



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

MAY 26 2026

**DIVISION MEMORANDUM**  
 No. 237, s. 2026

**CALL FOR APPLICANTS FOR RECLASSIFICATION OF TEACHING AND SCHOOL PRINCIPAL POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (ECP) FOR FISCAL YEAR (FY) 2026**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public and Private Elementary, Junior, and Senior High School Principals  
 All Others Concerned

1. Pursuant to DM-OUHRODI-2026-6802, titled "Guidance on the Reclassification of Teaching and School Principal Positions for Fiscal Year (FY) 2026," dated March 13, 2026, signed by Undersecretary Wilfredo E. Cabral, Human Resource and Organizational Development and Infrastructure, this Office informs all concerned on the Call for FY 2026 Reclassification.
2. Please be guided by the Timetable of Activities hereunder:

| ACTIVITY   | RESPONSIBLE ASSESSORS         | DATE/TIMELINE    |
|--|-------------------------------|------------------|
| Call for Applicants for FY 2026 Reclassification   | SDO-HRMO                      | May 2026         |
| Submission and Receipt of Application Documents  | School Assessors              | June 1-15, 2026  |
| Initial Evaluation of Qualification of Applicants-Qualification Standard (QS) + Performance <ul style="list-style-type: none"> <li>• Validation of QS (Education, Training, Experience, Eligibility)</li> <li>• Issuance of Non Compliance Notice</li> </ul> | School and District Assessors | June 16-19, 2026 |
| Comparative Assessment   | District and School Assessors | June 22-26, 2026 |
| Demonstration Teaching (COIs-Elementary)   | School Assessors (Elem)       | June 22-26, 2026 |
| Demonstration Teaching (COIs-Secondary)  | School Assessors (Secondary)  | June 22-26, 2026 |
| NCOIs (Portfolio, Performance Tasks, IPCRF Rview)  | School and District Assessors | June 22-26, 2026 |



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| Behavioral Event Interview (BEI)  | School and District Assessors          | June 22-26, 2026 |
| Submission of all Documents to the Division Office  | School and District Assessors          | July 1-3, 2026   |
| Consolidation and Ranking <ul style="list-style-type: none"> <li>Preparation of Comparative Assessment Result for Expanded Reclassification (CAREER) and Plantilla Allocation List</li> </ul> | Division Assessors                     | July 6-10, 2026  |
| Submission of Final Results to SDS  | Division Assessors                     | July 15, 2026    |
| Submission of Recommendation to the Regional Office   | Division HRMO c/o Ms. Pilar C. Ignacio | July 20-24, 2026 |

3. Please be guided by the Composition of Assessors, their functions, duties and responsibilities hereunder.

| ASSESSORS                                | POSITIONS | PERSONS INVOLVED   | FUNCTIONS, DUTIES AND RESPONSIBILITIES   |
|--|-----------|--|--|
| <b>DIVISION ASSESSORS</b>                | Chair     | Assistant Schools Division Superintendent                          | <ul style="list-style-type: none"> <li>Oversee the overall conduct of reclassification process</li> <li>Validate the submitted documentary requirements on Education, Training, Experience, and Eligibility</li> <li>Consolidate district and school assessment reports</li> </ul> |
|  | Members   | Chief Education Supervisors (CES)                                  |  |
|  |           | Education Program Supervisors (EPS)                                |  |
|  |           | Public Schools District Supervisor (PSDS)                          |  |
|  |           | Senior Education Program Specialists (SEPS)                        |  |
|  |           | Administrative Officer V (AO V)-Personnel and Administrative Staff |  |
| Human Resource Management Officer (HRMO) |           |  |  |
| <b>DISTRICT ASSESSORS</b>                | Chair     | Public Schools District Supervisors                                | <ul style="list-style-type: none"> <li>Facilitate district-wide coordination of schedules for demo teaching and assessment</li> <li>Conduct initial paper assessment of qualification standards</li> </ul>   |
|  | Members   | School Heads   |  |
|  |           | Master Teachers  |  |



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|                         |         |                       | <ul style="list-style-type: none"> <li>Provide technical assistance to school assessors</li> </ul>   |
| <b>SCHOOL ASSESSORS</b> | Chair   | School Head/Principal | <ul style="list-style-type: none"> <li>Check completeness of application documents prior to district submission</li> <li>Schedule and facilitate demonstration for COIs and NCOIs</li> <li>Endorse school-level results to the District Assessors</li> </ul> |
|                         | Members | Master Teachers       |  |
|                         |         | Head Teachers         |  |

4. The assessment shall cover the qualification standards, classroom and non-classroom performance, and behavioral competencies relevant to the position.

| <b>Qualification Standards (DepEd Order No. 19 and 24, s. 2025)</b> | <b>Classroom Observable Indicators</b>            | <b>Non-Classroom Observable</b>                | <b>Behavioral Event Interview (BEI)</b>  |
|---|---|--|--|
| Education-Verified through Official Transcript of Records           | Actual Demo teaching aligned with PPST indicators | Portfolio assessment                           | Assessment of professional competencies, experiences, and behavioral indicators relevant to the position |
| Training-Relevant certificates, L&D programs, INSETs                | Assessed by school and district assessors         | Accomplished IPCRF                             |  |
| Experience-Service record, performance ratings                      |   | Recognition, awards, and community involvement |  |
| Eligibility-PRC License, CSC Eligibility                            |   |  |  |

5. The Division, District and School Assessors shall remain the same as those assigned during the 2025 assessment for ECP Applicants. However, assessors who have been transferred to a different station shall be assigned to conduct the assessment in their new school assignment.



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6. Meanwhile, the same format shall be used to identify the unique code of each applicant per position: *District-NameofSchool-PositionApplied-3DigitNos*
7. All provisions under Division Memorandum No. 432, s. 2025 titled Designation, Functions, Duties and Schedule of Activities for the Expanded Career Progression (ECP) System shall remain in effect in the conduct of the assessment for applicants under ECP FY 2026.
8. This Memorandum shall serve as Travel Authority of all concerned personnel.
9. Immediate dissemination of this Memorandum is desired.

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

Encl: as stated  
To be included in the Perpetual Index  
Under the following subjects:

|          |                  |
|----------|------------------|
| ECP      | RECLASSIFICATION |
| TEACHING | NON-TEACHING     |