




Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 382 s. 2022

TO: Division Chiefs/Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Concerned Applicants

FROM:  **THELMA CABADSAN-QUITALIG PhD, CESO V**
Schools Division Superintendent



SUBJECT: **RANKING FOR RECLASSIFICATION OF MASTER TEACHER I - IV AND SCHOOL HEAD POSITIONS (HEAD TEACHER I - IV & SCHOOL PRINCIPAL I - IV) AND SUBMISSION OF ERF APPLICATION FOR TEACHER II, TEACHER III**

DATE : September 20, 2022

1. This Office hereby informs all interested applicants that there will be Ranking for Reclassification of Master Teacher II - IV (Elementary), Master Teacher I - IV (Junior High), and School Head positions - Head Teacher I - III (Elementary), Head Teacher I - IV (Junior High) & School Principal I - IV, and submission of ERF application for Teacher II, Teacher III. There will be no reclassification for Elementary Master Teacher I because the 6.6% of the total number of authorized teaching positions has already exceeded.

2. All interested applicants are required to submit an application letter with the pertinent documents for ranking.

3. Deadline for submission of application is on **September 30, 2022.**

4. To qualify for the School Head and Master Teacher positions, applicants should meet the qualification standards, per DepEd Order No. 97 s. 2011 Revised Guidelines on the Allocation & Reclassification of School Head Positions and MEC Order No. 10, s. 1979 Implementing Rules and Regulations for the System of Career Progression for Public School Teachers.

5. For Equivalent Record Form Teacher II application qualification: 3 years teaching experience plus 20 MA units, or 9 years teaching experience plus 18 MA units, or 20 years teaching experience without MA units; and for Teacher III: 3 years teaching experience plus CAR or MA graduate, or 20 years teaching experience plus 20 MA units.

6. DBM Manual on Position Classification Chapter 6 states that there is, likewise, a quota system on the allowable number of Master Teacher positions in elementary and secondary schools. The quota system as determined by the DepEd, in consultation with DBM is as follows:

- a. For elementary schools: Total Master Teacher positions shall not exceed 10% of the total authorized teacher positions in the district, to wit:ERF

- i. Master Teacher I positions shall not exceed 6.6% of the total number of authorized teaching positions *wherein our Division Office has already exceeded.*
 - ii. Master Teacher II positions shall not exceed 3.4% of the number of authorized Master Teacher I positions.
- b. For secondary schools: One (1) Master Teacher position regardless of level may be allowed per subject area with at least 5-7 authorized teacher positions within the school plantilla.
- i. All Secondary School Heads are required to submit the **List of (Junior HS) Teachers per Subject Area** in soft and hard copies following the attached **prescribed** template given by the Regional Office. It must be aligned with the school Personal Services Itemization and Plantilla of Personnel (**PSIPOP**) and must not have double listing of the name of teachers.

7. The evaluation of documents submitted by applicants shall be done on the following dates:

POSITION	DATES	VENUE
School Principal I, II and IV	October 5, 2022 – 9am	Division Office Conference Hall
Master Teacher I (Junior High), Master Teacher II - IV	October 6, 2022 – 9am	Division Office Conference Hall
Head Teacher I, II and IV	October 7, 2022 – 9am	Division Office Conference Hall

8. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side, and properly labelled with applicant's name, present position/designation, and the position being applied for):

POSITION	DOCUMENTS
School Principal I, II and III, Head Teacher I, II and III	1. Letter of Intent
	2. Form 212 (Personal Data Sheet)
	3. Results of the NQUESH (if applicable)
	4. Transcript of Records for baccalaureate and Graduate or Post-Graduate Degree
	5. Updated Service Record
	6. Performance Rating for the last 3 rating periods
	7. Certificate of Rating (PBET/LET)
	8. Valid PRC Professional License Identification Card
	9. Certificate of Relevant Training/Seminars Attended
	10. Latest CSC Form 33 (Latest Appointment)
	11. Special Order as Teacher In-Charge (if applicable)
	12. Documents for Outstanding Accomplishments
	13. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary
Master Teacher I and III	1. Letter of Intent
	2. Form 212 (Personal Data)
	3. Transcript of Records (TOR)
	4. Updated Service Record
	5. Performance Rating for the last 3 rating periods (if applicable)
	6. Valid PRC Professional License & Rating
	7. Certificate of Relevant Trainings/Seminars Attended
	8. Teaching Load Certification
	9. Documents for Outstanding Accomplishments - Complete Demonstration Teaching Docs

	<ul style="list-style-type: none"> - Innovations/ IGP - Special Order <ul style="list-style-type: none"> - Subject Coordinator/ Grade Chair/ Adviser of Club or Organization - Chairman of Special Committee - Coordinator of community/ project of other agency or rural service improvement for at least 2 years - Educational Research (member) - ACRs for in-service activities - commendations/ recognition as Trainer/ Coach of contestants/ athletes/ teams - Authorship
Teacher II/III (ERF)	10. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary
	1. 3 copies ERF Form (sample template attached)
	2. Service Record
	3. Original/ Authenticated copy of Transcript of Record (Master's Degree)
	4. CAR Certificate (if any)

9. All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.

10. Participants to this activity are reminded to wear face masks and observe health protocols and standards set by IATF and DOH.

11. For information, guidance and compliance of those concerned.

Enclosures: None

Reference: DepEd Order No. 97, s. 2011 Revised Guidelines on the Allocation & Reclassification of School Heads Positions; MEC Order No. 10, s. 1979 Implementing Rules and Regulations for the System of Career Progression for Public School Teachers; and Manual on Position Classification Chapter 6

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

- Appointments*
- School Principal III*
- School Principal II*
- School Principal I*
- Head Teacher III*
- Head Teacher II*
- Head Teacher I*
- Master Teacher III*
- Master Teacher II*
- Teacher III*
- Teacher II*



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