



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
 Superintendent

20 MAR 2023

DIVISION MEMORANDUM
 No. 195, s. 2023

**SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION OF POSITIONS
 (SCHOOL PRINCIPAL I-III, MASTER TEACHER I-II,
 TEACHER III-MASTER TEACHER I)**

TO: Public Schools District Supervisors/District-In-Charge
 Public Elementary/Secondary Schools Administrators
 Public Elementary/Secondary Teachers

1. This is to announce the field the submission of documents for those who qualified for the reclassification of positions during the Division validation.


District	School/Plantilla	Name
Sta. Catalina I	DEMMNHS	Erben R. Barredo, P-II
Mabinay III	Mabinay NHS	Ranjel D. Estimar, P-I
La Libertad II	Pacuan NHS	Jayson Rey A. Medenilla, P-I
Bindoy II	DLANHS	Maria Sylvia R. Romano, P-I
Ayungon II	Tambo NHS	Chastine R. Carale, P-I
Manjuyod II	Manjuyod NHS	Juacrisa D. Balbon, P-I
Mabinay II	Tara PCHS	Clifford O. Ignacio, P-I
Jimalalud I	Jimalalud NHS	Dante D. Aum, P-I
Bacong	Sacsac ES	Marilou T. Sarte, P-I
Siaton II	Casalaan ES	Antonio O. Broce, P-I
Siaton II	F. Tayko MS	Jerry V. Diamante, P-I
Dauin	Bulak ES	Queenie E. Butalid, P-I
San Jose	San Jose CES	Fe G. Balos, P-I
La Libertad I	Mapalasan ES	Herry G. Dela Cruz, P-I
Mabinay II	Pantao ES	Nelfa C. Bolhano, P-I
Mabinay II	Lumbangan CS	Jeve Lorna A. Quiliope, P-I
NOHS	Negros Oriental HS	Vicente B. Mongcopa, MT-I
Jimalalud I	Jimalalud NHS	Shaddai Lee T. Vidal, MT-I
La Libertad I	La Libertad TVS	Rochelle M. Rublico, T-III
La Libertad I	La Libertad TVS	Lovella Z. Ybarrita, T-III
La Libertad I	La Libertad TVS	Gale Angeli B. Laturnas, T-III
La Libertad II	Pacuan NHS	RV John I. Demetillo, T-III
La Libertad II	Pacuan NHS	Cherryl O. Bulabon, T-III
Zamboanguita I	Elementary	Mary Jane E. Elma, T-III
Sibulan II	Elementary	Bernadeth U. Oquendo, MT-I
Sibulan II	Elementary	Ivan D. Villaluz, MT-I
Manjuyod II	Elementary	Mary Ann C. Abrasaldo, MT-I
Tayasan I	Elementary	April Rose C. Beton, T-III
San Jose	Elementary	Janicevel G. Alanano, MT-I
San Jose	Elementary	Benje R. Cagalitan, T-III
San Jose	Elementary	Mario Adonis F. Despojo, T-III
Siaton III	Elementary	Maribel E. Eullaran, T-III
Siaton III	Elementary	Archiline K. Moscota, T-III
Siaton III	Elementary	Mary Grace P. Paltinca, T-III



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District	Plantilla	Name
Siaton IV	Elementary	Mildred B. Tangerang, T-III
Siaton IV	Elementary	Jiger A. Lindayao, T-III
Siaton IV	Elementary	Christine B. Pescuela, T-III
Siaton IV	Elementary	Daisy N. Ragay, T-III
Siaton IV	Elementary	Jesselle G. Salazar, T-III
Siaton I	Elementary	Lydia T. Paladar, T-III
Siaton I	Elementary	Riza June S. Francisco, T-III
Siaton I	Elementary	Lynbeth D. Sinda, T-III
Siaton I	Elementary	Rosalie F. Rabe, T-III
Siaton I	Elementary	Laverme E. Japon, T-III
Mabinay II	Elementary	Mae O. Barquio, T-III
Mabinay II	Elementary	Shelalyn C. Quimada, T-III
Mabinay II	Elementary	Rosemarie A. Quiliope, T-III
Mabinay IV	Elementary	Marissa C. Cadayona, T-III
Mabinay IV	Elementary	Rona Mae G. Onayan, T-III
Mabinay IV	Elementary	Anna Marie T. Gesulgon, T-III
Dauin	Elementary	Mary Grace T. Tejam, T-III
Dauin	Elementary	Judit T. Alama, T-III
La Libertad I	Elementary	Grace G. Estacion, T-III
Ayungon I	Ayungon NHS	Arnold D. Academia, T-III
Siaton II	Siaton NHS	Mercy Q. Jayoma, T-III
Siaton II	Siaton NHS	Maria Farina G. Calumba, T-III
Siaton II	Siaton NHS	Lizelda E. Antonio, T-III
San Jose	Tampi NHS	Goldah S. Catubig, T-III
Amlan	Amlan NHS	Susanita Y. Suelto, T-III
Sta. Catalina I	DEMMNHS	Karen Mae L. Barredo, T-III
Sta. Catalina I	DEMMNHS	Marcholyn B. Bacla-an, T-III
Bindoy II	Elementary	Sally D. Mapeso, T-III
Jimalalud I	Elementary	Niña Christine G. Gordoncillo, T-III
Sta. Catalina II	Elementary	Linitte L. Borromeo, T-III
Sta. Catalina II	Elementary	Suloarie L. Lirazan, T-III
Sta. Catalina III	Elementary	Alfredo E. Sapequeña Jr., T-III
Sta. Catalina IV	Elementary	William Lyn B. Lor, MT-I
Sta. Catalina IV	Elementary	Julita L. Daag, MT-I
Sta. Catalina IV	Elementary	Grace C. Francisco, T-III

2. Attached are the lists of requirements for reclassification.
3. For information and guidance.


SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent

SPP/NLR-MKP-JMA/AdS/LEY/jcadiante
 March 17, 2023



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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)



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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 Plantilla (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:

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