



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




July 28, 2022

MEMORANDUM
OSDS-UM-07-28-2022/MBL

TO: Public Schools District Supervisors
Elementary & Secondary School Heads/Officers-in-Charge
Administrative Officers
Teaching Personnel
All Other Concerned

1. This is to announce to the field that the Office of the Schools Division Superintendent thru the Human Resource Management Office is now accepting application for reclassification of Teacher II and Teacher III (Elementary and Junior High School) positions through Equivalent Record Forms (ERFs) **not later than August 10, 2022.**
2. Likewise, submission for reclassification of teacher items to Master Teacher (junior high school only) and School Head positions (qualified elementary and junior high school) shall be **on or before August 5, 2022.**
3. Reclassification of Master Teacher in elementary schools is not included due to the excess allocation of the said position.
4. Submission beyond the deadline shall no longer be entertained.
5. Attached are the list of requirements for reclassification.
6. Immediate dissemination and compliance to this memorandum is enjoined.


SUSAN S. COLLANO
Schools Division Superintendent





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CHECKLIST OF REQUIREMENTS IN THE RECLASSIFICATION OF POSITIONS

A. TEACHER II

- 3 original copies of Duly Accomplished ERF
- 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- 1 original copy of Updated Service Record
- 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)
- 1 original copy of Individual Performance Commitment and Review Form (IPCRF), S.Y. 2020-2021 (at least Very Satisfactory)
- Original Certificates of Participation on trainings/seminars attended (Division, Regional, National and International)
 - 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

B. TEACHER III

- 3 original copies of Duly Accomplished ERF
- 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- 1 original copy of Sworn Statement (if studied in private school) with documentary stamp
- 1 original copy of Updated Service Record
- 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
- 1 original copy of Individual Performance Commitment and Review Form (IPCRF), S.Y. 2020-2021 (at least Very Satisfactory)
- 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. MASTER TEACHER I TO MASTER TEACHER II/III

For Secondary

- ✓ One (1) Master Teacher position regardless of level may be allowed per subject area with at least 6 authorized teaching positions in the school. Please refer to MEC Order No. 10, s. 1979 (Implementing Rules and Regulations for the System of Career Progression for Public School Teachers).

D. SCHOOL HEAD POSITIONS. Please refer to DepEd Order No. 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions).

