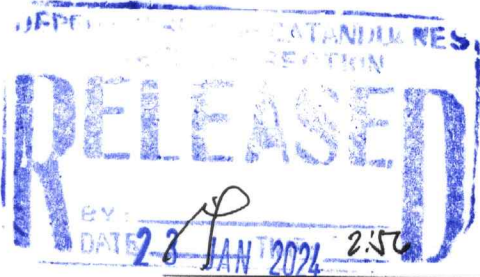




Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM
OSDS-PER-UM-01-23-2024/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 : By Authority of the Schools Division Superintendent:

Shalvat
ATTY. NORLITO JR. P. AGUNDAY
Legal Officer III
Officer-In-Charge

SUBJECT : **Corrigendum to Unnumbered Memorandum dated January 18, 2024, re: Submission of Applications for the Teacher Upgrading Positions through Equivalent Record Forms (ERFs) and Reclassification of Positions for CY 2024**

DATE : January 23, 2024

1. Pursuant to the Regional Memorandum No. 071, s. 2024 dated January 15, 2024, re: "Submission of Requests for the Approval and/or Implementation of the Approved ERF and Reclassification of Positions for FY 2024" and Unnumbered Memorandum dated January 18, 2024, re: "Submission of Applications for the Teacher Upgrading Positions through ERFs and Reclassification of Positions for CY 2024," please be informed that the deadline of submission of applications is **not later than March 8, 2024** on a first come, first served basis.
2. Applicants shall submit the documentary requirements at the Personnel Section for the initial evaluation of documents. Applications with incomplete documents shall not be entertained. Late submission of the applications shall not be accepted.
3. Other information on the list of requirements for teacher upgrading through ERFs and reclassification of positions in the attached Regional Memorandum dated January 15, 2024 shall remain in effect.
4. For information and guidance.

MBL/UM-SUBMISSION OF APPLICATIONS FOR TEACHER UPGRADING POSITIONS.....
006/January 23, 2024



San Roque, Virac, Catanduanes

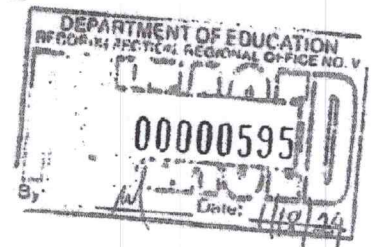
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Republic of the Philippines
Department of Education
REGION V - BICOL



15 Jan 2024

REGIONAL MEMORANDUM
No. 000071, s. 2024

**SUBMISSION OF REQUESTS FOR THE APPROVAL AND/OR IMPLEMENTATION
OF THE APPROVED EQUIVALENT RECORD FORMS (ERFs) AND
RECLASSIFICATION OF POSITIONS FOR FY 2024**

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Please be informed that this Office is now accepting requests on the approval and/or implementation of ERFs and reclassification of positions **until March 15, 2024**. Processing of requests shall be done on a first come, first served basis and priority shall be strictly set in the following order:

- a. Those ERFs approved in the prior years which have remained unimplemented to date;
- b. This year's requests for approval and/or implementation of approved ERFs;
- c. Those requests for approval of ERFs and reclassification of positions that were returned in FY 2023 due to lack of documentary requirements; and
- d. New requests for reclassification of positions (Master Teachers, Head Teachers (Department Heads) and School Heads (School Principals and Head Teachers)).

2. In order to expedite and ensure smooth processing of the above-mentioned requests, the following must be observed and strictly followed.

- a. The Division Human Resource Management Officer (HRMO) shall perform the initial evaluation as to the completeness and veracity of documents submitted and qualifications of the applicants.
- b. Only those requests with complete documentary requirements, correct item number (basis on the issuance of NOSCA by the DBM), actual salary indicated in the PSIPOP consistent with the submitted updated service records, and those that meet the DepEd, CSC and DBM criteria (for purposes of reclassification of positions) are to be forwarded and recommended for approval by the Schools Division Superintendent to DepEd ROV.



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

o/m

3. All requests received by this Office are subject to re-evaluation/validation and for onward recommendation to the Department of Budget and Management, Regional Office No. 5, if found in order, subject to the availability of funds and the existing budgeting, accounting, and auditing rules and regulations.

4. This Office will also be accepting requests for reclassification to Master Teacher III position in the secondary schools as contained in the attached letter dated January 5, 2023 of Undersecretary Gloria Jumamil-Mercado of the Human Resource and Organizational Development, National Educators Academy of the Philippines and Teacher Education Council Secretariat. Sub-Item No. 6.3.2.3, Chapter 6 of the DBM's Manual on Position Classification and Compensation, which was circularized thru Circular Letter (CL) No. 2007-6 dated February 9, 2007, provides the quota system on the allowable number of MT positions in the secondary schools, to wit:

*One (1) Master Teacher position **regardless of level** may be allowed per subject area with at least 5-7 authorized teacher positions within the school.*

Please be guided by the following requisites/qualifications needed for a candidate to be considered for Master Teacher III position in secondary schools.

- 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.

5. Please see in separate sheets the checklist of requirements for the approval and/or implementation of approved ERFs and reclassification of positions.

6. Should there be queries and clarifications, you may email the Personnel Section of this Office at personnel.rov@deped.gov.ph.

7. Please be guided accordingly.


GILBERT T. SADSAD
Regional Director

AD/PS-matb
01/15/2024

CHECKLIST OF REQUIREMENTS

A. RECLASSIFICATION OF POSITIONS

ELEMENTARY LEVEL

- **FROM TEACHER TO MASTER TEACHER 1**
- **FROM MASTER TEACHER I TO MASTER TEACHER II**

- ✓ Plantilla Allocation List (PAL)
- ✓ Justification for the Reclassification of Position
- ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
- ✓ Updated Service Record
- ✓ Rank list (for purposes of reclassification only)
- ✓ Waiver (if lone candidate)
- ✓ Duly accomplished Evaluation Sheet by the Division HRMO
- ✓ List of teachers by school in the district (to be prepared by the District Planning Officer and certified correct by the PSDS) - position title and item no. of every teacher must be indicated
- ✓ Transcript of Records / S.O.
- ✓ Copy of the previous appointment
- ✓ PRC Certification of Good Standing
- ✓ Teacher's License
- ✓ Report of Board Rating
- ✓ Certificates of participation on relevant trainings attended
- ✓ District Data Bulletin (to be prepared by the Division Planning Officer and certified correct by the SDS)
- ✓ Copy of the leaf of the current plantilla, indicated therein the name and the item no. of the recommendee
- ✓ Certification of no pending staffing modification (reclassification, promotion, resignation, etc...)

All photocopied documents must be duly authenticated by an authorized official.



SECONDARY LEVEL

- **FROM TEACHER TO HEAD TEACHER (DEPARTMENT HEAD)**
 - **FROM HT1/HT2/HT3 TO HT4/HT5/HT6 (DEPARTMENT HEAD)**
 - **FROM TEACHER TO MASTER TEACHER I**
 - **FROM MASTER TEACHER I TO MASTER TEACHER II**
 - **FROM MASTER TEACHER II TO MASTER TEACHER III**
-
- ✓ Plantilla Allocation List (PAL)
 - ✓ Justification for the Reclassification of Position
 - ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
 - ✓ Updated Service Record
 - ✓ Rank list (for purposes of reclassification only)
 - ✓ Waiver (if lone candidate)
 - ✓ Duly accomplished Evaluation Sheet by the Division HRMO
 - ✓ List of teachers supervised (for HT only)
 - Position title and item no. of every teacher must be indicated
 - HT1-HT3 = at least 6 teachers excluding the recommendee
 - HT4-HT6 = at least 21 teachers excluding the recommendee
 - ✓ Transcript of Records / S.O.
 - ✓ Designation as TIC/chairman of the Dept. (for HTs only)
 - ✓ Copy of the previous appointment
 - ✓ PRC Certification of Good Standing
 - ✓ Teacher's License
 - ✓ Report of Board Rating
 - ✓ Certificates of participation on relevant trainings attended
 - ✓ Complete List of Teachers by Department (with position title and item number)
 - ✓ BPS Form Nos. 29, 30, 31/SF 7 and Class Program
 - ✓ Latest copy of the PSIPOP of the school
 - ✓ IPCRF for the last two years for MT1; IPCRF rating as MT1 for MT2; IPCRF rating as MT2 for MT3
 - ✓ Certification of no pending staffing modification (reclassification, promotion, resignation, etc...)

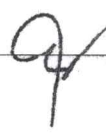
All photocopied documents must be duly authenticated by an authorized official.



SCHOOL HEAD POSITIONS (Head Teacher and School Principal)

- ✓ Plantilla Allocation List (PAL)
 - ✓ Rank list (for purposes of reclassification only)
 - ✓ Evaluation Sheet
 - ✓ Certified, Authenticated and Verified (CAV) Transcript of Records / S.O.
 - ✓ Copy of the previous appointment
 - ✓ PRC Certification of Good Standing
 - ✓ Teacher's License
 - ✓ Report of Board Rating
 - ✓ Certificate of Trainings Attended
 - ✓ Justification for the Reclassification of Position
 - ✓ Duly accomplished CS Form 212 (Personal Data Sheet)
 - ✓ Updated service Record
 - ✓ Performance rating for the last three (3) consecutive years
 - ✓ Certificates/Proofs of Outstanding Accomplishment
 - ✓ ERF for HT positions; Position Description Form for Principal positions
 - ✓ Copy of the designation as TIC for HT1 and P1 position
- ✓ *NEAP certification as to the result of NQEP taken and Basic Training Course for School Heads attended
 - Principal I: NQEP Report of Rating and completed the Basic Course for School Heads
 - Principal II, III, IV: Certificates of participation certified by DepEd ROV-HRDD
 - ✓ *SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
 - ✓ *Division PSB's certification on the points obtained in the Psychosocial Attributes and Personality Traits Assessment
- ✓ Enrolment Data (Form 3) in the present school assignment, including cluster schools handled, if any.
 - ✓ Copy of the latest post-audited PSIPOP where item is reflected
 - ✓ Certification of non-availability of item
 - ✓ List of Teachers under supervision, with the identification of their respective plantilla item number per latest post audited PSIPOP
 - ✓ Copy of the latest post-audited PSIPOP wherein the names of the teachers under the supervision are reflected
 - ✓ Certification of no pending staffing modification (reclassification, promotion, resignation, etc...)

As an exception to *

- ✓ Supervising a school that belongs to top 10 Performing Schools in the region/division/secondary or elementary level for the last 2 school years on any three (3) of the following
 - National Achievement Test
 - Completion Rate
 - Cohort Survival Rate
 - Drop Out Rate
 - Those who have achieved maturity level of SBM practice and level III accreditation
- 

- ✓ Introduced, adopted, or implemented innovations in curriculum and instruction certified by the SDS

BASIC REQUIREMENTS IN APPLYING FOR ERF:

- ✓ 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.
- ✓ Sworn Statement of a teacher if units were earned in a private school.
- ✓ Updated Service Record
- ✓ Original or certified photocopy of an approved ERF as Teacher II, if any (for an application to Teacher III only).
- ✓ Certification from the school concerned regarding the no. of units for graduation in MA if claiming for T2 & T3 or Certification of Complete Academic Requirements (CAR) or Certification that the applicant has passed the Comprehensive Examination.
- ✓ Pre-evaluated Equivalents Record Form (ERF) by SDO (3 copies)
- ✓ Original copy of certificates of trainings/seminars attended (International, National, Regional and Division Level)
- ✓ Other supporting documents for professional activities (if any)
- ✓ IPCRF (*Only teachers with at least Very Satisfactory (VS) performance rating should be recommended for upgrading*)
- ✓ **Additional Requirements:**
 - Original copy of the Plantilla Allocation List
 - Certified true copy of the marriage contract (*this applies only to married female teacher whose ERF has been approved while she was still single*)
 - Certification of no pending staffing modification (promotion, reclassification, resignation, etc.) issued by the concerned Schools Division Superintendent thru the Division Administrative Officer IV (HRMO).
 - Endorsement of the SDS

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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 (Elementary and Junior High School)

- 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 (ELEMENTARY AND JUNIOR HIGH SCHOOL)

- 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 2023-2024
- 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 DepEd 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 2023-2024
- 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:

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
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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- 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 (JHS only). Please be guided by the 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.





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- 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

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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