



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Personnel-RM-2025-642

27 August 2025

Regional Memorandum

No.642 s.2025

**SUBMISSION OF PENDING APPLICATIONS FOR
RECLASSIFICATION OF TEACHING AND
SCHOOL HEAD POSITIONS
FOR CY 2024**

To **Schools Division Superintendents**
Division Human Resource Management Officers II (AO IV)
All Others Concerned

1. All Calendar Year (CY) 2024 reclassification application backlogs shall be processed in line with the following policies and guidelines, as applicable:
 - a. Teachers (Equivalents Record Form (ERF) Reclassification) - DBM Manual on Position Classification and Compensation, Chapter 6
 - b. Master Teachers – MEC Order No. 10, s. 1979 (Implementing Rules and Regulations for the System of Career Progression for Public School Teachers)
 - c. School Heads - DO 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions)
2. Priority will be given to applications pending as of December 31, 2024, as reported by the Schools Division Offices (SDOs) to this Office. The breakdown is as follows:

Schools Division Office (SDO)	Total No. of Pending Reclass Applications
Antipolo City	458
Bacoor City	0
Batangas	544
Batangas City	40
Biñan City	0
Cabuyao City	3
Calamba City	5
Cavite City	10
Cavite Province	0
Dasmariñas City	60

General Trias City	0
Imus City	0
Laguna	64
Lipa City	55
Lucena City	32
Quezon	72
Rizal	122
San Pablo City	120
San Pedro City	0
Santa Rosa City	0
Sto. Tomas City	7
Tanauan City	82
Tayabas City	53
TOTAL	1727

3. All SDO-HRMOs are directed to submit the complete documents for their respective backlogs to the Regional Office **on or before September 10, 2025**, for timely endorsement to the DBM.
4. Please note that the processing of these applications **remains subject to DBM's acceptance and approval**, with negotiations by the DepEd Central Office still in progress.
5. Immediate dissemination of, and strict compliance with, this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

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8/27/25