



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



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DIVISION MEMORANDUM:

TO: **ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

FROM: The Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF APPLICATION FOR RECLASSIFICATION/CONVERSION OF POSITION FOR CY 2019**

DATE: May 22, 2019

1. This is to inform the field that this Office is accepting applications and pertinent documents for reclassification/conversion of teacher positions to Teacher II, Teacher III, Master Teachers, Special Education Teachers, Librarians, Guidance Counselors and School Heads positions (Principal/Head Teacher) for CY 2019 **SUBJECT TO BUDGET ALLOCATION FROM DEPARTMENT OF BUDGET AND MANAGEMENT (DBM).**
2. It is emphasized that only those applicants who meet the existing criteria based on DepEd Order No. 97, s. 2011 for School Principal/Head Teacher Positions, DECS Order No. 57, s. 1997 for Master Teacher positions, should be included in the reclassification requests.
3. Applicants who met the requirements below may also apply for the evaluation of their Equivalent Record Form (ERF) for the following positions and submit the pertinent documents, to wit:

TEACHER II SPECIAL EDUCATION TEACHER II GUIDANCE COUNSELOR II SCHOOL LIBRARIAN II	TEACHER III SPECIAL EDUCATION TEACHER III GUIDANCE COUNSELOR III SCHOOL LIBRARIAN III
3 years in service + Bachelor's Degree for Teacher or equivalent + 20 MA Units	3 years in service + MA Graduate OR Bachelor's Degree for Teacher or Equivalent + 20 years in service + 20 MA Units
<p>Applicants should submit the following pertinent documents:</p> <ol style="list-style-type: none"> a. Five (5) copies of duly accomplished and notarized Equivalent Record Form (ERF) (2copies for the administering officer; 3 copies for DBM, 201 File & Personal File) b. One (1) copy of duly accomplished Personal Data Sheet/CS Form 212 revised 2017 c. Renewed PRC License (Expired PRC License will not be processed) d. Performance Rating for the last three (3) rating period (IPCR for SY 2016-2017, 2017-2018 and 2018-2019) e. Service Record f. Transcript of Records/20 MA Units earned with CAV g. Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship, Consultancy/Resource Speaker in Trainings/Seminars) h. Certificate of Trainings 	

FOR MASTER TEACHER I-III

Applicants should meet the following qualification:

MASTER TEACHER I

- ✓ Must be Teacher III

MASTER TEACHER II

- ✓ Master Teacher I for at least one (1) year

MASTER TEACHER III

- ✓ Must be Master Teacher II

The following pertinent documents must be submitted:

- a. Application Letter
- b. Personal Data Sheet/CS Form 212 Revised 2017
- c. Latest Appointment
- d. Service Record
- e. Transcript of Record for Masteral or Doctorate Degree with (CAV)
- f. Certificate of Trainings/Awards
- g. Performance Rating for the last 3 rating period (IPCR for SY 2016-2017, 2017-2018 and 2018-2019)
- i. **Renewed** PRC License ((Expired PRC License will not be processed)

DECS Order No. 57, s. 1997:	
LEADERSHIP POTENTIAL	
A. 1. Int. curr. of ins. Materials	E. Coordinator of com. project activity
2. Effective Teaching Techniques	F. Organized/Managed an in service training
3. Simplification of Work	G. Trainer/Coach to Contestants who received
4. Income generating projects	prizes, commendations or any form of
B. Subject Coordinator outside teaching	recognition
C. Chairman of Special Committee	H. Authorship
D. Initiated educational research activity duly approved	I. Demonstration Teacher

NOTE:

A. OLD APPLICANTS WHO ALREADY SUBMITTED THEIR PAPERS MAY GET THEIR FOLDER AT HR OFFICE FOR UPDATING AND ADDITIONAL ATTACHMENTS.

B. FOR IMPLEMENTING UNITS SUBMISSION OF MASTER TEACHER APPLICANTS AND RANKING WILL BE AT THE SCHOOL LEVEL.

4. FOR PRINCIPAL II-IV should meet the following basic requirements, to wit:

POSITION TITLE	EDUCATION	EXPERIENCE
Principal II	Master's Degree in the fields of administration, supervision, leadership or management plus 6 (six) Doctoral units	One (1) year as Principal I
Principal III	Master's Degree in the fields of administration, supervision, leadership or management plus 12 (twelve) Doctoral units	Two (2) years as Principal II
Principal IV	Master's Degree in the fields of administration, supervision, leadership or management plus 24 (twenty four) Doctoral units	Two (2) years as Principal III

Further, reclassification may only be allowed after three (3) consecutive years of at least Very Satisfactory or two (2) consecutive years of Outstanding performance from the effectivity of the latest appointment.


The following pertinent documents must be submitted:

- a. Letter of Intent
- b. Transcript of Record Doctorate Units/Degree with (CAV)
- c. Performance Rating for the last 3 rating periods (IPCR for SY 2017-2018 and 2018-2019)
- d. **Renewed** PRC License ((Expired PRC License will not be processed)

DEADLINE FOR SUBMISSION	
ELEMENTARY	MAY 28, 2019 submit at Division Personnel Section
SECONDARY	MAY 28, 2019 submit at School Head/School HR Designate
	May 29, 2019 transmit ERF for Evaluation at Division Personnel Section by School HR Designate

5. For your information and appropriate action.


NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION
RELEASED
By: 
Date: MAY 23 2019 Time: 4:28
Remarks: DISSEMINATED #533-19-05