



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 180, s. 2020

March 5, 2020

**SUBMISSION OF PERTINENT DOCUMENTS PERTAINING TO REQUESTS
FOR RECLASSIFICATION AND CONVERSION OF POSITIONS FOR CY 2020**

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

1. In preparation for the 2020 Reclassification, all qualified Public Elementary and Secondary teachers are advised to submit their Pertinent documents **in two (2) sets** thru the Division Human Resource Management Office, subject to the strict compliance of the following guidelines and instructions, to wit:

- i. Only those applicants who submit their *complete documentary requirements and meet the basic minimum requirements (criteria)* set for a particular position shall be included in the reclassification request. For guidance, please refer to the enumerated list of indispensable documents and the attached printed copy of the criteria;
 - ii. Certification, Authentication and Verification (CAV) is an indispensable documentary requirement, and its CAV no. must be stated in the dedicated space/box in the new Equivalent Record Form (ERF);
 - iii. The old ERF shall not be accepted, while the new ERF (attached) must be completely filled-out and should have no erasure/s; and
 - iv. Other than the aforementioned, the applicant must have completed at least one (1) cycle of performance in his/her latest position, and he/she must have obtained a "Very Satisfactory" rating.
2. Also, please be apprised of the following limitations:
- i. Based on DepEd RO XI Regional Memorandum No. 078, s. 2018, dated April 12, 2018, citing Item 6.3 of DBM Budget Circular No. 2004-1, dated January 23, 2004, for automatic upgrading of Teacher I positions with twenty (20) years of satisfactory teaching service, *the computation of the length of service shall include only the years of teaching experience which were not credited in the*

computation of step increment due to the length of service.

Therefore, the years served which were credited for the grant of step increment benefits shall not be counted as part of the twenty (20) year service requirement for the automatic upgrading of Teacher I position.


- ii. In the Senior High School level, there shall be no reclassification/conversion of all its positions there under, as per latest update from DepEd Region Office XI.
3. Those applicants who were not considered for reclassification last SY 2019-2020 shall submit a new request with their updated pertinent documents.
4. Enumerated below are the indispensable documents which shall be submitted and arranged following the given sequential order, to wit:
 - i. Omnibus Sworn Certification;
 - ii. Accomplished New Equivalent Record Form (ERF);
 - iii. 2017 PDS/CSC Form 212 with three (3) latest original passport size picture, and with thumb mark and signature per page;
 - iv. Service Records, duly signed by the Administrative Office V (Admin Services) or the Administrative Officer IV (HRM);
 - v. Certified copy of Official Transcript of Records, and Certification, Authentication and Verification (CAV);
 - vi. Special Order, if graduated from a private institution;
 - vii. Authenticated copy of valid PRC license;
5. For **Master Teacher position** applicants, aside from the list enumerated above, please also attach documentary evidence (*photocopies only*) that will support your points in **leadership, potential, and achievement**. An **interview** will also be conducted as part of the assessment. Please see attached file for details of the point distribution for the leadership, potential, and achievement.
6. Schools Heads shall form a committee to review the completeness of the documents, wherein all complete pertinent documents of the applicants shall then be indorsed and forwarded per school to the Division Office on or before the set deadline.
7. In view of this, the deadline of submission of said documents is on March 27, 2020.
8. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

DEPED SCHOOLS DIVISION OF Digos City
RECORDS SECTION

RELEASED 56245

DATE: 06 MAR 2020 TIME: 3:11

BY: 

BASIC MINIMUM REQUIREMENTS (CRITERIA)

- TEACHING POSITIONS -

I. SPED TEACHER I -

DECS Order No. 5, s. 1998

- Bachelor's degree in Education with specialization in special education or has a minimum of 18 units of SPED at the graduate level;
- At least three (3) years experience in providing educational services for children with special needs; and
- Very Satisfactory performance in the last three (3) years.

II. TEACHER II -

- At least one (1) year in service as permanent teacher with a very satisfactory performance rating;
- Bachelor's degree in Education or Bachelor's degree w/ 18 professional education units; and
- At least twenty (20) M.A. units.

III. TEACHER III -

- Bachelor's degree in Education or Bachelor's degree w/ 18 professional education units; and
- Master's Degree or equivalent;
M.A. equivalent are:
 - Bachelor's degree for teachers or equivalent plus 20 years experience and at least 20 M.A. units.

- OTHER POSITIONS -

I. MASTER TEACHER I -

DECS Order No. 57, series of 1997

- Permanent Teacher;
- Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Public School Teachers;
- Very Satisfactory performance rating for the last two years;
- At least 3 years teaching experience; and
- At least **25 points** in leadership and potential, or has been a demonstration teacher in the district level plus 15 points in leadership and potential.
- **Note:** For now, available only in the Secondary Level, as the number of allowable MTs per district have already been satisfied.

For Secondary School Level:

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, provided that in the initial implementation, these shall all be Master Teacher I.

II. MASTER TEACHER II -

DECS Order No. 57, series of 1997

- Master Teacher I for at least one year;
- Very Satisfactory rating as MT I;
- Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Teachers, plus completion of academic requirements (CAR) for Master of Arts; and
- At least **30 points** in leadership, potential and achievement; or

has been a demonstration teacher in the division level plus 20 points in leadership and potential, provided the activities or accomplishments listed for this purpose had not been credited or used for similar promotions.

III. MASTER TEACHER III –

DECS Order No. 57, series of 1997

- Master Teacher II;
- M.A. in education or equivalent;
M.A. equivalent are:
 - Bachelor's degree for teachers or equivalent plus 20 years experience and at least 20 M.A. units;
 - Bachelor's degree for teachers or equivalent plus at least 20 graduate units and at least 18 credit allowances.
- Very satisfactory performance rating as Master Teacher II; and
- At least **45 points** in leadership, potential and achievement, provided the activities or accomplishments cited for this purpose had not been credited for an earlier promotion.

- SCHOOL HEAD/ADMINISTRATOR POSITIONS -

Salient points of DO. 97, s. 2011 - The Revised Guidelines on the Allocation and Reclassification of School Head Positions:

- School Head Positions shall refer to the following:
 - Head Teacher I to VI (SG 14 to 19)
 - Principal I to IV (SG 19 to 22)
- Reclassification of Head Teacher position for secondary schools serving as Academic Department Head is excluded from these guidelines.
- The said position may only be considered for reclassification if the incumbent shall first assume the responsibilities of a School Head and meets the requirements of the position.
- The required experience of the applicant must be relevant to the position such as designated as Teacher-In-Charge who had served at least one (1) year in public schools.
- Promotion of a school head through reclassification of the incumbent's plantilla item, who in a current position has mastered all job elements to the point where he/she meets the requirements of a higher level position, but NO VACANCY EXISTS in the PSISOP of the division/school.

I. HEAD TEACHER I

DepEd Order 97, s. 2011

- At least 12 MA units in the fields of administration, supervision, leadership or management
- 3 years teaching experience and Teacher-In-Charge or OIC for at least 1 year
- 24 hours of relevant training initiated, sanctioned, approved/recognized by DepED nor used in the immediate previous promotion
- At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the 2 consecutive years

II. HEAD TEACHER II

DepEd Order 97, s. 2011

- At least 24 MA units in the fields of administration, supervision, leadership or management

- HI I for 1 year
- 24 hours of relevant training initiated, sanctioned, approved/recognized by DepED nor used in the immediate previous promotion
- At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the 2 consecutive years

III. HEAD TEACHER III –

DepEd Order 97, s. 2011

- At least 36 MA units in the fields of administration, supervision, leadership or management;
- Head Teacher II for two (2) years;
- 32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion; and
- At least Very Satisfactory for the last three (3) years; or Outstanding for the last two (2) consecutive years.

IV. HEAD TEACHER IV –

DepEd Order 97, s. 2011

- Completed Academic Requirements (CAR) in the fields of administration, supervision, leadership or management;
- Head Teacher III for two (2) years;
- 32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion; and
- At least Very Satisfactory for the last three (3) years; or Outstanding for the last two (2) consecutive years.

Note:No requests for reclassification of positions to Principal I since we still have natural vacancies on those positions in all levels.

V. PRINCIPAL II –

DepEd Order 97, s. 2011

- Master's degree in the fields of administration, supervision, leadership or management plus six (6) doctoral units;
- Principal I for one (1) year;
- 48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion; and
- At least Very Satisfactory for the last three (3) years; or Outstanding for the last two (2) consecutive years.

VI. PRINCIPAL III –

DepEd Order 97, s. 2011

- Master's degree in the fields of administration, supervision, leadership or management plus six (6) doctoral units;
- Principal II for two (2) years;
- 56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion; and
- At least Very Satisfactory for the last three (3) years; or Outstanding for the last two (2) consecutive years.

VII. PRINCIPAL IV –

DepEd Order 97, s. 2011

- Master's degree in the fields of administration, supervision, leadership or management plus six (6) doctoral units;
- Principal III for two(2) years;
- 56 hours of relevant training initiated, sanctioned,

approved/recognized by DepEd not used in the immediate previous promotion; and

- At least Very Satisfactory for the last three (3) years; or Outstanding for the last two (2) consecutive years.

| CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS | SAMPLE | Maximum Number of Points |
|--|--------|---|
| A. Introduces any of the following which has been adopted or used by the school or district: | | |
| -Curriculum or instructional materials | | 20 points for any one of the items |
| -Effective teaching techniques or strategies | | |
| -Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction | | |
| - A worthwhile income generating project for pupils given recognition by higher officials in the division | | |
| B. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load. | | 12 points |
| C. Served as chairman of special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently | | 12 points |
| D. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, for community development, for teacher welfare | | 12 points |
| For participation as member of such activity (7 points) | | |
| E. Coordination of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc. for at least two years. | | 12 points |
| For participation as member of such activity (7 points) | | |

| | |
|--|------------------|
| F. Organized/managed an in-service activity or other similar activities at least on the school level | 12 points |
| G. Credited with meritorious achievements such as | 10 points |
| <p>1. Trainor of or coach to contestants who receive prizes, commendations or any forms of recognition:</p> <p style="padding-left: 40px;">National winner 10 points Regional winner 5 points Division winner 3 points</p> <p>2. Athletic coach of athletes or teams who won prizes as follows:</p> <p style="padding-left: 40px;">National level 10 points Regional level 5 points Provincial level 3 points Division level 1 points</p> <p>3. Coordinator of Boy Scout or Girl Scout activities:</p> <p style="padding-left: 40px;">National level 10 points Regional level 5 points Provincial level 3 points Division level 1 points</p> <p>H. Authorship</p> <p>10 points for book and 1 point for each article, provided they are on education.</p> <p style="padding-left: 40px;">Sole authorship 10 points Co authorship 5 points Article 1 point per article</p> | 10 points |

*MEC 10 s. 1979 and DO 57, 1979