



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 1, 2020

REGIONAL MEMORANDUM

No. **460**, s. 2020

**RESUMPTION OF THE ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION
OF TEACHING AND TEACHING-RELATED POSITIONS**

To: Schools Division Superintendents
All Others Concerned

1. This Office announces the resumption of acceptance of application for reclassification of teaching and related-teaching positions for Calendar Year 2020 using the existing guidelines from **September 1, 2020** to **October 15, 2020**. Documents submitted after the deadline set shall not be accepted.

2. The following positions are eligible for reclassification:
- Teacher I-III (Elementary and Secondary)
 - Master Teacher I-III (Elementary and Secondary)
 - Head Teacher I-III (Elementary)
 - Head Teacher I-VI (Secondary)
 - Principal I-IV (Elementary and Secondary)

3. The required documents for submission are as follows:

Upgrading of Position thru ERF (Teacher I-III)	Reclassification to Master Teacher Position	Reclassification to School Head/Principal Position
1. Indorsement/ Transmittal of the SDS	1. Indorsement/ Transmittal of the	1. Indorsement/ Transmittal of the SDS
2. Plantilla Allocation List signed by SDS	2. Plantilla Allocation List signed by SDS	2. Plantilla Allocation List signed by SDS
3. Approved Equivalent Record Form (ERF)	3. Division Ranklist signed by the committee	3. Division Ranklist signed by the committee
	4. Updated Service Record	4. Updated Service Record
	5. Transcript of Records	5. Transcript of Records



	6. CSC Form 212 (Personal Data Sheet)	6. CSC Form 212 (Personal Data Sheet)
	7. List of Secondary School Teachers per School per Subject Area using the attached template	7. Approved Equivalent Record Form (ERF) (1copy) (for HT I-VI only)
		8. Certificate of Basic Training Course for School Heads certified by NEAP
		9. NEAP Certification as to the result of QEP/PMAT/NQESH/ Principal's Test
		10. Designation/Special Order issued by the SDS to applicant for Head Teacher position in the Secondary Level that he/she is assigned to handle a School

4. To ensure smooth and speedy processing of the documents for reclassification, Schools Division Offices are advised to observe the following:

- 3.1 Arrangement of applicants in the Plantilla Allocation List should follow the order in the Ranklist;
- 3.2 Ranklist for Secondary should be by Subject Area and by School;
- 3.3 Notation in the Remarks column of the Ranklist for those who have been promoted thru Natural Vacancy;
- 3.4 Remarks should bear signature of authorized signatory;
- 3.5 Waiver from those higher in rank who are not recommended for reclassification should be secured; and
- 3.6 Certification/Justification from the Schools Division Superintendent for applicant/s who is/are higher in rank but is/are not recommended for reclassification;

5. The Schools Division Superintendents through the Division Selection Committee shall ensure that the qualification standards, guidelines, and other procedures and documents for reclassification have been met and strictly followed.

6. Submission of documents shall be done through online (email) per Regional Memorandum No. 428, s. 2020 – Reiteration and Addendum to Regional Memorandum 258, s. 2020 on the Process on Submission of Requests, Applications, and other Communications Intended for the Regional Office. To support the authenticity of the emailed documents, the Division Administrative Officer V shall certify using the attached template that the original copies are in the custody of the Division Office which shall then be noted by the Regional Chief Administrative Officer.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.



RAMIR B. UYTICO EdD, CESO IV

Director IV



Enclosure: Template for the List of Secondary Teachers; Template of Certification

References: MECS Order No. 10, s. 1979; DepEd Order No. 97, s. 2011; RM 119, s. 2020

To be indicated in the Perpetual Index

under the following subjects:

ACCEPTANCE

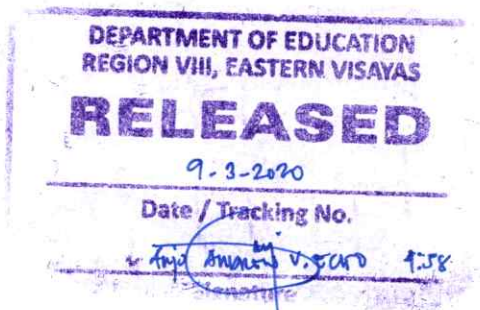
RESSUMPTION

DOCUMENTS

SUBMISSION

RECLASSIFICATION

AD-PS-EDR





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Department of Education
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CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the original copies of the following documents, which are true and correct, are in the possession of the DepEd Division of _____, to wit:

1. Indorsement of the SDS
2. Plantilla Allocation List
3. Comparative Assessment Results/Ranklist
4. Personal Data Sheet
5. Service Records
6. Transcript of Records
7. List of Secondary School Teachers per School per Subject Area
8. Approved Equivalent Record Form (ERF)
9. Certificate of Basic Training Course for School Heads certified by NEAP
10. NEAP Certification as to the result of QEP/PMAT/NQESH/Principal's Test
11. Designation/Special Order issued by the SDS
12. Waiver of the Applicant
13. Justification from the Schools Division Superintendent
14. Others (specify)

Further, the abovementioned documents are forwarded to DepED Regional Office VIII through electronic mail for processing of **Reclassification of Teaching and Teaching-Related** positions.

Issued this _____ day of _____ for whatever legal purpose this may serve.

Division Administrative Officer V

Noted:

MERCEDES D. SARMIENTO
Regional Chief Administrative Officer



LIST OF SECONDARY SCHOOL TEACHERS PER SCHOOL PER SUBJECT AREA

As of _____

School: _____

SUBJECT AREA	NAME OF TEACHER	POSITION	ITEM NUMBER PER PSIPOP
English			
Filipino			
Mathematics			
Science			
Araling Panlipunan			
Edukasyon sa Pagpapakatao			
Technology and Livelihood Education			
MAPEH			

Prepared by _____

Certified Correct: _____

Approved: _____

 School Head

 Division HRMO

 Schools Division Superintendent

Note: Insert cells/additional sheets if necessary