



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

August 27, 2019

Division Memorandum
No. 557, s. 2019

**REQUIRED DOCUMENTS AND QUALIFICATIONS FOR RECLASSIFICATION OF
TEACHING POSITIONS THROUGH EQUIVALENT RECORD FORM (ERF)**

To : Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Public Elementary and Junior High School Teachers
All Others Concerned

1. Attached herewith is the qualification guidelines and the list of its required documents to be submitted by all Elementary, Junior High School Teachers and School Heads who are intending to be upgraded or promoted in their teaching positions.
2. For information, guidance and compliance of all concerned.

WILREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent
8/28/19

Tel. Nos. (035) 225-2836 / 225-0667 / 422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
(035) 225-8180 (SGCO); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6687 (Records Section);
(035) 422-5289 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3821 (Supply Section)



ERF Checklist/Requirements for Teacher II

1. Endorsement from the PSDS
2. Duly accomplished Equivalent Record Form (ERF) - 5 copies
3. At least 3 years or more teaching experience plus 20 or more units in MA or **20 years teaching experience even w/o MA**
4. Original copy of certification from school registrar for MA units
5. Transcript of Records w/ an original copy of the Certification, Authentication & Verification (CAV) from CHED
6. Updated Service Record – 3 original copies
7. Original (Approved) Latest Performance Rating for the last 3 school years (3 consecutive rating period)
8. CS Form 212 (Personal Data Sheet) – 3 original copies
9. Sworn Statement that all documents submitted are true & correct with documentary stamp – 1 original copy
10. Latest approved appointment – 3 certified true copies
11. Latest Payslip or payroll – 1 certified true copy
12. Latest Plantilla (PSIPOP) – 1 certified true copy
13. Certificates of trainings, seminars, workshops, awards (certified true copies)
14. Certification that the incumbent of the position to be reclassified is qualified to occupy the new position (**SIGNED BY THE PSDS**)

Note:

Documents should be labeled properly, arranged in order and fastened in a long folder. (**GREEN FOLDER**)

(ALL PHOTOCOPIES MUST BE CERTIFIED BY THE SCHOOL HEAD)



ERF Checklist/Requirements for Teacher III

1. Endorsement from the PSDS
2. Duly accomplished Equivalent Record Form (ERF) – *5 copies*
3. At least **3 years or more teaching experience with CAR or MA graduate or 20 years teaching experience with 20 or more units in MA**
4. Original copy of certification from school registrar for MA units/CAR
5. Original Transcript of Records w/ an original copy of the Certification, Authentication & Verification (CAV) from CHED
6. Updated Service Record – *3 original copies*
7. Original (Approved) Latest Performance Rating for the last 3 school years (3 consecutive rating period)
8. CS Form 212 (Personal Data Sheet) – *3 original copies*
9. Sworn Statement that all documents submitted are true & correct with documentary stamp – 1 original copy
10. Latest approved appointment – *3 certified true copies*
11. Latest Payslip or payroll – *1 certified true copy*
12. Latest Plantilla (PSIPOP) – *1 certified true copy*
13. Certificates of trainings, seminars, workshops, awards (certified true copies)
14. Certification that the incumbent of the position to be reclassified is qualified to occupy the new position (**SIGNED BY THE PSDS**)

Note:

Documents should be labeled properly, arranged in order and fastened in a long folder. (**GREEN FOLDER**)

(ALL PHOTOCOPIES MUST BE CERTIFIED BY THE SCHOOL HEAD)



Reclassification Checklist/Requirements for Master Teachers

1. Endorsement from the PSDS
2. Duly accomplished ERF – 5 copies
 - ❖ Must have at least Completed Academic Requirements (CAR) or Master's Degree
3. Position Description Form (Form 1) – 3 copies
4. Original Copy of the Certification from School registrar for CAR or MA/Doctoral Degree
5. Transcript of Records w/ an original copy of the Certification, Authentication and Verification (CAV) from CHED (Masters/ Doctoral Degree)
6. College TOR (Bachelor's Degree) – Original Copy
7. Duly accomplished CS Form 212 (Personal Data Sheet) – 3 copies
8. Updated Service Record – 3 original copies
9. Original (Approved) Latest Performance Rating for the last 3 school years (3 consecutive rating period)
10. Certification that applicant is actually teaching with regular teaching load supported by a CLASS PROGRAM
11. Certificate as a Demonstration Teacher
12. Division Rank List signed by the SDS - certified true copy
13. Certification on Number and Names of Teachers to be assigned/served by MT 1 in the District
 - MT's (secondary) – 5-7 teachers per subject area in the same organizational unit
 - MT's (elementary) – total no. of teachers including MTs in the district
14. Organizational Chart with item numbers/subject areas
 - Elementary – District and School Organizational Chart
 - Secondary – School Organizational Chart with item number and subject areas of specialization under his/her supervision
15. Latest approved appointment – 3 certified true copies
16. Latest Payslip or payroll – 1 certified true copy
17. Latest Piantilla (PSIPOP) – 1 certified true copy
18. Certificates of trainings, seminars, workshops, awards (certified true copies)
19. Certification that the incumbent of the position to be reclassified is qualified to occupy the new position (signed by the PSDS)
20. Justification Statement signed by the SDS
21. Class Program which includes teachers under his/her supervision
22. Sworn Statement that all documents submitted are true and correct with documentary stamps – original copy
23. Computation Worksheet for MT position
24. Must be Teacher III per DECS Order No. 54, s. 1993

Note:

Documents should be labeled properly, arranged in order and fastened in a long folder. **(GREEN FOLDER)**

(ALL PHOTOCOPIES MUST BE CERTIFIED BY THE SCHOOL HEAD)

Tel. Nos: (035) 225-2838 / 225-0667/422-7844 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035) 225-3180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Records Section); (035) 422-6283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7912 (Educ. Facilities Section); (035) 225-1840 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Reclassification Checklist/Requirements for Head Teachers

1. Endorsement from the PSDS
2. Letter request approved by the SDS
3. Duly accomplished ERF – 5 copies
4. Original certification from the school registrar for CAR or MA/Doctoral Units
5. Transcript of Records (TOR) w/ an original copy of the Certification, Authentication and Verification (CAV) from CHED
6. Division Rank List signed by SDS – 3 certified true copies
7. Justification/Certification on the status of higher rank applicant per Rank List
8. Updated Service Record – 3 original copies
9. Original (Approved) Latest Performance Rating for the last 3 school years (3 consecutive rating period)
10. Duly accomplished CS Form 212 (Personal Data Sheet) – 3 original copies
11. Sworn Statement that all documents submitted are true and correct with documentary stamp – original copy
12. Latest approved appointment – 3 certified true copies
13. Latest Payslip or payroll – 1 certified true copy
14. Latest Plantilla (PSIPOP) – 1 certified true copy
15. Certificates of trainings, seminars, workshops, awards (certified true copies)
16. Certification that the incumbent of the position to be reclassified is qualified to occupy the new position (signed by the PSDS)
17. Organizational Chart with subject areas and item number
18. List of Teachers (5-7) to be supervised by the proposed appointee with subject areas and their corresponding Plantilla item number
19. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholder's assessment
20. Division Selection and Promotions Board's Certification on the points obtained in the Psychological Attribute and Personality Traits Assessment
21. NEAP Certification
22. Justification Statement signed by the SDS

Note:

Documents should be labeled properly, arranged in order and fastened in a long folder. **(GREEN FOLDER)**

(ALL PHOTOCOPIES MUST BE CERTIFIED BY THE PSDS)



Reclassification Checklist/Requirements for Principal

1. Endorsement from the PSDS
2. Letter request approved by SDS
3. Duly accomplished ERF – 5 copies
4. Original certification from the school registrar for MA Degree and Doctoral Units
 - **Principal I**
BSEE/BSE + Master's degree in the field of administration, supervision, leadership or management.
 - **Principal II**
BEE/BSE + Master's degree plus 6 doctoral units
 - **Principal III**
BEE/BSE + Master's degree plus 12 doctoral units
 - **Principal IV**
BEE/BSE + Master's degree plus 24 doctoral units
5. Transcript of Records (TOR) w/ an original copy of the Certification, Authentication and Verification (CAV) from CHED
6. Division Rank List signed by SDS – 3 copies
7. Justification/Certification on the status of higher rank applicant per Rank List
8. Updated Service Record – 3 original copies
9. Performance Rating for the last 3 school years – (certified photocopy signed by the Admin. Officer, District Supervisor or School Head) – 3 copies
10. Duly accomplished CS Form 212 (Personal Data Sheet) – 3 original copies
11. Sworn Statement that all documents submitted are true and correct with documentary stamp – original copy
12. Latest approved appointment – 3 certified true copies
13. Latest Payslip or payroll – 1 certified true copy
14. Latest Plantilla (PSIPOP) – 1 certified true copy
15. Certificates of trainings, seminars, workshops, awards (certified true copies)
16. Certification that the incumbent of the position to be reclassified is qualified to occupy the new position (signed by the PSDS)
17. Organizational Chart with Plantilla item number
18. Principal's list of teachers supervised with subject areas and their corresponding Plantilla item number
19. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholder's assessment
20. NEAP Certification
21. Justification Statement signed by SDS
22. Result of the Principal's Qualifying Exam
23. Division Selection and Promotions Board's Certification on the points obtained in the Psychological Attribute and Personality Traits Assessment

Note:

Documents should be labeled properly, arranged in order and fastened in a long folder. (GREEN FOLDER)

(ALL PHOTOCOPIES MUST BE CERTIFIED BY THE PSDS)

Tel. Nos: (035)225-2638 / 225-0987/422-7944 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
(035)225-6180 (SGOD); (035) 422-7943 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section);
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1040 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



REVISED GUIDELINES ON THE ALLOCATION AND RECLASSIFICATION OF SCHOOL HEAD POSITIONS

Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years teaching experience and TIC or OIC for at least 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

Tel. Nos: (035)225-2638 / 225-3687/422-7644 (Division Supr's Office); (035) 225-1822 (CID); (035) 225-1623 (Legal Section);
 (035)225-8180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-3511 (Planning Section); (035) 225-6987 (Record's Section);
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher V	18	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 years; or Outstanding for the last 2 consecutive years
Head Teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

Tel. Nos: (035)225-2838 / 225-0687/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
 (035)225-6180 (SGDD); (035) 422-7843 (Cash Section); (035) 422-9511 (Planning Section); (035) 225-6987 (Records Section);
 (035) 422-5283 (Admin. Section); (035) 422-9267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

Tel. Nos: (035) 225-2638 / 225-0987/422-7644 (Division Supr's Office); (035) 225-1822 (CID); (035) 225-1523 (Legal Section); (035) 225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-9511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 A (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)