



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 11, 2021

**REGIONAL MEMORANDUM**

No. **023**, s. 2021

**ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION OF TEACHING  
AND TEACHING-RELATED POSITIONS FOR ELEMENTARY  
AND JUNIOR HIGH SCHOOL**

To: Schools Division Superintendents  
Division HRMOs  
All Others Concerned

- To avoid budget deficit and ensure inclusion in the budgetary allocation for CY 2022, this Office shall accept and process requests for reclassification of teaching and related-teaching positions for Elementary and Junior High School for Calendar Year 2021 using the existing guidelines from **January 15, 2021 until March 31, 2021**.
- The following positions are eligible for reclassification:
  - Teacher I-III (Elementary and Secondary)
  - Master Teacher I-III (Elementary and Secondary)
  - Head Teacher I-III (Elementary)
  - Head Teacher I-VI (Secondary)
  - Principal I-IV (Elementary and Secondary)
- The required documents for submission are as follows:

<b>Upgrading of Position thru ERF (Teacher I-III)</b>	<b>Reclassification to Master Teacher Position</b>	<b>Reclassification to School Head/Principal Position</b>
1. Indorsement of the SDS	1. Indorsement of the SDS	1. Indorsement of the SDS
2. Plantilla Allocation List signed by SDS	2. Plantilla Allocation List signed by SDS	2. Plantilla Allocation List signed by SDS
3. Approved Equivalent Record Form (ERF)	3. Division Ranklist signed by the committee	3. Division Ranklist signed by the committee
	4. Updated Service Record	4. Updated Service Record



	5. Transcript of Records	5. Transcript of Records
	6. CSC Form 212 (Personal Data Sheet)	6. CSC Form 212 (Personal Data Sheet)
	7. List of Secondary School Teachers per School per Subject Area using the attached template	7. Approved Equivalent Record Form (ERF) (1copy) <b>(for HT I-VI only)</b>
		8. Certificate of Basic Training Course for School Heads certified by NEAP
		9. NEAP Certification as to the result of QEP/PMAT/NQESH/ Principal's Test
		10. Designation/Special Order issued by the SDS to applicant for Head Teacher position in the <b>Secondary Level</b> that he/she is assigned to handle a School

4. To ensure smooth and speedy processing of the documents for reclassification, Schools Division Offices are advised to observe the following:

- 3.1 Indorsement must indicate the names of recommendees as indicated in the Plantilla Allocation List (PAL);
- 3.2 Arrangement of applicants in the PAL should follow the order in the Ranklist;
- 3.3 A maximum of fifteen (15) recommendees per PAL/Indorsement should be followed;
- 3.4 Ranklist for Secondary should be by Subject Area and by School;
- 3.5 Notation in the Remarks column of the Ranklist for those who have been promoted thru Natural Vacancy or other reasons for non-inclusion in the list of recommendees;
- 3.6 Remarks should bear signature of authorized signatory;
- 3.7 Certification/Justification from the Schools Division Superintendent for applicant/s who is/are higher in rank but is/are not recommended for reclassification; and
- 3.8 Avoid rush submission by submitting volume of applications during the deadline. Submission may be done by batch.

5. The Schools Division Superintendents through the Division Selection Committee shall ensure that the qualification standards, guidelines, and other procedures and documents for reclassification have been met and strictly followed.

6. Supporting documents may be submitted through email at records.region8@deped.gov.ph **except** for the **Indorsement, Plantilla Allocation List, Comparative Assessment Results/Ranklist, List of Secondary Teachers, and Equivalent Record Forms** which **should be in hardcopies** as required by the Department of Budget and Management.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.



**RAMIR B. UYTICO EdD, CESO IV**

+ Director IV



Enclosure: None

References: MECS Order No. 10, s. 1979; DepEd Order No. 97, s. 2011; RM 460, s. 2020

To be indicated in the Perpetual Index  
under the following subjects:

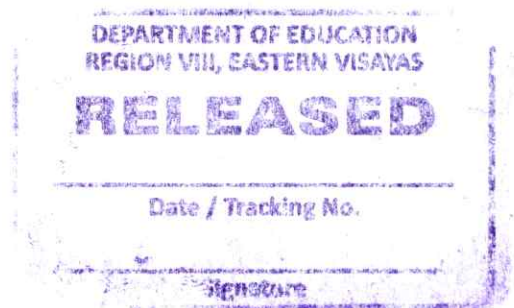
ACCEPTANCE

BUDGETARY ALLOCATION

DOCUMENTS

PROCESSRECLASSIFICATION

SUBMISSION



AD-PS-EDR