




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



MEMORANDUM  
OSDS-UM-04-20-2022/MBL

TO : Chief Education Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads/OICs  
Administrative Officers  
All Other Concerned

FROM :   
**SUSAN S. COLLANO**  
Schools Division Superintendent

SUBJECT : **CALL FOR APPLICATION FOR RECLASSIFICATION (2<sup>ND</sup> BATCH)**

DATE : April 20, 2022

1. Pursuant to the Regional Memorandum dated April 18, 2022 Re: "Submission of Additional Requests (2<sup>nd</sup> Batch) for the Approval/Implementation of Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2022", this Office will start accepting applications (2<sup>nd</sup> Batch) for approval/implementation of Equivalent Record Forms (ERFs) and reclassification of positions.
2. This Office will be accepting pertinent documents for reclassification to School Principal II and School Principal III, Head Teacher Positions both for Elementary and Secondary **until May 20, 2022.**
3. Deadline of submission of applications for Special Education Teacher II and Special Education Teacher III (Elementary), Teacher II and Teacher III (Elementary and Secondary) through Equivalent Record Forms (ERFs) will be on **May 27, 2022.**
4. Applications for Head Teacher and Master Teacher I positions that were returned due to lack of documentary requirements are advised to resubmit.
5. Please refer to the Unnumbered Memorandum dated January 19, 2022 Re: *Call for Application for Reclassification*, for the indicated list of requirements for reclassification and ERFs.
6. For information, guidance and immediate compliance.