



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 8, 2024

DIVISION MEMORANDUM

NO. 81, s. 2024

CALL FOR SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned



1. Relative to Regional Memorandum No. 000071 dated January 15, 2024 “Submission of Requests for the Approval And/or Implementation of the Approved Equivalent Record Forms (ERFs) And Reclassification of Positions”, this Office will be accepting documents for reclassification to School Principal II and III, Junior High School Master Teacher I-III and Head Teacher I (Department Head)

2. Likewise, call for submission of documents for promotion to vacant Master Teacher positions is open to interested applicants of the following schools who meets the Qualification Standard of the position.

School	Position	Education	Experience	Training	Eligibility
Cararayan NHS	Master Teacher I (1 item) OSEC-DECSB-MTCHR1-390177-2020	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	PBET/LET
Camarines Sur NHS (1 item – English)	Master Teacher I (1 item – English) OSEC-DECSB-MTCHR1-394054-1998	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education; and 18 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	PBET/LET
Tinago NHS (2 items – Science & TLE)	Master Teacher II OSEC-DECSB-MTCH2-390047-2022 OSEC-DECSB-MTCHR2-390048-2022	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education 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	PBET/LET
Camarines Sur NHS (1 item)	OSEC-DECSB-MTCHR2-391423-1998	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education 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	PBET/LET



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3. Below is the schedule of assessment activities.

Date	Activity
March 13, 2024	Submission of Documents
March 14, 2024	Assessment of School Principal, Head Teacher & Master Teacher for reclassification
March 25, 2024	Assessment of Master Teacher (Promotion)

4. Applicants must register in this link:
<http://tinyurl.com/SDONagaNTPosition>

5. Schools applying for the reclassification of their HT and MT items must first determine the following:

For Head Teacher positions:

- a) Only 1 Head Teacher position can be allocated per subject area.
- b) There must be a total of at least 6 teachers to be supervised (Excluding the applicant for Head Teacher).
- c) The field of specialization of the applicant must be that of the department/subject area where he/she belongs.
- d) Only the teachers included in the PSIPOP of schools are counted.
- e) There must be no double-entry of names of teachers per department.
- f) Applicants must meet the basic CSC qualifications of the position.

For Master Teacher positions:

- a) The ratio for the allocation of Master Teacher per department must be 5:1 meaning for every 5 teachers (excluding the applicant), 1 MT position can be allocated per department.
- b) The field of specialization of the applicant must be that of the department/subject area where he/she belongs.
- c) Only the teachers included in the PSIPOP of schools are counted.
- d) There must be no double-entry of names of teachers per department.
- e) Applicants must meet the basic CSC qualifications of the position and the conditions of MEC Order 10, s. 1979.
- d) The school must not have any vacant Master Teacher position.

6. Schools with Master Teacher and Head Teacher applicants for reclassification must submit in a separate folder the following documents:

- a) School Memorandum for their call for submission of documents for reclassification
- b) List of teachers by department (must be signed by the principal)
- c) Waiver of teachers who did not join (by department)
- d) School Form 7 (School Personnel Assignment List and Basic Profile)

7. The following are the requisites/qualifications needed for reclassification of Master Teacher:

Master Teacher I	Master Teacher II	Master Teacher III
a) Permanent Teacher b) Bachelor's degree or equivalent	A) Master Teacher I for at least 1 year b) Very Satisfactory rating as Master Teacher I (or ESP I)	a) Master Teacher II for at least 1 year b) M.A. in education or equivalent

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☑ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur 5400
☎ 0981 630 0070 0070
✉ naga.city@deped.gov.ph naga.city.ph





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c) Very satisfactory performance rating for the last 2 years d) At least 3 years experience 5) At least 25 points in Leadership and Potential or has been a demonstration teacher on the district level plus 15 points in leadership and potential	c) Bachelor's degree for teachers or equivalent plus completion of academic requirements for M.A. d) At least 30 points in Leadership & Potential & achievement or a demonstration teacher on the division level plus 20 points in leadership & potential	c) Very satisfactory performance rating as MT II d) At least 45 points in leadership, potential and achievement
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8. The basic requirements for the Reclassification of School Principal I to School Principal II-IV is as follows:

Position	Education	Experience	Training	Performance Rating
School Principal II	Master's degree in the fields of administration, supervision, leadership, or management, plus 8 doctoral units	One year as Principal I	48 hours of relevant training initiated, sanctioned, approved/ recognized by DepEd	At least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
School Principal III	Master's degree in the fields of administration, supervision, leadership or management, plus 12 doctoral units	Two years as Principal II	56 hours of relevant training initiated, sanctioned, approved/ recognized by DepEd	At least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years
School Principal IV	Master's degree in the fields of administration, supervision, leadership or management, plus 24 doctoral units	Two years as Principal III	56 hours of relevant training initiated, sanctioned, approved/rec ognized by DepEd	At least VS performance rating for the last 3 consecutive years or Outstanding for the last 2 consecutive years

9. The HRMPSB shall be composed of the following:
Chairman: ASDS FERNANDO C. MACARAIG CESO VI
Members: OIC-SGOD Chief MICHAEL A. DEL ROSARIO
AOV MARY ANN B. ROSAURO
HRMO SHEILA MARGARITA M. DURANTE
Teacher's Association President APOLLO C. SEBELLO
Head of Unit:
CID Chief ANNA LIZA F. ABULOC (for School Principal)
School Head (for Master Teacher, Head Teacher)

10. Appraisal of credentials for School Principal II-IV is DepEd Order No. 97, s. 2011, Head Teacher-I position will be based on DepEd Order No. 42, s. 2007 while for Master Teacher, basis will be MEC Order No. 10, s. 1979.

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11. **Documents for outstanding accomplishments & training must have been earned after the date of the last promotion/appointment.**
12. There is no reclassification of teacher items in the elementary schools because the allocation of Master Teacher positions in the elementary level is still enough.
13. Senior High School Teachers are not yet encouraged to join the assessment for reclassification of their items to Master Teacher I or Head Teachers since guidelines are yet to be released by the Central Office for them.
14. This agency upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and political affiliation or other similar factors/personal circumstances which will run counter to the principles of merit, fitness for the job and equal opportunity."
15. Enclosed in this memorandum are the following:
- a) Checklist of Requirements & Omnibus Sworn Statement
 - b) Basic Documentary Requirements
 - c) Criterion for Master Teacher
16. Expenses of the Division Selection Committee relative to the evaluation of documents, interview and preparation of rank list shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
17. Immediate dissemination and compliance to this memorandum is enjoined.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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Enclosure 1 to DM _____, s: 2023

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Position Applied For: _____

Office of the Position Applied For: _____

Religion: _____

Person with Disability: Yes () No ()

Application Code: _____

Contact Number: _____

Ethnicity: _____

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office			
b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
d. Photocopy of valid and updated PRC License/ID, if applicable			
e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
g. Photocopy of Certificate/s of Training, if applicable			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i. Photocopy of latest appointment, if applicable			
j. Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years, if applicable			
k. Photocopy of Certification from the School Head that the candidate has an actual six hours teaching load per day or 30 hours/week and class program			
Means of Verification (MOVs) showing Leadership, Potential and Accomplishment, reckoned from the date of last issuance of appointment for promotion			

Checked by: _____

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY
I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT
I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant
Subscribed and sworn to before me this _____ day of _____, year.

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Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and (a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintain its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Enclosure 2

BASIC DOCUMENTARY REQUIREMENTS

I. BASIC DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION OF SCHOOL PRINCIPAL/HEAD TEACHER I/MASTER TEACHER

- 1) Original signed Application Letter addressed to the Schools Division Superintendent (*stating the position applied for*)
- 2) Printed copy of Registration (as stated in item number 4 of this memorandum)
- 3) Original Notarized Omnibus Certification (format in Enclosure 2 to this memorandum)
- 4) Original CSC Form 212 Revised 2017 (Personal Data Sheet) *completely filled-out with the latest passport size ID picture and with Work Experience Sheet*
- 5) Photocopy of Certificate of Eligibility/Rating/updated License
- 6) Photocopy of Performance Rating for the last three (3) years which should be at least Very Satisfactory (SY 2020-2021, SY 2021-2022, SY 2022-2023)
- 7) Photocopy of Updated Service Record
- 8) Latest approved appointment/Contract of Service
- 9) Photocopy of Certificate of Trainings (*attended after the last promotion*)
- 10) Photocopy of Transcript of Records (Baccalaureate/Post Graduate Studies/ Special Order/Certification of Completed Academic Requirements, if applicable)
- 11) Enrolment data (Form 3) in the present school assignment handled
- 12) Class Program/ Teaching Loads for the last school year with full teaching load or equivalent to 300 minutes/day or 1500/week (**for Master Teacher applicants**)
- 12) NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended certified by HRD (**for School Principal applicant**)
- 13) SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment (**for School Principal applicant**)

II. OTHER DOCUMENTS

A. MOV'S for Outstanding Accomplishments (for School Principal and Head Teachers)

- 1) Outstanding Employee Award (*earned after the last promotion*)
- 2) Innovation (*after the last promotion*) properly documented, approved by immediate head and attested by authorized regional/division official
- 3). Research and Development Project (*conducted after the last promotion*)
- 4). Publication/Authorship (*after the last promotion*)
- 5). Consultant/Resource Speakership in Trainings/Seminars/Workshop/Symposia (*after the last promotion*, arranged according to level, from international down to district level (earned after the last promotion)

B. MOV'S for Leadership, Potential and Accomplishments (for Master Teacher)

(Please refer to enclosure 3 of this memorandum)

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Enclosure 3 of DM ____ S. 2023

CRITERION FOR MASTER TEACHER

Leadership, Potential and Accomplishments

Note: Claims for all the criteria should be supported by a certification under oath signed by the school head/supervisor and corroborated by 5 other personnel involved in the activity. The maximum points shall be given when required documents are available. No point will be given when the required documents are not satisfied.

Criterion A - Introduced any of the following which has been adopted or used by the school/district/division. **(20 points in any of the following)**

1. Claim for Curriculum or Instructional Materials

- Approved proposal and write up, with date/school year, signed by the SDS;
- Copy of the curriculum materials;
- Results of validation and copy of the validation instrument used;
- Certification of school heads/teachers who adopted the materials, duly notarized, and with date;
- Narrative Report of Accomplishments with date congruent to the dates of the proposal, certification, designation and validation.

2. Claim for Effective Teaching Techniques and Strategies

- Approved action research/proposal and write up with date, signed by the SDS
- Certification of school head duly notarized who adopted the materials

3. Income Generating Project

(Note: to be credited, the IGP shall have generated at least Php 10,000.00)

- Approved proposal and write up with dates, signed by the SDS
- Certification or other documents showing its utilization for improving learning outcomes of pupils/students, with financial statement signed by the Principal
- Certification for being the proponent of an income IGP for 2 consecutive years corroborated by 5 teachers and duly notarized

4. Simplification of Work for Record Keeping

- Approved proposal and write up with date, signed by the SDS
- Work Plan, with the date/school year
- School Memorandum
- Narrative Report of Accomplishments with date indicating cost reduction that is congruent to the date of the proposal, action plan, certification, and/or designation signed by immediate superior
- Certification corroborated by 5 teachers and duly notarized

Criterion B – Served as Subject Coordinator or Grade Chairman for at least 1 year **(12 points in any of the following)**

1. Claim as Subject Coordinator or Grade Chairman for at least 1 year

- Certification, with date for serving as subject coordinator and satisfactorily discharged such assignment for 1 year provided such assignments or service is in addition to and not considered part of the regular load, corroborated by at least 5 teachers and duly notarized

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- b. Designation, with date signed by the PSDS for District Coordinator and School Heads for School Coordinator
- c. Class/Intermediate program with date and teaching loads on the SY being claimed
- d. Action Plan for the specific year being claimed
- e. Accomplishment Report with date signed by the PSDS for district coordinator and signed by School Heads for School Coordinator corroborated by 5 teachers. It must be consistent with the activity cited in the action plan.

Observe congruency with the dates of the action plan, certification, designation and narrative accomplishment report.

2. Adviser of Interest Club for at least 2 years

- a. Certification (with date) for serving as adviser of interest club and satisfactorily discharged such assignment for 2 years, provided such assignment or services are in addition to and not considered part of the regular load, corroborated by at least 5 teachers and duly notarized
- b. Designation with date, signed by the School Head or PSDS
- c. Teachers' and Class/Intermediate Program with teaching loads on the SY being claimed
- d. Action Plan with date congruent to the other criteria cited and approved by the School Head/PSDS
- e. Accomplishment Report - date should be the same with the date of the action plan, and narrative must be in accordance with the activity undertaken and mentioned in the action plan

3. Adviser of School Publication for 2 years

- a. Certification for serving as adviser of School Publication and satisfactorily discharged such assignment for 2 years, provided such assignments or are in addition to and not considered part of the regular load, corroborated by at least 5 teachers and duly notarized, date of certification should be congruent to the dates of other criteria cited
- b. Designation should have the date and signed by the School Head/PSDS
- c. Teachers' and Class/Intermediate Program with teaching loads on the SY being claimed
(with the date/school year)
- d. Action Plan with date and approved by the SH/PSDS
- e. Copies of publication for each year being claimed
Dates of the Action Plan must be congruent to the dates of the proposal and accomplishment report. Likewise, the report of accomplishment report must be consistent with the activity cited in the action plan.

Note: Only lead adviser shall receive 12 points; Assistant advisers shall receive 6 points.

Criterion C - Served as chairman of a special committee for 1 year (**12 points in any of the following**)

- 1. Claim for Chairmanship of a Special Committee
 - * Credited for Curriculum/instructional materials are: Modules, guide, manuals, lesson plans, worksheets, exercises, workbooks
 - * Credited for school programs are: testing, reading, math remedial and enrichments program

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Documents required:

- Memorandum on the designation of the special committees signed by the SH/PSDS
- Certification for serving as Chairman of a special committee corroborated by 5 teachers and duly notarized
- Project Proposal signed by the SH/PSDS and SDS
- Action Plan signed by the SH/PSDS
- Copy of the outputs-curriculum/instructional materials or prepared program/s
- Write up of accomplishments signed by the SH/PSDS, duly certified, authenticated and corroborated by 5 teachers, in harmony with the action plan and signed by the SDS.

Criterion D - Initiated/headed or participated in educational research for 1 year (**12 points**) Participation as member only (**6 points**)

- Letter-request to the SDS to conduct an Action Research
- Approved Research Proposal with date and signed by the SDS
- Research completion report dated and signed by the SDS
- Brief write up on the implication of the research on the improvement of instruction or for community development or teachers' welfare.

Reminder: *Researches conducted and submitted to fulfill requirements for masteral and doctoral program are not given credits as they have been credited for the degree (MEC Order No., 29, s. 1979 — clarification on MEC Order No., 10 s. 1979)*

Criterion E – Coordinator of community or activity or of a program of another agency or coordinator of rural service improvement activity (feeding, nutrition, agro-industrial fair for at least 2 years) (**12 points**)

- Designation with date signed by the School Head /head of other agencies
- Certification as coordinator of the project for at least 2 years signed by the barangay chairman/official and School Head
- Action Plan dated and approved by the SH or head of other agencies
- District/School Memo/Programs where candidate is named as coordinator
- Report of accomplishment attested by SH/PSDS. The date should be congruent to the date of the action plan and accomplishment must be consistent with the activities cited thereto, a sample evidence of accomplishments as indicated in the action plan and report of accomplishment for the SY upon which the candidate is claiming attested by the SH/Head of other Agencies
- Awards of recognition/appreciation signed by sponsoring agency

Criterion F – Organized or managed an in-service training activity or other similar activity at least in the school level (**12 points**)

Note: *Coordinators who organized or managed INSET shall not be given points under this criterion. It is an inherent function as a coordinator*

- Memo where the candidate is designated as Overall Chairman/organizer/manager of INSET
- Certification for organizing/managing the INSET, corroborated by 5 teachers and duly notarized
- INSET proposal with Training Design approved by the SDS. The claimant's name is cited as proponent of the in-service training.

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- d. INSET report of accomplishment with date congruent with the dates of the other items and signed by the SH/PSDS and SDS
- e. Certificate of Merit/Commendation, date must be congruent with the dates of other documents relative to the activity.

Criterion G - Credited with the meritorious achievements such as:
(Note: to be given a point, an applicant must present a certificate of commendation as coach or coordinator signed by authorized official)

- 1. Trainer of or coach to contestants who received prizes, commendations, or any form of recognition:
 - National Winner 10 points
 - Regional Winner 5 points
 - Division Winner 3 points
- 2. Athletic coach of athletes or teams who won prizes as follows:
 - National Level 10 points
 - Regional Level 5 points
 - Division Level 3 points
 - District Level 1 point
- 3. Coordinator of Boy Scout or Girl Scout activities:
 - National Level 10 points
 - Regional Level 5 points
 - Division Level 3 points
 - District Level 1 point

Criterion H – Authorship
(10 points for a book and 1 point for each article provided they are on education)

- Sole Authorship 10 points
- Co-authorship 5 points
- Article 1 point/article

Criterion I – Demonstration Teaching

- a. Levels of Demonstration Teaching:
 - For MT I applicants District Level
 - For MT II applicants Division Level
- b. Distribution of Points (per Regional Letter No. 117, s. 1990 signed by RD Jovencio T. Revil)
 - Three or more demonstration lessons conducted- 10 points
 - Two demonstration lessons conducted - 7 points
 - One demonstration lessons conducted - 4 points
- c. Requirements to be given a point
 - ✓ Approved lesson plan signed by the PSDS/EPS
 - ✓ Certification and Lesson Plans should have dates
 - ✓ Memo/TIP/Program of activities where the candidate is cited as demonstration teacher
 - ✓ Certification stating the exact date when the candidate served as demonstration teacher and corroborated by at least 5 teachers and duly notarized.
 - ✓ Attendance of participants during the training where demonstration teaching was conducted should be attached.
 - ✓ Certificate of commendation

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