



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

**Office of the Schools Division
 Superintendent**

24 MAR 2023

DIVISION MEMORANDUM
 No. 218, s. 2023


**SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION OF POSITIONS
 (HEAD TEACHER I & IV)**


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

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

District	School/Plantilla	Name
Zamboanguita I	Santiago Delmo MHS	Grace E. Cimafranca
Santa Catalina 1	Eligio T. Monte De Ramos HS	Edmar L. Bucita
Santa Catalina 2	Cawitan HS	Daniel N. Dionson
Ayungon I	Ayungon Science HS	Meldy P. Teves
San Jose	Crisostomo O. Retes NHS	Marlou A. Artiaga
Amlan	Silab Comm. HS	Airus Lee T. Cabrera
Mabinay 3	Manlingay HS	Ranelo L. Francisco
San Jose	Cambalocot HS	Sofia P. Corsame

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


SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent
 3/24/23

SPP/NLR-MKP-JMA/AdS/LBY/maryann
 March 23, 2023




Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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REQUIREMENTS FOR ERF (HEAD TEACHER):

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.



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