




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

**UNNUMBERED MEMORANDUM**  
OSDS-PER-UM-01-18-2024/MBL

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary & Secondary School Heads/Officers-in-Charge  
All Others Concerned

**FROM :**   
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF APPLICATIONS FOR THE TEACHER  
UPGRADING POSITIONS THROUGH EQUIVALENT  
RECORD FORMS (ERFs) AND RECLASSIFICATION OF  
POSITIONS FOR CY 2024**

**DATE :** January 18, 2024

1. As per advance information from Regional Office V-Human Resource Management Office (HRMO), this Office is now accepting applications for the teacher upgrading positions through ERFs and reclassification of positions for CY 2024 to provide enough time on checking and evaluation of documentary requirements prior to the submission to regional office and subject to the availability of the funds.

2. Applicants shall submit the following requirements to be evaluated at the Schools Division Office-HRMO:

**A. TEACHER II**

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- c. 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- d. 1 original copy of Updated Service Record
- e. 1 original copy of Certification from the Graduate School regarding the number of MA units earned (if a teacher attended more than one school in Graduate Course, secure a certificate from the school where he/she earned more units)
- f. 1 original copy of Individual Performance Commitment and Review Form (IPCRF), S.Y. 2022-2023 (at least Very Satisfactory)
- g. Original Certificates of Participation on trainings/seminars attended (Division, Regional, National, and International)
  - o 20 Master's Degree in Education units (no seminar/training required); or





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- 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

**B. TEACHER III**

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- c. 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- d. 1 original copy of Updated Service Record
- e. 1 original copy of Certification from the Graduate School regarding the number of MA units earned; Certification of Complete Academic Requirements (CAR); or Certification that passed the Comprehensive Examination
- f. 1 original copy of IPCRF, S.Y. 2022-2023 (at least Very Satisfactory)
- g. Original Certificates of Participation on trainings/seminars attended (Division, Regional, National, and International)
  - Master's Degree in Education (no seminar/training attended); or
  - Complete Academic Requirements (CAR) + 150 seminar/training hours

**C. TEACHER TO MASTER TEACHER I (JUNIOR HIGH SCHOOL)**

- a. One (1) Master Teacher is allowed per subject area with at least 5-7 teachers/minimum of six (6) teachers
- b. Updated Service Record
- c. Transcript of Records
- d. PRC Certification of Good Standing
- e. Teacher's license
- f. Report of Board Rating
- g. Certificates of participation in relevant trainings attended
- h. SF7 and Class Program SY 2022-2023
- i. Complete List of Teachers by Department (with position title and plantilla item number)

**D. FOR HEAD TEACHERS I, II, III, IV**

- 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. Copy of previous appointment
- e. PRC Certification of Good Standing
- f. Teacher's license
- g. Report of Board Rating
- h. Copy of Certificate of Trainings Attended
- i. Duly Accomplished CS Form 212 (Personal Data Sheet)







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- j. Updated Service Record
- k. Performance Rating for the last three years
- l. Certificates/Proofs of Outstanding Accomplishment
- m. Copy of the designation as TIC for HT1
- n. Enrolment Data (Form 3)/SF4 in the present school assignment, including cluster schools handled
- o. List of Teachers under supervision with the identification of their respective plantilla item number signed by SDS
  - o With at least 6 teachers
  - o In a cluster of at least 3 schools with an aggregate of at least six (6) teachers
- p. NEAP Certification as to the Basic Training Course for School Head (Certificate of Participation certified by DcpEd ROV- HRDD)
- q. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment

**E. 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. Updated Service Record
- d. Designation as TIC/Chairman of the Department
- e. Certificates of participation in relevant trainings attended
- f. PRC certification of good standing
- g. Teacher's license
- h. Report of Board Rating
- i. SF7 and Class Program SY 2022-2023
- j. Complete List of Teachers by Department (with position title and plantilla item number)

**F. 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 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.
- b. 1 original copy of Sworn Statement (if studied in private school)
- c. Copy of previous appointment
- d. PRC Certification of Good Standing
- e. Teacher's license
- f. Report of Board Rating
- g. Copy of Certificate of Trainings Attended
- h. Duly Accomplished CS Form 212 (Personal Data Sheet)
- i. Updated Service Record





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- j. Performance Rating for the last three years
  - k. Certificates/Proofs of Outstanding Accomplishment
  - l. Enrolment Data (Form 3)/SF4 in the present school assignment, including cluster schools handled
  - m. List of Teachers under supervision with the identification of their respective plantilla item number signed by SDS
    - o With at least nine (9) teachers
    - o In a cluster of at least 3 schools with an aggregate of at least nine (9) teachers
  - n. NEAP Certification as to the Basic Training Course for School Head (Certificate of Participation certified by DepEd ROV- HRDD)
  - o. 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:

<b>POSITION TITLE</b>	<b>SG</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>PERFORMANCE RATING</b>
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
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,	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







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		leadership or management			
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, leadership or management plus 6 doctoral units	One (1) year as Principal I	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 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





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- The basic requirement/qualification standards for the Master Teacher positions are as follows:

<b>POSITION TITLE</b>	<b>SG</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>
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

4. In addition, this Office will not accept applications for reclassification to Master Teacher I (Elementary) position due to the excess number of allocated Master Teacher I and Master Teacher II per district.
5. Applications for Head Teacher and Master Teacher I positions that were returned in FY 2023 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.

MBL/UM-SUBMISSION OF APPLICATIONS FOR TEACHER UPGRADING POSITIONS.....  
004/January 18, 2024



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