



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 15, 2026

DIVISION MEMORANDUM

No. **063**, s. 2026

To: Assistant Schools Division Superintendent
Division Chiefs and Section Heads
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
All Others Concerned

**PROCESSING OF NEXT BATCH FOR RECLASSIFICATION OF TEACHING
POSITIONS UNDER THE EXPANDED CAREER PROGRESSION (ECP)**

In line with the implementation of the Expanded Career Progression (ECP) of the Department of Education, this Office hereby informs all concerned of the processing of the next batch for reclassification of teaching positions in the Schools Division of Bohol.

The School Heads and School/District Administrative Officer II are hereby directed to commence the assessment and re-evaluation of the required supporting documents of the remaining qualified personnel for reclassification, based on the existing folders submitted last year. The assessment of documents shall be conducted within the months of January and February 2026 only, in accordance with the attached list of requirements, and applicants must be included in the approved master list of ECP - RQA, and existing DepEd rules and guidelines.


All applicants found qualified based on the assessment and validation of individual folders by the School/District ECP Committee shall be forwarded to the Schools Division Human Resource Office on or before March 6, 2026.

All concerned are reminded to ensure that:

- Submitted documents are complete, authentic, and properly validated;
- Assessments are conducted fairly and strictly based on the prescribed criteria; and
- Endorsed documents are submitted to the Division Office within the prescribed timeline to avoid delays in processing.

The Schools Division Office ECP Team shall commence the review, authentication, and preparation of PAL, transmittal and other required documents for each individual folder in preparation for submission to the DepEd Regional Office.

Immediate dissemination and compliance to this Memorandum is desired


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent



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

DATE: _____

NAME: _____

POSITION: _____

DIVISION: _____

TRACKING NO.: _____

CHECKLIST FOR RECLASSIFICATION TO TEACHING POSITIONS

<input type="checkbox"/>	1. Endorsement Letter duly signed by the SDS;
<input type="checkbox"/>	2. Duly Accomplished RFTP of qualified applicants;
<input type="checkbox"/>	3. Duly signed CAREER;
<input type="checkbox"/>	4. <i>Duly signed Plantilla Allocation List (Annex R-1)</i>
<input type="checkbox"/>	5. Certified Copy of ePSIPOP printout reflecting the names of the teachers for reclassification (only those pages containing such names);
<input type="checkbox"/>	6. Certification of Availability of Funds duly signed by the Budget Officer and Latest status report on the lumpsum fund;
<input type="checkbox"/>	7. Certified copy of Sub-ARO;
<input type="checkbox"/>	8. CS Form 212 Personal Data Sheet with Work Experience Sheet;
<input type="checkbox"/>	9. 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);
<input type="checkbox"/>	10. Photocopy of duly signed Service Records;
<input type="checkbox"/>	11. 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;
<input type="checkbox"/>	12. Report on the Number of Teachers and Master Teachers (for Master Teacher Applicants only) Annex S-1.
<input type="checkbox"/>	13. Special Transfer Order duly signed by the School Division Superintendent (<i>In-case of Transfer of Positions is deemed necessary</i>).
<input type="checkbox"/>	14. Quantum Leap justification (<i>If applicable</i>)

REMARKS:

Evaluated by:

Certified Correct:

JUDITH S. APALE
 EPS M&E/Concurrent HR Officer

FERMIN M. ALBUTRA
 Administrative Officer V



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