



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

050622-053

6 MAY 2022

DIVISION MEMORANDUM

No. 298 s.2022

**CALL FOR SUBMISSION OF PERTINENT DOCUMENTS FOR
RECLASSIFICATION OF TEACHER II, III AND MASTER TEACHER I, II
[ELEMENTARY AND SECONDARY (JHS)]**

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 that the Office of the Schools Division Superintendent through HRMO is ongoing on accepting application documents for reclassification T II/T III and Master Teacher I/II.

2. Reclassification of Teacher II/III through Equivalent Record Form (ERF)

Applicants may come from Elementary and Secondary (JHS). Checklist of requirements for ERF can be downloaded at SDO Tayabas website.

<https://tinyurl.com/Checklist-reclassification>

3. Reclassification of Master Teacher I/II

Total number of Master Teacher position shall not exceed 10% of the total authorized teacher positions in the school, to wit:

- 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.
- For Secondary to be distributed to the learning areas/ subject area using the required number of teachers per department (5+1).
- School should submit the fully furnished copy of Ranklist for the current school year with the forwarded pertinent documents to the division office.



Brgy. Poto, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

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4. Interested applicants for this division are instructed to submit relevant pertinent documents for reclassification in Teacher II/III and Master Teacher I/II in Personnel Administration Services Unit through Records office on or before May 23, 2022.

TIMELINE	ACTIVITIES	PERSON/S INVOLVE
May 26 – 31, 2022	Evaluation of Master Teacher I/II applicant's documents for reclassification.	Mildred Z. Galleno Generosa F. Zubieta

5. Immediate dissemination of this memorandum is desired.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO, JR.
OIC - Assistant Schools Division Superintendent



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