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

September 22, 2023

REGIONAL MEMORANDUM

No. **1020**, s. 2023

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

To: Schools Division Superintendents
Division HRMOs
All Others Concerned

1. To avoid budget deficit and ensure inclusion in the budgetary allocation for CY 2024, this Office shall accept and process requests for reclassification of teaching and related-teaching positions using the existing guidelines from **October 2, 2023 until February 29, 2024**.
2. The processed applications shall be forwarded to the Department of Budget and Management Regional Office VIII in the **first quarter of CY 2024**.
3. The following positions are eligible for reclassification:
 - a. Teacher I-III (Elementary and Junior High School)
 - b. Special Education Teacher I-III (Elementary and Junior High School)
 - c. Master Teacher I-II (Elementary)
 - d. Master Teacher I-IV (Junior High School)
 - e. Head Teacher I-III (Elementary)
 - f. Head Teacher I-VI (Junior High School-Recommendees must be handling a School)
 - g. Principal I-IV (Elementary and Junior High School)
 - h. Principals of Integrated Senior High School (Reference: DO 19, s. 2016)
 - i. Principals of Stand-Alone Senior High School (Reference: DO 19, s. 2016)
4. 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 (4 original copies)	2. Plantilla Allocation List (4 original copies)	2. Plantilla Allocation List (4 original copies)
3. Equivalent Record Form (ERF) (2 original copies)	3. Comparative Assessment Results (2 certified true copies)	3. Comparative Assessment Results (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/result of QEP/PMAT/NQESH/ Principal's Test for Principal I position (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)

5. Be guided with the following trainings for School Heads duly certified by the National Educators Academy of the Philippines:

- o Basic Training Course for School Heads
- o School Heads Development Training Program (SHDP)
- o Learning Delivery Modalities (LDM) Course for School Heads
- o Other School Heads training courses not listed above shall be supported with Means of Verification that such trainings are duly certified by the NEAP-CO/HRDD-RO.



6. To ensure smooth and speedy processing of the documents for reclassification, Schools Division Offices are advised to observe the following:
 - 3.1 Indorsement shall indicate the names of recommendees as indicated in the Plantilla Allocation List (PAL);
 - 3.2 Arrangement of applicants in the PAL shall follow the order in the Comparative Assessment Results (CAR);
 - 3.3 A maximum of fifteen (15) recommendees per PAL/Indorsement shall be followed;
 - 3.4 CAR for Secondary shall 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 shall 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;
 - 3.8 For Master Teacher I-IV positions, recommend only according to allowable allocation:
 - Elementary – Entitled to 10% Master Teacher (regardless of rank) of the total number of Teacher I-III positions
 - Secondary – One (1) Master Teacher for at least 5 teachers to be supervised per subject area
 - 3.9 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, Equivalent Record Form (ERF), and Plantilla Allocation List (PAL).
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;
DECS Order 005, s. 1998; DO No. 97, s. 2011; DO 19, s. 2016;
RM 970, s. 2022; DO 007, s. 2023

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

ACCEPTANCE
BUDGETARY ALLOCATION
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

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: _____
 PEFORMANCE 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



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Republic of the Philippines
Department of Education
 REGION VIII (EASTERN VISAYAS)
DIVISION OF _____

PLANTILLA ALLOCATION LIST (PAL)

LEVEL: _____

NO.	ITEM NUMBER PER PSIPOP	NAME OF RECOMMENDEE (SURNAME, FIRST NAME, M.I.)	SCHOOL	PRESENT POSITION	SALARY GRADE	STEP	ANNUAL SALARY	POSITION AS CLASSIFIED	SALARY GRADE	ANNUAL SALARY	SALARY DIFFERENTIAL	REMARKS
1											-	
2											-	
3											-	
4											-	
5											-	
6											-	
7											-	
8											-	
9											-	
10											-	
11											-	
12											-	
13											-	
14											-	
15											-	

Certified Correct: _____

Recommending Approval: _____

Approved: _____

Division HRMO

Schools Division Superintendent

EVELYN R. FETALVERO, CESO IV
Regional Director



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