



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 025

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS
 ELEMENTARY AND SECONDARY SCHOOL HEADS**

Subject : **SUBMISSION OF REQUESTS FOR THE APPROVAL AND / OR
 IMPLEMENTATION OF APPROVED EQUIVALENT RECORD
 FORMS (ERFs) AND RECLASSIFICATION OF POSITIONS FOR FY
 2023**

Date : January 26, 2023

In reference to Regional Memorandum ASD-2023-002 dated January 6, 2023 entitled "*Submission of Requests for the Approval and / or Implementation of Approved Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2023*", this Office is now accepting documents for reclassification until February 24, 2023. Processing of the documents will be on a first come, first-served basis with complete documentary requirements.


The Division timelines for the reclassification of positions are as follows;

No.	Activity	Timeline
1.	Submission of Reclassification of Positions Documents from School to Division Office	January 16, 2023 to February 24, 2023
2.	Re-evaluation/Validation of Reclassification of Position documents at SDO level	January 16, 2023 to February 24, 2023
3.	Submission of documents to DepEd RO XI	Friday after the approval of the documents

Attached are the list of basic documentary requirements for reclassification of Teaching and School Head Positions.

School Heads are requested 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.

For information and strict compliance.


CRISTY C. EPE
 Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
 Telephone Nos.: (082) 553-8375; (082) 553-8396

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 23-96995
 DATE: 27 JAN 2023 TIME: 9:35 am
 BY: 



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Enclosure 1 to Division Memorandum OSDS-2023-_____

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
- Equivalent (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 equivalents with at least 20 graduate units plus 20 years of teaching experience



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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)



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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
5. 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

1. Master Teacher I for at least one year;
2. Very Satisfactory rating as MT I;
3. Bachelor's degree for teachers or equivalent as provided in the Magna Carta for Teachers, plus completion of academic requirements for Master of Arts; and
4. 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.

MASTER TEACHER III

1. Master Teacher II
2. M.A. in education or equivalent
 - 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.
3. Very satisfactory performance rating as Master Teacher II; and
4. 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.



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Basic Documentary Requirements (Master Teacher Positions)

DOCUMENTARY REQUIREMENTS	NO. OF COPIES
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
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



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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
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



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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 (Enrollment 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

OSDS/ADMIN /HR/mjl



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2023-002

To : All Schools Division Superintendents/OIC-SDS

Subject: SUBMISSION OF REQUESTS FOR THE APPROVAL
AND/OR IMPLEMENTATION OF APPROVED EQUIVALENT
RECORD FORMS (ERFs) AND RECLASSIFICATION OF
POSITIONS FOR FY 2023

Date: January 06, 2023

Please be informed that this Office is now accepting requests on the approval and/or implementation of ERFs, Conversion to Master Teachers, and Reclassification of School Head Positions from the date of issuance of this Memorandum until **March 03, 2023**. Processing of requests shall be done on a first-come, first-served basis with complete documentary requirements.

It is directed that the Schools Division Office (SDO) personnel concerned to evaluate and review the documents should adhere to the uniform guidelines and shall uphold full responsibility on the veracity and accuracy of the papers as basis for subject reclassification of positions in accordance with the existing DepEd policies and guidelines.

All requests received by this Office are subdue to re-evaluation/validation for onward recommendation to the Department of Budget and Management-ROXI, if found in order, subject to the availability of funds and the existing budgeting, accounting, and auditing rules and regulations.

In view of the Reclassification of Positions, the items can be applied by the incumbents who are qualified for the said positions, to wit:

- a. Equivalent Record Forms (ERFs)
 - Teacher I to Teacher II/III
 - Teacher II to Teacher III
 - Teacher I/II/III to SPET I/II/III (*teachers with area of specialization on special education and are handling students with special needs for at least 3 years or more*)
 - Special Education Teacher I (SPET-I) to SPET-II/III
 - Special Education Teacher II to SPET-III
 - Guidance Counselor I to Guidance Counselor II/III
 - Guidance Counselor II to Guidance Counselor III
 - School Librarian I to School Librarian II/III
 - School Librarian II to School Librarian III



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
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Office of the Regional Director

- Head Teacher I to Head Teacher II/III (*Department Head with at least 6 to 20 teachers supervised per subject area*)
 - Head Teacher I/II/III to Head Teacher IV/V/VI or Head Teacher IV to Head Teacher V/VI (*Department Head with at least 21 or more teachers supervised per subject area*)
 - Teacher I/II/III to Head Teacher I/II/III/IV/V/VI (*still based on the number of teachers supervised*)
- b. Conversion to Master Teacher Positions
- Teacher I/II/III to Master Teacher I
 - SPET I/II/III to Master Teacher I
 - Master Teacher I to Master Teacher II
 - Master Teacher II to Master Teacher III
- c. Reclassification of School Head Positions
- Teacher I/II/III to Head Teacher I
 - Head Teacher I to Head Teacher II
 - Head Teacher II to Head Teacher III
 - Head Teacher III to Head Teacher IV
 - Head Teacher IV to Head Teacher V
 - Head Teacher V to Head Teacher VI
 - School Principal I to School Principal II
 - School Principal II to School Principal III
 - School Principal III to School Principal IV

It is advised to follow the color coding of folders assigned to each SDO for easy tracking of documents as stated on Enclosure 2 of Regional Memorandum No. 017, s. 2021, as follows:

No.	School Division Offices	Color of Folder
1	Davao City	Brown (Regular)
2	Davao del Norte	Maroon
3	Davao del Sur	Violet
4	Davao de Oro	Blue
5	Davao Occidental	Light Green
6	Davao Oriental	White
7	Digos City	Orange
8	IGACOS	Pink
9	Mati City	Yellow
10	Panabo City	Dark Green
11	Tagum City	Red





Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

Further, all SDOs are obliged to follow the timelines for the Reclassification of Positions, as shown below:

Timelines for the Reclassification of Positions at RO Level:

No.	Activity	Timeline
1	Submission of Reclassification of Position Documents from SDO to RO	January 16, 2023 to March 03, 2023
2	Re-evaluation/Validation of Reclassification of Position documents at RO level	3 rd week of January to 1 st week of March 2023
3	Submission of requests to DBM from RO to DBM	10 to 15 days after the approval of PAL
4	Releasing of NOSCA from RO to SDO	2 to 3 days

All HRMOs from the 11 SDOs are reminded to fast-track the issuance of Appointments to the personnel whose items were successfully reclassified as soon as they receive the NOSCA. Subsequently, this Office ensures that all documents received beyond the set deadline shall still be processed after the evaluation of the firsthand documents covered by the specific timeline of submission.

Should there be queries and clarifications, you may contact Mr. Leonides Jimmy T. Jesuro III, Administrative Officer V of the Personnel Section, DepEd RO XI, through the telephone number (082) 225-0816 or email at personnel.region11@deped.gov.ph.

For immediate dissemination and strict compliance.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROA4/PS/ggs

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED
 BY:
 DATE: 1.12.23

