



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-296

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL PRINCIPALS
HEAD TEACHERS
TEACHING PERSONNEL
ALL OTHERS CONCERNED

Subject : ACCEPTANCE OF APPLICATIONS FOR RECLASSIFICATION OF
POSITIONS (BATCH 2)

Date : October 3, 2025

Pursuant to **Regional Memorandum AD-2025-135 dated September 9, 2025** re: *Dissemination of Memorandum on the Commencement of Reclassification of Teaching and School Principal Positions*, this Office shall accept applications for **Reclassification of Positions** until **October 14, 2025** to allow sufficient time for evaluation, consolidation, and submission.

All interested applicants shall submit the **Reclassification Form for Teaching Positions (RFTP) [Annex B-1]** to the **DIVISION OFFICE – RECORDS UNIT**.

The **RFTP Form must be supported by the following documentary requirements:**

- a. letter of intent addressed to the SDS containing the following information:
 - i. Statement of Purpose/ Expression of interest
 - ii. Position applied for
- b. Duly accomplished PDS (CS Form 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Certificate of Competency Level issued by authorized body (if applicable);
- e. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, and e-CAV from CHED;
- f. Photocopy of duly signed Service Record;
- g. Photocopy of latest appointment;
- h. 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;
- i. 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);
- j. 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



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

this Enclosure. The latest performance rating shall cover one (1) year complete performance rating period in the current position);

k. 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); and

l. 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.

Applicants are required to fill out the electronic google form upon submission of application documents. *Please see Facebook page post to access the application link.*

All submission must be EAR-TAGGED for ease in the evaluation /review of the documents.

Individuals who failed to submit complete mandatory documents (items a to k of this Enclosure) on the set deadline indicated in the SDO Memorandum or Call for Application shall not be included in the pool of official applicants. However, non-submission of other documents as may be required by the HRMPSB (item l) shall not warrant exclusion from the pool of official applicants.

The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (item k), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. 24, series of 2025** (access this link: https://www.deped.gov.ph/wp-content/uploads/DO_s2025_024r.pdf). A Division Memorandum will be issued for the names of the applicants who will qualify for the demonstration teaching. Such memorandum will be posted in the DepEd Digos City website (www.depeddigoscity.org). At the same time, qualified applicants will be informed through e-mail, call and/or text message.

All concerned are advised to submit complete documentary requirements **on or before October 14, 2025.**

For guidance and strict compliance.



MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

OSDS/ADMIN /HR/dbc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396