



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OFFICE OF CATANDUANES
REGISTRATION SECTION
RELEASED
BY: *[Signature]*
DATE: FEB 2023

UNNUMBERED MEMORANDUM
OSDS-PER-UM-02-06-2023/raas

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge
Elementary & Secondary School Heads/OICs
Administrative Officers
All Other Concerned

FROM : By Authority of the Schools Division Superintendent:

[Signature]
MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **CALL FOR APPLICATION FOR EQUIVALENT RECORD FORMS (ERFs) and RECLASSIFICATION OF POSITIONS FY 2023**

DATE : 06 February 2023

1. This Office is now accepting applications for Equivalent Record Forms (ERFs) and reclassification of positions. Please be guided by the following requirements:

A. FOR HEAD TEACHER III-VI & TEACHER III (ELEMENTARY):

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records (OTR) and Special Order (for private schools) and/or Certification of Graduation duly certified by the school concerned.
- c. 1 original copy of Sworn Statement (if studied in private school)
- d. 1 original copy of Updated Service Record
- e. 1 original copy of Certification from the school concerned regarding the no. of MA units earned; Certification of Complete Academic Requirements (CAR); or Certification that the applicant has passed the Comprehensive Examination.
- f. 1 original copy of Office Performance Commitment and Review Form (OPCRF) and/or Individual Performance Commitment and Review Form (IPCRF), S.Y. 2021-2022 (at least Very Satisfactory)
- g. 1 certified true copy of the marriage contract (*this applies only to married female teacher whose ERF has been approved while she was still single*)



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

- h. Original copy of certificates of trainings/seminars attended (International, National, Regional and Division Level)
- Master's Degree in Education (no seminar/training attended); or
 - Complete Academic Requirements (CAR) + 150 seminar/training hours

B. FOR HEAD TEACHER I-II & TEACHER II (ELEMENTARY):

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records (OTR) and Special Order (for private schools) and/or Certification of Graduation duly certified by the school concerned.
- c. 1 original copy of Sworn Statement (if studied in private school)
- d. 1 original copy of Updated Service Record
- e. 1 original copy of Certification from the school concerned regarding the no. of MA units earned; Certification of Complete Academic Requirements (CAR); or Certification that the applicant has passed the Comprehensive Examination.
- f. 1 original copy of Office Performance Commitment and Review Form (OPCRF) and/or Individual Performance Commitment and Review Form (IPCRF), S.Y. 2021-2022 (at least Very Satisfactory)
- g. 1 certified true copy of the marriage contract (*this applies only to married female teacher whose ERF has been approved while she was still single*)
- h. Original Certificates of Participation on trainings/seminars attended (International, National, Regional and Division Level)
 - 20 Master's Degree in Education units (no seminar/training required); or
 - 18 Master's Degree in Education units + at least 50 seminar/training hours; or
 - 15 Master's Degree in Education units + at least 125 seminar/training hours
- i. List of Teachers Supervised (at least 6 Teachers) (for Head Teacher only) (with position title and plantilla item number)

C. FOR HEAD TEACHER I/HEAD TEACHER II/HEAD TEACHER III to HEAD TEACHER IV/HEAD TEACHER V/HEAD TEACHER VI (DEPARTMENT HEAD-SECONDARY)

- a. List of teachers supervised
 - HT1-HT3- at least 6 teachers excluding the recommendee
 - HT4-HT6- at least 21 teachers excluding the recommendee
 - b. Transcript of Records
 - c. Designation as TIC/Chairman of the Department
 - d. Certificates of participation in relevant trainings attended
 - e. Performance Rating for the last 3 years
 - f. SF7 and Class Program SY 2022-2023
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Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

g. Complete List of Teachers by Department (with position title and plantilla item number)

D. For SCHOOL PRINCIPAL I to SCHOOL PRINCIPAL II, SCHOOL PRINCIPAL II to SCHOOL PRINCIPAL III & SCHOOL PRINCIPAL III to SCHOOL PRINCIPAL IV (Elementary and Secondary)

- a. 1 copy of Official Transcript of Records
- b. 2 original copies of Updated Service Record
- c. Certificates of participation in relevant trainings attended
- d. Copy of latest Appointment
- e. Performance Rating for the last 3 years
- f. Certificates/Proof of Outstanding Accomplishments
- g. List of Teachers Supervised (at least 9 teachers) (with position title and item number)

ADDITIONAL REQUIREMENTS FOR SCHOOL HEAD POSITIONS (School Principal and Head Teacher):

1. NEAP Certification as to the Basic Training Course for School Head (Certificate of Participation certified by DepEd ROV- HRDD)
 2. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
- The basic requirement/qualification standards for the desired school head positions are as follows:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	PERFORMANCE RATING
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years of teaching experience and TIC or OIC for at least 1 year	24 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	18	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	20	Master's degree in the fields of administration, supervision,	One (1) year as Principal I	48 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

		leadership or management plus 6 doctoral units		in the immediate previous promotion	the last 2 consecutive years
Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training, initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

- On the computation of points:
 - a. A candidate must obtain at least sixty (60) points to deserve the reclassification. It is advised that an applicant should have earned the minimum point for each criterion, i.e. criteria on outstanding accomplishment shall have a minimum of 10 points.
 - b. Specific points assigned for each criterion in the rating for Head Teacher/Principal positions, which must be in relation to the School-based Management scale of practice, among others, are as follows:

Criteria	Maximum No. of Points
Performance Rating	20
Experience	10
Outstanding Accomplishments	30
Education & Training	15
Potential	10
Psychosocial Attributes & Personality Traits	15
TOTAL	100

3. This Office will also accept applications for reclassification from **Master Teacher I to Master Teacher II** and **Master Teacher II to Master Teacher III** positions in secondary schools. Please be guided by the



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

following requisites/qualifications needed for the Master Teacher III position:

- a. Master Teacher II
- b. M.A. in Education or equivalent

The following are considered M.A. equivalent:

- i. Bachelor's degree for teachers or equivalent plus 20 years' experience and at least 20 M.A. units;
 - ii. Bachelor's degree for teachers or equivalent plus at least 20 graduate units and at least 18 credit allowances
- c. Very satisfactory performance rating as Master Teacher II; and
 - d. At least 45 points in leadership, potential and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.
- The basic requirement/qualification standards for the Master Teacher positions are as follows:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING
Master Teacher II	19	Bachelor of Secondary Education (BSED) OR Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training
Master Teacher III	20	Completion of academic requirements or a Master's degree in Education or its equivalent	1 year as Master Teacher II or 5 years as Teacher III	8 hours of relevant training



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

4. Deadline for submission of applications will be on:

POSITION TITLE	DEADLINE OF SUBMISSION	DISTRICT	WHERE TO SUBMIT:
Teacher II & Teacher III (Elementary)	March 15, 2023 (Wednesday)	Bato East Bato West Caramoran North Pandan East Pandan West San Andres East San Andres West Virac North Virac South	District Office c/o Administrative Officer II assigned in the district
Teacher II & Teacher III (Elementary)	March 15, 2023 (Wednesday)	Bagamanoc North & South Baras North & South Caramoran South Gigmoto Panganiban Viga East & West San Miguel North & South	SDO-HRMO
Teacher II & Teacher III (JHS)	March 15, 2023 (Wednesday)	Secondary Non-IUs and IUs	SDO-HRMO
MT I, MT II, MT III, HT and School Principal positions	March 3, 2023 (Friday)	Elementary, Secondary Non-IUs and IUs	SDO-HRMO

5. Applications for Head Teacher and Master Teacher I positions that were returned in FY 2022 due to lack of documentary requirements shall resubmit at the HRM Office earlier than the deadline set.
6. For reclassification for Head Teacher & School Principal positions, please be guided by DepEd Order No. 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions)
7. For information, guidance and immediate compliance.