



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 MAY 2023

DIVISION MEMORANDUM

No. 223 s.2023

**CALL FOR SUBMISSION OF PERTINENT DOCUMENTS FOR  
RECLASSIFICATION OF TEACHER II, III, MASTER TEACHER I, II AND  
SCHOOL HEAD OF ELEMENTARY AND JUNIOR HIGH SCHOOL**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. As a way of motivating our human resources to continuously improve their effectiveness and efficiency in delivering quality, accessible, relevant and liberating basic education, this Office reminds/ announces to the field the submission of application documents for reclassification of T II, T III, Master Teacher I, II and School Head of Elementary and Junior High School.

2. In this connection, this office is reminding all interested applicants for reclassification to submit their pertinent documents to the Personnel Administration Services Unit through Records office on or before **May 19, 2023**, using the following format and templates:

**A. For reclassification of Teacher II/III through Equivalent Record Form (ERF):**

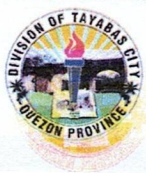
- Applicants must be in Kindergarten, Elementary and Junior High School **only**. Checklist of requirements and form for ERF can be downloaded in this link (<https://tinyurl.com/Checklist-ERF>).

**B. Reclassification of Master Teacher I/II:**

- The school must submit a fully furnished copy of ranklist/School ranking for the current school year, together with the pertinent documents needed as per **MEC Order No. 10, s. 1979, DECS Order No. 57, s. 1997 and Regional Memorandum No. 434, s. 2017** (see attached checklist - Annex A).

- Computation for MT entitlement:

The computation for MT entitlement is 10% of the total authorized teacher positions in the school, to wit:



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)




<https://depedtayabas.com/>

- Master Teacher I position shall not exceed 6.6% of the total number of authorized teaching positions.
- Master Teacher II position shall not exceed 3.3% of the number of authorized Master Teacher I positions.
- Master Teacher in **Secondary** shall be distributed to the learning areas/subject area using the required number of teachers per department (5+1).

**C. Reclassification of School Head**

- Interested school heads must submit the pertinent documents needed as per **DepEd Order No. 7, s. 2023** (see attached Annex B).

6. Wide and immediate dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS, JR**  
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>



**Annex A**

**CHECKLIST OF REQUIREMENTS FOR MASTER TEACHER**  
**(As per MEC Order No. 10, s. 1979, DECS Order No. 57, s. 1997 and**  
**Regional Memorandum No. 434, s. 2017)**

1. Letter of Intent addressed to the Schools Division Superintendent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the present position for the last three (3) rating periods (if applicable);
4. Certified True Copy of the updated PRC ID License (must be Certified True Copy by the PRC);
5. Updated Service Record
6. Photocopy of approved appointment
7. Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status;
8. Certified True Copy of Transcript of Records and Diploma;
9. Certification from School Head that the applicant has an actual teaching load per day with attached current Teacher's/ Class Program signed by authorized authorities:
  - Six (6) actual teaching load; or
  - Minimum of four (4) actual teaching load with one (1) ancillary and one (1) advisory; or
  - Minimum of five (5) actual teaching load with one (1) ancillary
10. Demonstration Teaching on the Division Level.
  - 10.1 Requirements for Demo Teaching:
    - i. Approved Lesson Plan
    - ii. Certificate
    - iii. Corroboration
    - iv. Training Matrix/ Design where his/her name is indicated
    - v. Memorandum

**Other documents as contained in RM 434 Regional Management Committee Resolution No. 002, s. 2017 such as:**

11. Introduced any of the following which has been adopted or used by the school/division:
  - 11.1 Curriculum or instructional materials - must be supported with the following documents:
    - i. Approved Project Proposal
    - ii. Copy of Curriculum Material
    - iii. Summary of results of its effectiveness
    - iv. Certification coming from the Education Program Supervisor in charge of the learning area that it has been adopted in the school and validated to be effective
  - 11.2 Effective Teaching Techniques or strategies - must be supported with the supporting documents:



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>



- i. Concept paper
  - ii. Certification coming from the Education Program Supervisor in charge of the learning area that it has been effective
  - iii. Summary of results of its effectiveness
- 11.3 Simplification of work as in reporting system, record keeping or procedures that resulted in cost reduction. It shall be supported with cost benefit analysis, concept paper, application of its effectiveness, financial report of its cost effectiveness, and certification or evidence of corroboration from any of the following: school head or at least five co-teachers.
- 11.4 Worthwhile Income Generating Project (IGP) for pupils given due recognition by the higher officials of the division. It shall be supported with project proposal, income statement from the recipients of the project, and a certificate of award or recognition.
- 12.** Served as subject coordinator or grade chairman for at least one (1) year; or as adviser of school publication or any special organization like dramatic club, glee club, science club etc., and discharged such assignment satisfactorily for at least two (2) years provided such assignment or services are in addition to, and not considered part of the regular teaching assignment. It must be supported with the following documents:
- i. Official designation
  - ii. Accomplishment for the past three (3) years
  - iii. Teachers Program
  - iv. Approved Official Teacher's Load
- 13.** Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently. It must be supported with the following documents:
- i. Certification
  - ii. Corroboration (At least five (5), duly certified)
  - iii. Appointment
  - iv. Accomplishment report
  - v. Output of the Committee
- 14.** Initiated or headed an educational research activity duly approved by educational authorities (An action research, should not be a Thesis for the Masters Program). It must be supported with the following documents:
- i. Certifications as required in unnumbered Regional Memorandum on Intensifying Research in Schools issued on March 2, 2015
  - ii. Research itself
  - iii. Output of the Research
  - iv. Research Report
- 15.** Coordinator of community project or of a program of another agency or coordinator of rural service improvement activity for at least two (2) years. It must be supported with the following documents:
- i. Organizational/Barangay Resolution for the Designation
  - ii. Progress report for two (2) years (before and after)
  - iii. Approved Project Proposal
  - iv. Impact Study (if Research-based)



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



**16.** Organized or managed an in-service activity or other similar activities at least on the school level (at least 3 days' duration). LAC sessions conducted for at least twenty four (24) hours (either continuous for three (3) days or cumulative within a semester) may also be credited. It must be supported with the following documents:

- i. Approved Training/LAC Design/Proposal by the Division
- ii. Memorandum showing the designation as chairman or member
- iii. Completion Report/ Attendance

**17.** Credited with meritorious achievement such as:

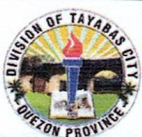
17.1 Trainer or coach to contestant who receive Top three (3) prizes

17.2 Coach of athletes or team who won Top three (3) prizes

17.3 Coordinator of BSP or GSP activities. It must be supported with the following documents:

- i. Designation as Scout Coordinator
- ii. Approved Proposal of the Scouting Activity
- iii. Accomplishment Report
- iv. Commendation by authority

**18.** Authorship (Book or Article)



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>



**Annex B**

**CHECKLIST OF REQUIREMENTS FOR SCHOOL HEAD  
(As per DepEd Order No. 007, s. 2023)**

1. Letter of intent addressed to the Schools Division Superintendent;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC);
4. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements (if applicable);
5. Updated Service Record;
6. Certificate of Employment;
7. Certificate of Training/s attended, if applicable;
8. Checklist of requirements and omnibus sworn statement notarized by authorized official (*can be Barangay Captain or Notary Public*)

**Note: The form can be downloaded at <https://tinyurl.com/checklistandsworn>**

**Other documents as required in DepEd Order 7, s. 2023:**

9. Performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position (if applicable);

**Note: For positions with experience requirement:**

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

10. Outstanding Accomplishment acquired or earned after the last promotion (if any);
  - 10.1. Awards and recognition
    - 10.1.1. Outstanding Employee Award
      - 10.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search
      - 10.1.1.2. Certificate of Recognition/Merit
    - 10.1.2. Awards as Trainer/Coach
      - 10.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.
      - 10.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity
  - 10.2. Research and Innovation
    - 10.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
    - 10.2.2. Accomplishment report verified by the Head of Office



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>



- 10.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 10.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 10.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
- 10.3. Subject Matter Expert / Membership in National TWG or Committees (relevant to the position being applied for)
  - 10.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
  - 10.3.2. Certificate of Participation or Attendance; and
  - 10.3.3. Output/Adoption by the Organization/DepEd
- 10.4. Resource Speakership/Learning Facilitation
  - 10.4.1. Issuance/Memorandum/Invitation/Training Matrix;
  - 10.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
  - 10.4.3. Slide deck/s used and/or Session guide/s
- 10.5. NEAP Accredited Learning Facilitator
  - 10.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
  - 10.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
11. Application of Education (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

**Note: For positions with experience requirement:**  
**Relevant Intervention:**

  - 11.1. Action Plan approved by the Head of Office
  - 11.2. Accomplishment Report verified by the Head of Office
  - 11.3. Certification of the utilization/adoption signed by the Head of Office
12. Applications of Learning and Development (L&D)
  - 12.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP);
  - 12.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) / Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
  - 12.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
  - 12.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
13. Latest approved appointment (if any).



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>