hermie G. Duran, EdD SEPS
DINALUPIHAN WEST		Ruel D. Lingad, EdD, PSDS Ronie Mendoza, PSDS Mariel Labandilo, PSDS
BAGAC	Ma. Teresa C. Perez EPS, MAPEH	Jonathan de Guzman, PSDS
MORONG		Gemma Teresa Cabrerios, EdD, SP IV Menandro Reyes, HT III Alvin Hulipas, CAO Romina Velasco, AO IV Jethro Nocom, SEPS PAR Misty Bautista, EPS II-HRD
MARIVELES	Danilo Caysido, EdD, EPS-Mathematics	Mar-Elen Fe Renosa, EdD, EPS-SGOD
LIMAY	Jean Lintag, EPS-ALS and IPEd	Rodger de Padua, EdD, PSDS Francis Bautista, PSDS
ORION	Jacqueline Tuazon, EPS-Values, Pre-Elem	Minerva Rillo, EdD, PSDS Teresita Ordiales, PSDS
PILAR	Roberto Pantig, PhD, EPS-English	Aurea Galaboc, EdD Frederick Simbol, SP IV John Quiroz
ABUCAY	Mila Calma, EPS-Filipino	Ramon Perez, CES SGOD
SAMAL	Romeo Layug, EPS-AP	Elvira Mina, EdD, PSDS
ORANI	Edgar Garcia, EPS-LRMDS	Elma Dizon, PSDS
HERMOSA	Evelyn Mendoza, EPS-EPP/TLE	Jeolfa Reyes, EdD Arlene Carlos Christian Carizal, EdD, SP IV Rodrigo Panlaque, SP II Raymond Joseph Mendoza, SEPS-HRD Jessalyn Anne Linsangan, SEPS-SMN



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13. In line with this, a **Division Online Meeting** is set on September 22, 2025 (Monday), 2 PM onwards. Kindly access the link: **<https://tinyurl.com/TEAMSRECLASS>**. Attached is the List of Participants.
14. For any questions or clarifications, kindly contact the Personnel Section of this Schools Division Office.
15. Immediate and wide dissemination of this Memorandum is directed.

CAROLINA S. VIOLETA, EdD, CESO V
r Schools Division Superintendent

S1/AD5
September 15, 2025

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subject:

ECP
RECLASSIFICATION
TEACHERS



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Annex A
CHECKLIST OF REQUIREMENTS

Name of Applicant : _____
Position Applied For : _____
Office : _____
Contact Number : _____
Religion : _____
Person with Disability : ☐ Yes ☐ No
Solo Parent : ☐ Yes ☐ No
Application Code : _____

Basic Documentary Requirement

Requirement	Status of Submission (<input checked="" type="checkbox"/> if submitted)	Verification by HRMO	Remarks
<input type="checkbox"/> Letter of Intent addressed to the SDS <input type="checkbox"/> Statement of Purpose / Expression of Interest <input type="checkbox"/> Position applied for			
<input type="checkbox"/> Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
<input type="checkbox"/> Photocopy of valid and updated PRC License/ID			
<input type="checkbox"/> Certificate of Competency Level (if applicable)			
<input type="checkbox"/> Scholastic/Academic Records (TOR, Diploma, Certificates)			
<input type="checkbox"/> Service Record (updated)			
<input type="checkbox"/> Latest Appointment Paper			
<input type="checkbox"/> Certificates of NEAP-accredited/recognized training programs			
<input type="checkbox"/> TESDA NC/Trainer's Methodology Certificate (for SHS Tech-Voc applicants only)			



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Requirement	Status of Submission (<input checked="" type="checkbox"/> if submitted)	Verification by HRMO	Remarks
<input type="checkbox"/> Performance Ratings – 3 most recent, latest covering 1 year, Very Satisfactory or higher			
<input type="checkbox"/> Certificate of Rating (COR) – NQESH/Principal's Test (for School Head applicants only)			
<input type="checkbox"/> Checklist of Requirements and Omnibus Sworn Statement			
<input type="checkbox"/> Certification on the Authenticity and Veracity (CAV) of documents			
<input type="checkbox"/> Data Privacy Consent Form (RA 10173)			
<input type="checkbox"/> Other documents as may be required by HRMPSB			
<input type="checkbox"/> Portfolio (for teachers – PPST non-observable indicators)			



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**OMNIBUS SWORN STATEMENT
CERTIFICATION OF AUTHENTICITY AND VERACITY**

☐ I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

☐ I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name & Signature of Applicant: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____

Person Administering Oath: _____



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Attachment to Division Memorandum No. _____, s. 2025

No.	Name	Position	Office/District
1	Carolina S. Violeta, EdD	SDS	SDO Bataan
2	Jerry Dinla Cruz, DEM	ASDS	SDO Bataan
3	Ramon C. Perez	CES	SDO Bataan
4	Milagros M. Penaflor, PhD	CES	SDO Bataan
5	Mar-Elen Fe G. Reñosa, EdD	EPS	SDO Bataan
6	Edwin R. Bermillo, EdD	EPS	SDO Bataan
7	Mila Calma	EPS	SDO Bataan
8	Romeo Layug	EPS	SDO Bataan
9	Danilo Caysido, EdD	EPS	SDO Bataan
10	Jean Lintag	EPS	SDO Bataan
11	Edgar Garcia	EPS	SDO Bataan
12	Jacqueline Tuazon	EPS	SDO Bataan
13	Ma. Teresa Perez	EPS	SDO Bataan
14	Evelyn Mendoza	EPS	SDO Bataan
15	Robert Pantig, PhD	EPS	SDO Bataan
16	Ronie Mendoza	PSDS	SDO Bataan
17	Arlene Carlos	PSDS	SDO Bataan
18	Jeolfa Reyes, EdD	PSDS	SDO Bataan
19	Elvira Mina	PSDS	SDO Bataan
20	Minerva Rillo	PSDS	SDO Bataan
21	Teresita Oriaes	PSDS	SDO Bataan
22	Rodger de Padua	PSDS	SDO Bataan
23	Jonathan de Guzman	PSDS	SDO Bataan
24	Mariel Labandilo	PSDS	SDO Bataan
25	Gemma Teresa Cabrerros	SP IV	SDO Bataan
26	Aurea Galaboc	MT II	SDO Bataan
27	Alvin Hulipas	CAO	SDO Bataan
28	Romina Velasco	AO IV	SDO Bataan
29	Frederick Simbol	SP IV	SDO Bataan
30	John Quiroz	SP III	SDO Bataan
31	Menandro Reyes	HT III	SDO Bataan
32	Hermie G. Duran, EdD	SEPS	SDO Bataan
33	Liza Manuel	HRMO	SDO Bataan
34	Christian Carizal, EdD	SP IV	SDO Bataan
35	Rodrigo Panlaque Jr.	SP II	SDO Bataan



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36	Ruel Lingad, EdD	PSDS	SDO Bataan
37	Francis Bautista	PSDS	SDO Bataan
38	Elma Dizon	PSDS	SDO Bataan
39	Pilar Ignacio	AO V	SDO Bataan
40	Atty. Hazel Dilig-Carandang	Legal Officer	SDO Bataan
41	Jethro Nocom	SEPS	SDO Bataan
42	Nico Mangaliman	Planning Officer III	SDO Bataan
43	Raymond Joseph Mendoza	SEPS	SDO Bataan
44	Misty dela Cruz	EPS II	SDO Bataan
45	Jessalyn Ann Linsangan	SEPS	SDO Bataan
46	Synder Calderon	ADA IV	SDO Bataan
47	Jumel Caraig	ADAS III	SDO Bataan
48	Nerissa Viscayno	ADA I	SDO Bataan
49	Abraham Tria	ADAS III	SDO Bataan
50	Xandrea Keith de Silva	ADA IV	SDO Bataan
51	Emily Dr. Mendoza	SP IV	Abucay
52	Reynaldo Visda	SP II	Abucay
53	Gemmaruth Castro	SP I	Abucay
54	Rio Mandia	MT I	Abucay
55	Lorena Manuel	MT I	Abucay
56	Ariel Cañete	MT I	Abucay
57	Eloisa T.San Juan	HT III	Abucay
58	Arsenio Ongoco	ASP II	Abucay
59	Gerry D. Solis	T III	Bagac
60	Jessica Torres	SP III	Bagac
61	Dave D. Basto	SP II	Bagac
62	Joel Vargas	SP I	Bagac
63	Marites Bantugan	MT II	Bagac
64	jeffrey vicencio	MT I	Bagac
65	Joel S.Castro	HT III	Bagac
66	Jessica Quimlat	ASP II	Bagac
67	Jane Duena-Robles	SP IV	Dinalupihan East
68	Mildred Famorcan	SP II	Dinalupihan East
69	Edgardo Jesus S. Basa Jr.	SP II	Dinalupihan East
70	Ryan Singian	MT II	Dinalupihan East
71	Glenda Lingad	MT II	Dinalupihan East
72	Joey Cabrera	MT I	Dinalupihan East



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73	Rolan Penaflor	HT III	Dinalupihan East
74	Jesus Franco	HT III	Dinalupihan East
75	Ryan M. Torno	T III	Dinalupihan West
76	Ma. Fe Teresa Penaflor	SP IV	Dinalupihan West
77	Ara Velasco	SP III	Dinalupihan West
78	Perlie Baclic	SP II	Dinalupihan West
79	Marlene Lulu	SP II	Dinalupihan West
80	Ferdinand V. Fajardo	MT I	Dinalupihan West
81	Joan Duenas	MT I	Dinalupihan West
82	Mayla L Constantino	HT III	Dinalupihan West
83	Ronaldo Cambil	T III	Hermosa
84	Rosario Canlas	SP IV	Hermosa
85	Alvin David	SP III	Hermosa
86	Arlene Matilde	SP II	Hermosa
87	Arceli F. Servera	SP II	Hermosa
88	Chona C. Santos	MT I	Hermosa
89	Grace Ann Desnido	MT I	Hermosa
90	Arnold Marcos	HT III	Hermosa
91	Ma. Bernadette Mendiola	SP IV	Limay
92	Arlene Vallejos	SP II	Limay
93	John Quiroz	SP II	Limay
94	Florinda Bantog	MT II	Limay
95	Rosario T. Rodrigo	MT I	Limay
96	Miguel Bondoc	MT I	Limay
97	Ivan Gail Yarra	HT III	Limay
98	Cristina samaniego	HT III	Limay
99	Marijoy Mendoza	SP III	Mariveles
100	Cirilo Caborales	SP III	Mariveles
101	Leann Luna	SP II	Mariveles
102	Jenelyn Sibayan	SP I	Mariveles
103	Cheryl Garcia	MT II	Mariveles
104	Renila Cornejo	MT II	Mariveles
105	Lorna Dunken	MT I	Mariveles
106	Deo Derro L. Ducut	HT III	Mariveles
107	Gemalyn Barquin	SP III	Morong
108	Leovigildo Domingo Jr.	SP II	Morong
109	Melody del Rosario	SP II	Morong
110	Baby Ciela Marie V. Mendi	MT I	Morong



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111	Edna D. Rivera	MT I	Morong
112	Ruel Salvador	MT I	Morong
113	Roselle B. Lagas	HT III	Morong
114	Odissa P.Dasilao	HT III	Morong
115	Jeffrey David	SP II	Orani
116	Gleceria Mateo	SP II	Orani
117	Joseph Nielsen	MT II	Orani
118	Rosalyn Flores	MT I	Orani
119	Gloria Bringas	MT I	Orani
120	Mario Victoria	HT III	Orani
121	Jefferson John Basto	HT III	Orani
122	Loreta Manabat	HT III	Orani
123	Cesar Valenzuela	SP IV	Orion
124	Jennifer Dominguez	SP III	Orion
125	Irene B. Angeles	SP II	Orion
126	Annaliza Bongco	MT II	Orion
127	Jermie A. Alicante	MT II	Orion
128	Mario Dojillo	MT I	Orion
129	Manuel Pangomlayan Jr.	HT III	Orion
130	Rose Ann Pangilinan	HT III	Orion
131	Joel Danque	T III	Pilar
132	Pauline Roxas	SP IV	Pilar
133	Angelo Basilio	SP IV	Pilar
134	Imelda Nojadera	SP I	Pilar
135	Ivie Aldama	MT II	Pilar
136	Michael M. Malibiran	MT I	Pilar
137	Eliza D. Bagtas	HT III	Pilar
138	Lorinda Poblete	SP III	Samal
139	Alice de Guzman	SP II	Samal
140	Virginia Macabuhay	SP I	Samal
141	Jethro Nocom	OIC-SP	Samal
142	Rowena Paraiso	MT II	Samal
143	Albert Mallari	MT I	Samal
144	Joan Bulos Tiangco	MT I	Samal
145	Donnabel Cruz	HT III	Samal

Enclosure No. 2 to Division Memorandum No. _____ s. 2025

Date_____

CAROLINA S. VIOLETA, EdD, CESO V

Schools Division Superintendent

Schools Division Office of Bataan

Kabukiran, Calaylayan, Abucay, Bataan

Madam:

Greetings of peace!

I am respectfully submitting this Letter of Intent to apply for the reclassification of my position from **(Current Position)** to **(Target Position)**, in accordance with the guidelines set by the Department of Education.

I believe that my length of service, professional accomplishments, and commitment to the profession have prepared me for higher responsibilities.

In support of this application, I am submitting my credentials and other pertinent documents for your review and evaluation.

I am hopeful for your favorable consideration.

Very truly yours,

Signature over Printed Name

Current Position

School Name