



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
 No. 078, s. 2022

February 4, 2022

**SUBMISSION OF DOCUMENTS FOR THE IMPLEMENTATION OF ERF,  
 RECLASSIFICATION OF POSITION AND CONVERSION TO MASTER TEACHER**

To: Public Schools District Supervisors  
 Elementary and Secondary School Heads

- In pursuance to the Reclassification/Conversion of Positions for CY 2022, this Office advises all Elementary and Secondary (JHS) Schools to submit the complete documents for the Reclassification of Positions which are due for the implementation of the Approved Equivalent Record Forms (ERFs), Conversion to Master Teachers, and Reclassification to School Head positions on the following dates, to wit;

<b>PARTICULARS</b>	<b>DEADLINE (1<sup>st</sup> batch)</b>
MASTER TEACHER I, II & III	FEBRUARY 28, 2022
SCHOOL HEAD POSITION	FEBRUARY 28, 2022
TEACHING AND TEACHING-RELATED POSITIONS (through ERF)	MARCH 4, 2022

- For the Master Teacher I-III positions, these are the Schools and Districts with available items.

<b>POSITIONS</b>	<b>SCHOOLS/DISTRICT</b>
MASTER TEACHER I	>DIGOS CITY NATIONAL HIGH SCHOOL (DICNHS) >KAPATAGAN NATIONAL HIGH SCHOOL (KNHS) >DIGOS ORIENTAL DISTRICT >DIGOS OCCIDENTAL DISTRICT
MASTER TEACHER II	>DIGOS CITY NATIONAL HIGH SCHOOL (DICNHS) >DIGOS ORIENTAL DISTRICT >DIGOS OCCIDENTAL DISTRICT

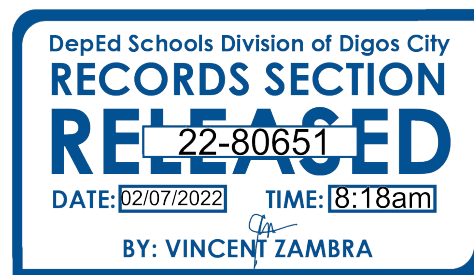


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MASTER TEACHER III	>DIGOS CITY NATIONAL HIGH SCHOOL (DICNHS) >DIGOS ORIENTAL DISTRICT >DIGOS OCCIDENTAL DISTRICT
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3. Attached are the list basic documentary requirements for reclassification of Teaching and School Head Positions.
4. School Heads are request to 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.
5. For information, guidance, and compliance.

  
**CRISTY C. EPE**  
 Schools Division Superintendent



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## BASIC DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION OF TEACHING AND SCHOOL HEAD POSITION

### A. List of Basic Requirements Per Position

#### 1. TEACHING AND TEACHING-RELATED POSITIONS (through ERF)

- Teacher II and III
- School Librarian II and III
- Guidance Counselor II and III
- Special Education Teacher I-III
- Head Teacher I-VI (Academic HT)

#### Legal References:

- Chapter 6 Manual on Position Classification and Compensation Scheme for Teaching Positions in Elementary and Secondary Schools
- DECS Order No. 5, s. 1998 Reclassification of Regular Teacher and Principal Items to Special Education (SPED) Teacher and Special School Principal Items
- Memorandum Circular No. 16, s. 2011 Qualification Standards for Guidance Counselor Positions in Government

#### Note:

#### **Teacher I to Teacher II**

- Basic Preparation Level: Bachelor's Degree for Teachers plus 20 graduate units
- Equivalentents (BSE+20):
  - ✓ Non-teaching Bachelor's Degree with 18 professional education units plus 20 graduate units
  - ✓ Bachelor's Degree for Teachers plus 20 graduate units

#### **Teacher I to Teacher III**

- Basic Preparation Level: Master's Degree in Education
- MA Degree
  - ✓ Master of Science/Arts (Full-fledged MA)
- MA Equivalent
  - ✓ Bachelor's Degree for Teachers or equivalentents with at least 20 graduate units plus 20 years of teaching experience



Basic Documentary Requirements (Teaching and Teaching-Related Positions)

DOCUMENTARY REQUIREMENTS	NO. OF COPIES
1. Duly Accomplished Equivalent Record Form (ERF)	5 original copies
2. Transcript of Records (College, Master's Degree, Doctoral if applicable)	1 certified copy each
3. CAV of Master's degree and/or Doctoral if applicable	1 certified copy each
4. Updated Service Records (within 3 months)	1 original copy
5. Duly accomplished CSC Form 212 (PDS) (please be guided with the tutorial video in the HR FB Page)	1 original copy
6. Performance Rating for the last three (3) consecutive years or two (2) years if ratings are both "Outstanding"	1 certified copy each
7. Latest Appointment	1 certified copy each
8. Renewed PRC License	1 certified copy each
9. Birth Certificate and Marriage Certificate	1 copy each
10. Omnibus Certification (sworn and subscribed)	1 original copy

2. MASTER TEACHER POSITIONS

- Master Teacher I, II and III

Legal References:

- Chapter 6 Manual on Position Classification and Compensation Scheme for Teaching Positions in Elementary and Secondary Schools
- MEC Order No. 10, s. 1979 and DECS Order No. 57, series of 1997 (Requisites & qualifications needed for a candidate to be considered for the MT position)
- DECS Order No. 70, s. 1988 issued by the DECS with respect to its "Revised Policy on Master Teachers for Secondary School"

Requisites/ qualifications needed for a candidate to be considered for the **Master Teacher** position: **(DECS Order No. 57, series of 1997)**

**MASTER TEACHER I**

1. Permanent Teacher;
2. Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Public School Teachers;
3. Very Satisfactory performance rating for the last two years;
4. At least 3 years teaching experience; and



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- 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.

### **MASTER TEACHER II**

- 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.

### **MASTER TEACHER III**

- 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.

#### **Basic Documentary Requirements (Master Teacher Positions)**

<b>DOCUMENTARY REQUIREMENTS</b>	<b>NO. OF COPIES</b>
1. Transcript of records (College, Masteral, Doctoral)	1 certified copy each
2. CAV of Masteral and Doctoral	1 certified true copy
3. Updated Service Records (within 3 months)	1 original copy
4. Duly Accomplished CSC Form 212 (PDS)	1 original copy
5. Performance Rating for the last two (2) consecutive years	1 certified copy each
6. Latest Appointment	1 certified true copy
7. Renewed PRC License	1 certified true copy
8. Certification by the School Head certified correct by the PSDS/PIC that the applicant has a regular load and advisory.	1 certified true copy



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9. Latest Approved Individual Class Program	1 original copy
10. Certificate of Demonstration teaching and lesson plan evaluation for the last five (5) school years	1 certified true copy
11. Leadership, Potential and Accomplishments	1 clear copy each
12. For lone applicant, waiver regarding non-interest in applying for MT Reclass only those who are qualified for MT position listed under the concerned subject area (for secondary only)	1 original copy
13. School Form (SF) 7	1 original copy
14. Birth Certificate and Marriage Certificate	1 copy each
15. Omnibus Certification (sworn and subscribed)	1 original copy

### 3. SCHOOL HEAD POSITIONS

- Head Teacher I-VI
- School Principal I-IV

#### Legal References:

- DepEd Order No. 97,s. 2011 – The Revised Guidelines on the Allocation and Reclassification of School Head Positions.

### Basic Documentary Requirements (School Head Positions)

#### Head Teacher I-VI

DOCUMENTARY REQUIREMENTS	NO. OF COPIES
1. Transcript of Records (College, Masteral, Doctoral)	1 certified copy each
2. CAV of Masteral and Doctoral	1 certified copy
3. Updated Service Records ( <i>within 3 months</i> )	1 original copy
4. Duly accomplished CSC Form 212 (PDS)	1 original copy
5. Performance Rating for the last three (3) consecutive years or 2 years if ratings are both "Outstanding"	1 certified copy each
6. Latest Appointment	1 certified true copy
7. Renewed PRC License	1 certified true copy
8. Special Order Designated as TIC or OIC signed by SDS	1 certified true copy



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9. Organizational Chart (duly signed by the school head and PSDS)	1 original copy
10. SF 7 (Enrolment Data) in the present school assignment including the cluster of schools handled, if any	1 original copy
11. Certificates/Proofs of Outstanding Accomplishment	1 certified copy
12. NEAP Basic Training Course for School Head	1 certified true copy
13. SBM Level Certification as to the rating obtained in the internal and external stakeholder's assessment	1 certified true copy
14. Division PSB Certification on the points obtained in Psychological Attributes and Personality Traits Assessment	1 certified true copy
15. Birth Certificate and Marriage Certificate	1 copy each
16. Omnibus Certification	1 original copy
17. ePSIPOP printout reflecting the names of the applicant for reclassification and the teachers under her/his supervision (only those pages containing such names)	1 certified true copy
18. List of teachers under the supervision of the applicant for reclassification (as reflected in the ePSIPOP)	1 original copy
19. Certification of non-availability of HT item for the school	1 original copy
20. Justification and recommendation for reclassification of position (signed by SDS)	1 original copy
21. Updated Service Record ( <i>within 3 months</i> )	1 original copy
22. Position Description Form (PDF)	1 original copy
23. Designation Order on the Actual Duties and Responsibilities	1 original copy

#### School Principal I-IV

DOCUMENTARY REQUIREMENTS	NO. OF COPIES
1. Duly Accomplished CSC Form 212 (PDS)	1 original copy
2. Transcript of Records (College, Masteral, Doctoral)	1 certified copy
3. CAV Masteral and Doctoral	1 certified true copy
4. Updated Service Record ( <i>within 3 months</i> )	1 original copy
5. Performance Rating for the last three (3) consecutive years or 2 years if ratings are both "Outstanding"	1 copy



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6. Latest Appointment	1 certified true copy
7. Renewed PRC License	1 certified true copy
8. Certificates/Proofs of Outstanding Accomplishment	1 certified true copy
9. Position Description Form (PDF)	1 original copy
10. NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended	1 certified true copy
11. Division Level SBM Certification as to the rating obtained in the internal and external stakeholder's assessment	1 certified true copy
12. Division PSB Certification on the points obtained in the Psychological Attributes and Personality Traits assessment	1 original copy
13. SF 7 (Enrolment Data) in the present school assignment including the cluster schools handled, if any	1 original copy
14. Omnibus Certification	1 original copy
15. ePSIPOP printout reflecting the names of the applicant for reclassification and the teachers under her/his supervision (only those pages containing such names)	1 certified true copy
16. . List of teachers under the supervision of the applicant for reclassification (as reflected in the ePSIPOP)	1 original copy
17. Certification of non-availability of School Principal item for the school	1 original copy
18. Justification and recommendation for reclassification of position (signed by SDS)	1 original copy
19. Position Description Form (PDF)	1 original copy
20. Designation Order on the Actual Duties and Responsibilities	1 original copy



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