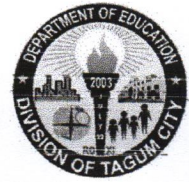




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines  
Email Address: tagum\_city@deped.gov.ph Website: deped.tagumcity.gov.ph TeleFax: (084) 216-3504

**DIVISION MEMORANDUM:**

TO: **ALL PUBLIC ELEMENTARY SCHOOL HEADS**

FROM: The Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF APPLICATION FOR RECLASSIFICATION TO TEACHER II AND TEACHER III FOR CY 2019 (2<sup>nd</sup> Batch)**

DATE: October 2, 2019

1. This is to inform the field that this Office is accepting applications and pertinent documents for reclassification to **Teacher II and Teacher III** for CY 2019 **SUBJECT TO BUDGET ALLOCATION FROM DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)**.
2. Applicants who met the requirements below may apply for the evaluation of their Equivalent Record Form (ERF) for the following positions and submit the pertinent documents, to wit:

| <b>DEADLINE OF SUBMISSION</b>  |  |
|--|--|
| <b>October 4, 2019</b>   |  |
| <b>TEACHER II</b><br><b>SPECIAL EDUCATION TEACHER II</b><br><b>GUIDANCE COUNSELOR II</b><br><b>SCHOOL LIBRARIAN II</b>   | <b>TEACHER III</b><br><b>SPECIAL EDUCATION TEACHER III</b><br><b>GUIDANCE COUNSELOR III</b><br><b>SCHOOL LIBRARIAN III</b> |
| 3 years in service + Bachelor's Degree for Teacher or equivalent + 20 MA Units   | 3 years in service + MA Graduate <b>OR</b> Bachelor's Degree for Teacher or Equivalent + 20 years in service + 20 MA Units |
| Applicants should submit the following pertinent documents: <ol style="list-style-type: none"> <li>a. Five (5) copies of <b>duly accomplished and notarized</b> Equivalent Record Form (ERF) (2copies for the administering officer; 3 copies for DBM, 201 File &amp; Personal File)</li> <li>b. One (1) copy of duly accomplished Personal Data Sheet/CS Form 212 revised 2017</li> <li>c. <b>Renewed</b> PRC License (<b>Expired PRC License will not be processed</b>)</li> <li>d. Performance Rating for the last three (3) rating period (IPCR for SY 2016-2017, 2017-2018 and 2018-2019)</li> <li>e. Service Record</li> <li>f. Transcript of Records/20 MA Units earned with CAV</li> </ol> |  |

For your information and appropriate action.

**NELSON C. LOPEZ, CESO VI**  
Schools Division Superintendent

