



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

March 21, 2025

DIVISION MEMORANDUM

No. 203 s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 0270, S. 2025
RE: GUIDELINES ON THE UTILIZATION OF LUMPSUM FOR THE
RECLASSIFICATION OF POSITIONS FOR 1ST QUARTER OF FISCAL
YEAR (FY) 2025**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is Regional Memorandum No. 0270, s. 2025 entitled "Guidelines on the Utilization of Lumpsum for the Reclassification of Positions for 1st Quarter of Fiscal Year (FY) 2025" which includes the elementary and secondary teaching and school head positions, which is self-explanatory.
2. For your information, guidance and strict compliance.


FAY C. LUAREZ EdD, PhD-TM, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SDS/ASDS/Administrative/jsa



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

20 MAR 2025

REGIONAL MEMORANDUM

No. **0270** s. 2025

GUIDELINES ON THE UTILIZATION OF LUMP SUM FOR THE RECLASSIFICATION OF POSITIONS FOR 1st QUARTER OF FISCAL YEAR (FY) 2025

To: Schools Division Superintendents
Assistant Schools Division Superintendents
HRMOs
All Others Concerned

1. This Office is hereby disseminating the enclosed Memorandum DM-OUHROD-2025-0541 titled "Guidelines on the Utilization of Lumpsum for the Reclassification of positions for 1st Quarter of Fiscal Year (FY) 2025", instructing all regions to prioritize the processing and approval of all pending applications for reclassification of teaching and schools heads from the previous years as reported as of December 31, 2023, under the following objects of expenditure:

- a. Equivalent Records Form
- b. Conversion of Master Teachers
- c. Reclassification of Positions

2. All remaining backlogs that will not be covered by the Monthly Cash Program for the 1st Quarter shall be prioritized in the 2nd Quarter.

3. All reclassification application backlogs shall be processed in accordance with existing policies and guidelines, as applicable:

- Teacher II-III Equivalent Record Form (ERF) (DBM PCCM Chapter 6)
- Master Teachers- MEC 10, s. 1979
- School Heads- DO 97, s. 2011- Revised Guidelines on the Allocation and Reclassification of School Head Positions

4. Relative to this, all Schools Division Offices are authorized to accept applications for reclassification of teaching and school head positions based on the above-mentioned guidelines up to March 25, 2025 and endorse the same to the Regional Office on or before April 4, 2025.

5. To manage the transition to the new reclassification process per ECP System, all applications for reclassification of teaching and school head positions, except for School Principal I received by SDOs beyond the March 25, 2025 shall be put on hold until the new reclassification guidelines are issued.

6. For more details, kindly refer to the attached communication;
7. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

STJ/FYA/ASD/IFC/arc



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0541

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : GUIDELINES ON THE UTILIZATION OF LUMP SUM FOR THE
RECLASSIFICATION OF POSITIONS FOR 1ST QUARTER OF
FISCAL YEAR (FY) 2025

DATE : 03 March 2025

Under the FY 2025 General Appropriations Act (GAA), a total budget of **Php 6,148,433,000.00** is appropriated for the Lumpsum for the Reclassification of Positions. The bulk of the funding is intended for the reclassification of Teaching (Teacher II-VII and Master Teacher I-V) and School Head positions in view of the implementation of Executive Order (EO) No. 174, s. 2024 'Establishing the Expanded Career Progression System for Public School Teachers' upon issuance of the supplemental guidelines through a DepEd-DBM Joint Circular and internal guidelines in a form of a DepEd Order.

However, a total of **Php 2,740,369,000.00** is intended to cover for the reclassification of reported pending applications from FY 2023 and previous years (i.e. backlogs).

In view of the above, the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD), herewith provides the following guidelines on the Utilization of the Lumpsum for the Reclassification of Positions for the 1st Quarter of FY 2025:

1. All regions, in coordination with DBM Regional Office counterparts, are hereby instructed to **prioritize the processing and approval of all pending applications reclassification of teaching and school heads** under the following objects of expenditure:
 - a. Equivalent Records Form



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- b. Conversion of Master Teachers
- c. Reclassification of Positions

Priority shall be given to the pending applications for reclassification from the previous years as reported by DepEd Regional Offices to DepEd Central Office Budget Division as of December 31, 2023, as follows:

RECLASSIFICATION APPLICATION BACKLOGS FROM PREVIOUS YEARS (as of December 31, 2023)		
Region	Physical	Financial Amounts (in thousands)
National Capital Region (NCR)	1,869	74,646
Region I - Ilocos	1,298	70,882
Cordillera Administrative Region (CAR)	859	50,511
Region II - Cagayan Valley	3,765	293,569
Region III - Central Luzon	2,620	171,168
Region IVA - CALABARZON	3,732	127,922
Region IVB - MIMAROPA	3,862	102,180
Region V - Bicol	5,977	224,022
Region VI - Western Visayas	5,027	383,029
Region VII - Central Visayas	4,414	304,891
Region VIII - Eastern Visayas	2,941	133,459
Region IX - Zamboanga Peninsula	4,163	244,882
Region X - Northern Mindanao	2,026	133,740
Region XI - Davao	3,752	249,880
Region XII - SOCCSKSARGEN	2,029	85,795
Region XIII - CARAGA	1,644	89,793
Grand Total	49,978	2,740,369

2. All remaining backlogs that will not be covered by the Monthly Cash Program for the 1st Quarter of FY 2025 shall be prioritized in the 2nd Quarter.
3. All reclassification application backlogs shall be processed in accordance with existing policies and guidelines, as applicable:
 - Teacher II-III - *Equivalents Record Form (ERF) (DBM PCCM Chapter 6)*
 - Master Teachers - *MEC 10, s. 1979*
 - School Heads - *DO 97, s. 2011 - Revised Guidelines on the Allocation and Reclassification of School Head Positions*
4. In anticipation of the implementation of EO 174 on the Expanded Career Progression (ECP) System, all Regional and Schools Division Offices are hereby authorized to accept applications for reclassification of teaching and school head positions based on the above-mentioned guidelines up to **March 25, 2025 ONLY, which must be submitted to DBM-RO not later than May 25, 2025, or upon the effectivity of the DepEd-DBM Joint Circular** on the *Position Classification and Compensation Scheme and System of Career Progression for Teachers and School Heads in the Public Basic Education System, whichever is earlier.*

The DepEd CO is currently facilitating the publication of the Joint Circular in the Official Gazette. Section 14.0 of the said Joint Circular states that:

"14.0 Effectivity

14.1 This Joint Circular shall be registered with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman Quezon City and shall take effect fifteen (15) days after publication in either the Official Gazette or in a newspaper of general circulation in the Philippines. All applications for reclassification of teaching and school head positions received by the DBM RO 15 days after its publication shall be governed by this Joint Circular.

14.2 All applications for reclassification of teaching and school head positions received by the DBM RO prior to the effectivity of this Joint Circular shall continue to be governed by the previous policies and guidelines, as applicable."

5. To manage the transition to the new reclassification process per ECP System, all reclassification of teaching and school head positions, **except for School Principal I**, received by SDOs beyond **March 25, 2025** shall be put on hold until the new reclassification guidelines are issued as a DepEd Order pursuant to EO 174, its Implementing Rules and Regulations (IRR), and the DepEd-DBM Joint Circular.
6. Consistent with the direction of the Department on establishing a 1:1 'one school, one school principal' deployment ratio and in view of the provisions under Title V (Transitory Provisions) of the IRR of EO 174, only applications for reclassification to School Principal I positions shall continuously be accepted and processed beyond the set cut-off date, particularly applications of qualified incumbent Assistant Schools Principals, Head Teachers, Teachers-in-Charge (TIC), and Officers-in-Charge (OIC).
7. For monitoring purposes, all regional offices are requested to submit reclassification report of all reclassified positions for Quarter 1 using this template: <https://tinyurl.com/ReclassificationMonitoring>



All inquiries and clarifications on this Memorandum shall be coordinated with the BHRD-HRDD through **Ms. Ruby Chanda J. Crisostomo** or **Mr. Raymond C. Oplado** at telephone no. (02) 8470-6630 or email address at bhrod.hrdd@deped.gov.ph.

For your reference and appropriate action.

Copy Furnished:
Office of the Secretary