



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

October 20, 2025

**DIVISION MEMORANDUM**  
**No. 562 , s. 2025**

**SUBMISSION OF REQUIRED DOCUMENTS FOR RECLASSIFICATION**  
**(Teacher II – Teacher VI)**

To: **Assistant Schools Division Superintendent**  
**Public Schools District Supervisors**  
**Principals/Head Teacher-In-Charge of the District**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**Members of the HRMPSB and District Sub-Committee**  
**All Others Concerned**

1. In line with the implementation of **DepEd Order No. 24, s. 2025**, titled “*Guidelines in the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*” and **DM-OUHROD-2025-2505** dated September 8, 2025 with subject “*Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s. 2025*”, and in anticipation of the bulk of requests for reclassification, ALL concerned are hereby informed of the following additional instructions.
2. As stated in **DM-OUHROD-2025-2505**, **priority for reclassification shall be given to the Retirable Teacher I incumbents. Thus, a separate folder containing the required documents shall be prepared for Teachers who are 55 years old and above and must be submitted ahead of time to the Division Office.**
3. The following documentary requirements are to be submitted to the Division Office-Records Unit on or before **October 23, 2025**:
  - a. Duly accomplished RFTP of qualified applicants (*3 copies*);
  - b. CAReER (*1 copy*);
  - c. Certified machine copy of ePSIPOP printout reflecting the name/s of the teachers for reclassification (only those pages containing such names) (*1 copy*);
  - d. CS Form 212 Personal Data Sheet with Work Experience Sheet (*1 copy*);
  - e. Photocopy of TOR and diploma, including completion of graduate and post-graduate units/degrees, if available (*1 copy*);
  - f. Duly signed Service Record (*1 copy*);
  - g. 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 (*1 copy*);



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- h. Report on the Number of Teachers and Master Teachers using Annex S-1 (*for Master Teacher Applicants only*).
4. To ensure prompt and efficient submission of the required documents to the Regional Office on or before **October 30, 2025**, a **Special Technical Working Committee (STWC)** under the direct supervision of the Chairperson of the Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby created.

The composition of the STWC is as follows:

Chairperson: **RAMON D. PARAS, JR. EdD**  
**Assistant Schools Division Superintendent**

Members:

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. <b>MARLYN BEREBER</b>        | 14. <b>MA. TERRY GONZALES</b>        |
| 2. <b>CHRISTIE ADVINCULA</b>    | 15. <b>LENIEL IBADLIT</b>            |
| 3. <b>MARK STEPHEN MAÑO</b>     | 16. <b>DARREL NICODEMUS</b>          |
| 4. <b>TRISHA MARIE TABASON</b>  | 17. <b>JERALD B. DELA CRUZ</b>       |
| 5. <b>WILBERT FLORENCIO</b>     | 18. <b>RHODORA DE GUZMAN</b>         |
| 6. <b>ALMA PADAYOGDOG</b>       | 19. <b>BERNADETTE DAILISAN</b>       |
| 7. <b>NORLYN IGOY</b>           | 20. <b>JOVELYN RAMBONGA</b>          |
| 8. <b>ELVIE ICABANDI</b>        | 21. <b>ROSARIO ROWENA CRISPINO</b>   |
| 9. <b>MARLYN NADUA</b>          | 22. <b>JESSA REPOSAR</b>             |
| 10. <b>RIA AGUIRRE</b>          | 23. <b>HERVY TEODOSIO</b>            |
| 11. <b>ESTHER FAITH SARABIA</b> | 24. <b>SHARIE MAE VENUS</b>          |
| 12. <b>CHRISTIAN JAY REYES</b>  | 25. <b>CRIS GEO ADVINCULA</b>        |
| 13. <b>MARY GRACE NAGRAMA</b>   | 26. <b>JEAN ANTHONETTE DELA CRUZ</b> |

5. The STWC shall report to ASJ Hall, Old Division Office on **October 24, 2025** from **8:00 AM to 5:00 PM** for checking and consolidation of documents and preparation of transmittal and other supporting documents prior to submission to the Regional Office.
6. Expenses of the HRMPSB and STWC relative to the checking of documents and preparation of other requirements, shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent

Reference: As stated  
Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

HIRING

POLICY

RECRUITMENT

TEACHERS



Poblacion, Numancia, Aklan

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