



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

September 29, 2021

REGIONAL MEMORANDUM

No. **003505**, s. 2021

**ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION OF TEACHING
AND TEACHING-RELATED POSITIONS FOR ELEMENTARY
AND JUNIOR HIGH SCHOOL**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division HRMOs
All Others Concerned

- To avoid budget deficit and ensure inclusion in the budgetary allocation for CY 2023, this Office shall accept and process requests for reclassification of teaching and related-teaching positions for Elementary and Junior High School using the existing guidelines from **October 1, 2021 until February 28, 2022**.
- The processed applications shall be forwarded to the Department of Budget and Management Regional Office VIII in the **first quarter of CY 2022**.
- The following positions are eligible for reclassification:
 - Teacher I-III (Elementary and Secondary)
 - Special Education Teacher I-III (Elementary and Secondary)
 - Master Teacher I-IV (Elementary and Secondary)
 - Head Teacher I-III (Elementary)
 - Head Teacher I-VI (Secondary-Recommendees must be handling a School)
 - Principal I-IV (Elementary and Secondary)
- 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 of the SDS (2 original copies)	1. Indorsement of the SDS (2 original copies)	1. Indorsement of the SDS (2 original copies)
2. Plantilla Allocation List signed by SDS (4)	2. Plantilla Allocation List signed by SDS (4)	2. Plantilla Allocation List signed by SDS (4 original)



original copies)	original copies)	copies)
3. Equivalent Record Form (ERF) (2 original copies)	3. Division Ranklist signed by the committee (2 certified true copies)	3. Division Ranklist signed by the committee (2 certified true copies)
	4. Updated Service Record (1 original copy)	4. Updated Service Record (1 original copy)
	5. Transcript of Records/Certification of Completed Academic Requirements (1 certified true copy)	5. Transcript of Records/Certification of Completed Academic Requirements (1 certified true copy)
	6. CSC Form 212 (Personal Data Sheet) (1 original copy)	6. CSC Form 212 (Personal Data Sheet) (1 original copy)
	7. List of Secondary School Teachers per School per Subject Area using the attached template (2 original copies)	7. Equivalent Record Form (ERF) (2 original copies) (for HT I-VI only)
		8. Certificate of Basic Training Course for School Heads certified by NEAP/School Heads Development Program (SHDP)/ Learning Delivery Modalities (LDM) Course for School Heads (1 certified true copy)
		9. NEAP Certification as to the result of QEP/PMAT/NQESH/ Principal's Test (1 certified true copy)
		10. Designation as School Head issued by the SDS for Head Teacher applicant in the Secondary Level (1 certified true copy)

4. To ensure smooth and speedy processing of the documents for reclassification, Schools Division Offices are advised to observe the following:
 - 3.1 Indorsement must indicate the names of recommendees as indicated in the Plantilla Allocation List (PAL);
 - 3.2 Arrangement of applicants in the PAL should follow the order in the Ranklist;
 - 3.3 A maximum of fifteen (15) recommendees per PAL/Indorsement should be followed;
 - 3.4 Ranklist for Secondary should be by Subject Area and by School;
 - 3.5 Notation in the Remarks column of the Ranklist for those who have been promoted thru Natural Vacancy or other reasons for non-inclusion in the list of recommendees;
 - 3.6 Remarks should bear signature of authorized signatory;
 - 3.7 Certification/Justification from the Schools Division Superintendent for applicant/s who is/are higher in rank but is/are not recommended for reclassification; and
 - 3.8 Avoid rush submission by submitting volume of applications during the deadline. Submission may be done by batch.

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. Attached are the templates for the List of Secondary School Teachers per School per Subject Area and Equivalent Record Form (ERF).

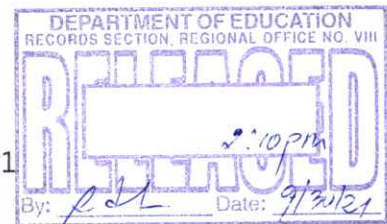
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As stated
References: MECS Order No. 10, s. 1979; DO No. 57, s. 1997;
DO No. 97, s. 2011; RM 023, s. 2021; RM 123, s. 2021

To be indicated in the Perpetual Index
under the following subjects:

ACCEPTANCE	BUDGETARY ALLOCATION	DOCUMENTS
PROCESS	RECLASSIFICATION	SUBMISSION



AD-PS-EDR

Republic of the Philippines
 Department of Education
DIVISION OF _____

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

Enclosure No. 2 to Regional Memorandum No. √71, s. 2021

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
Division of _____
School _____

EQUIVALENT RECORD FORM (ERF)

Name: _____ Date of Birth: _____ Sex: _____
(Surname) (Given Name) (Middle Name)

Employee No.: _____ Authorized Position Title (Present): _____
 Item No.: _____ P.D. No.: _____ Authorized Salary: _____

I. Educational Attainment and Eligibility

Degree/Course/ Highest Educational Attainment	Name of School or Institution	Year Graduated	PRC/CSC Eligibility	Rating Obtained	Date of Conferment/ Examination

II. Service Records: Attached duly Certified Service Record

III. Equivalent Units:

- A. Total No. of Years in Teaching (Public Only): _____ Equivalent: _____
 - B. Degree-to-Degree Equivalent (Present Degree): _____ Equivalent: _____
 - C. Areas of Equivalents:
 - 1. Professional Study: _____
 - 2. Teaching Experience (Public School): _____
 - 3. Others (Seminars, Workshops, etc.): _____
- Total: _____

PERFORMANCE RATING (Latest Rating Period): _____

Teacher's Signature

Endorsed by:

School Head

NOTE: Teachers do not write below

IV. Division Action

Classification	Date Processed	Range Assignment	Salary Grade	Scheduled Salary	Remarks

Certified Correct:

Recommending Approval:

Administrative Officer V

Schools Division Superintendent

Approved:

EVELYN R. FETALVERO, CESO IV
 Regional Director