



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

**Office of the Schools  
Division Superintendent**

June 4, 2026

**DIVISION MEMORANDUM**

No. **363**, s. 2026

**SUBMISSION OF PERTINENT PAPERS FOR THE EXPANDED CAREER  
PROGRESSION (ECP) OF TEACHERS FOR CY 2027**

To: Assistant Schools Division Superintendent  
Chief SGOD & OIC Chief CID  
Public Schools District Supervisors/Acting PSDS  
Heads of Elementary and Secondary Schools  
All Others Concerned

To ensure a smooth, efficient, and orderly processing of documents for the Expanded Career Progression of Teachers ahead of the 2027 budget requirements, a prioritized submission window has been established.

All ranked qualified applicants in all levels are strictly required to accomplish the attached checklist of requirements and follow to their designated schedules of submission to SDO-HR based on their ranking or status in the specific timeline below:

- |                                 |   |
|---------------------------------|---|
| • <b>June 15–20, 2026</b>       | <b>Applicants for all Probable Retirees</b>       |
| • <b>June 22–27, 2026</b>       | <b>Applicants Ranked 11-246</b>                   |
| • <b>June 29 – July 4, 2026</b> | <b>Applicants Ranked 247-492</b>                  |
| • <b>July 6–11, 2026</b>        | <b>Applicants Ranked 493-738</b>                  |
| • <b>July 13-17, 2026</b>       | <b>Applicants Ranked 739-997</b>                  |
| • <b>July 20–22, 2026</b>       | <b>Left-Outs Applicants during the submission</b> |

To prevent delays and ensure your application is included in the 2027 budget planning, you must follow the scheduled submission dates. Applications submitted outside of their designated windows (except during the final cleanup week) will not be entertained.

Please ensure that all required supporting documents are complete, updated, and properly arranged before submission to avoid delayed processing. Please refer this link:  
<https://sites.google.com/deped.gov.ph/ecp-documents-and-requirements/home>

For your information, guidance, and strict compliance.

  
**FAY C. LUAREZ END, PhD.TM, CESO V**  
Schools Division Superintendent FW



Address: 0050 Lino Chatto Barangay Cogon,  
Tagbilaran City, Bohol  
Telephone No.:  
email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)  
[www.depedbohol.org](http://www.depedbohol.org)  
f Deped Tayo Bohol Division





Republic of the Philippines  
Department of Education  
Region VII - Central Visayas  
Division of Bohol

Date: \_\_\_\_\_

Name : \_\_\_\_\_  
Position: \_\_\_\_\_  
Division : \_\_\_\_\_  
Tracking No: \_\_\_\_\_

**Checklist for Reclassification to Teaching Positions**

1. Endorsement duly signed by the SDS – c/o SDO/HRMO
2. 1 copy - Duly Accomplished RFTP of qualified applicants - A4 size bond paper;  
(Salary/Annual Rate base on NBC No. 601)  
Salary: **Fourth Tranche** (monthly salary X 12 months)
3. Duly signed CAREER; (must have CTC from DO)
4. Duly signed Plantilla Allocation List (Annex R-1); - c/o SDO/HRMO
5. Certified Copy of ePSIOP printout reflecting the names of the teachers for reclassification (only those pages containing such names dated **2026**;  
**NOTE:** The name in the plantilla must coincide with all documents attached e.g Service record, RFTP. (c/o applicant or AO)
6. Certification of Availability of Funds duly signed by the Budget Officer and latest status report on the lumpsum fund; - c/o SDO/HRMO
7. Certified copy of Sub-Aro; - c/o SDO/HRMO
8. Submit one (1) copy of duly notarized **CSC Form No. 212 (Revised 2025) (PDS) Personal Data Sheet with Work Experience Sheet**, featuring a **studio taken passport-size ID Photo** – Ensure that all copies are signed and dated 2026.  
The authorized to administer are notarial **LAWYERS**.  
(Double check date formats: **dd/mm/yyyy**)  
**Work Experience Sheet- MUST** coincide with the Service Record and with RFTP Experience.
9. Photocopy of scholastic/academic record **TOR** and **DIPLOMA**, including graduate and post-graduate units/degree if available.  
(Both must be present, in case of loss, provide an Affidavit of loss.
10. Photocopy of duly signed Service Records as of **2026**.  
Follow the dates of the service record for Work Experience in RFTP and PDS Work Experience Sheet.
11. Photocopy of certificates of completion of NEAP-accredited professional development programs/courses, or certificates of training issued by NEAP-accredited public and private institutions or photocopy of certificates of relevant specialized training or professional development programs  
(a) Bring all original copies for validation purposes.  
(b) After verification, the Records Section In-charge will return all original copies to (AO II).  
(c) The photocopies must be certified by the SDO Records Section.  
(d) Upon stamping the document, the Records Section In charge will affix his/her initial signature together with the Administrative Officer II.)  
**Must have CTC from DO .**  
**Must be arranged accordingly as written in RFTP.**  
**Must be within 5 years training period (2021-2026)**
12. Report on the number of teachers and master teachers (for MT applicants only)  
(Annex S-1)
13. Special transfer order duly signed by the Schools Division Superintendent (in case of transfer of positions is deemed necessary)
14. Quantum Leap justification (if applicable)

*Reminder: Refrain from using tabs or attaching documents not specified in the checklist.*