



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 07 2022

MEMORANDUM

No. 109, s. 2022

**REITERATION OF REGIONAL MEMORANDUM NCR NO. 087 s. 2021 TITLED
"RECLASSIFICATION OF POSITIONS AND RETIREMENT"**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All others concerned

1. Attached is Regional Memorandum No. 087 s. 2021, "Reclassification of Positions and Retirement", for the information and guidance of all concerned.
2. Particular attention is invited to Item no. 2.
3. Relative to this, the deadline of submission to the SDO is on June 15, 2022 to give ample time for the Personnel Unit to process the reclassification.
4. Also, attached is the Equivalent Record Form.
5. Immediate and wide dissemination of, and compliance to this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

References: DepEd Memorandum No. 087 s.2021
To be indicated in the Perpetual of Index
under the following subjects:
EVALUATION
HR-GFV/ MEMO/ 109/ May 20,2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdo.muntinlupa@gmail.com



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION DEPED NCR
RELEASED

By: _____

Date: _____

05 MAR 2021

DNCR-F-ORD-033/RO/01112019

REGIONAL MEMORANDUM

NCR -No. 087, s.2021

TO : Schools Division Superintendents

FROM : Director IV

DATE : February 24, 2021

RE : **Reclassification of Positions and Retirement**

1. In connection with the evaluation of applications for reclassification of positions attached are the templates to be used by the Division, to wit:

1. *Enclosure 1* – Certification (Experience and Enrollment Data)
2. *Enclosure 2* – Certification (Performance Rating)
3. *Enclosure 3* – Evaluation/List of Requirements for Teacher II & III
4. *Enclosure 4* – Evaluation / List of Requirements for SPED 1-3
5. *Enclosure 5* – Evaluation / List of Requirements for Master Teacher I – II
6. *Enclosure 6* – Evaluation / List of Requirements for Head Teachers I – VI
7. *Enclosure 7* – List of Teachers per Department
8. *Enclosure 8* – Evaluation / List of Requirements for School Principal I, II, III and IV

2. To reiterate, the deadline for submission of applications to the Region shall be **every June 30**.





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DNCR-F-ORD-033/RO/01112019

3. Also, attached are the following list of requirements:
 1. Enclosure 9 – Retirement Benefits (GSIS)
– for submission to GSIS
 2. Enclosure 10- Terminal Leave Benefits (DBM)
- for indorsement to the Regional Office, for evaluation
and indorsement to the DBM
4. Only the documents enumerated in the checklists shall be
submitted to the Regional Office.
5. For information and strict compliance.


MALCOLM S. GARMA
Director IV

Enclosures: as stated



DIVISION of _____

EVALUATION / LIST OF REQUIREMENTS FOR
FOR TEACHER II and III

TO : _____

DATE: _____

RE: RECLASSIFICATION OF: _____ TO: _____

WHO WILL PREPARE	REQUIREMENTS	REMARKS
Teacher Applicant/School	☐ 1. Duly accomplished Equivalent Record Form (3 copies) ☐ 2. Authenticated copy of Transcript of Records in the Masteral Course signed by the School Registrar ☐ 3. Permit to Study or Accreditation of units in the Masteral Course.	
Schools Division Office	☐ 1. Indorsement from the Schools Division Office (3 copies) ☐ 2. Plantilla Allocation List (3 copies) ☐ 3. Service Record (1 copy) ☐ 4. Accomplished Checklist of Requirements (chronologically arranged)	

Action Required:

- ☐ Submission of lacking document/s
☐ Correction of Entries
☐ Compliance of Deficiency

Assessment:

- ☐ For Indorsement to Regional Office
☐ For Return to applicant/school

Evaluated by:_____
Printed Name and Signature/Date**Indorsed by:**_____
Schools Division Superintendent/
Authorized Signatory

Department of Education
National Capital Region
Schools Division Office
City of Muntinlupa

EQUIVALENT RECORD FORM

Name: _____ Date of Birth: _____ Sex: _____
Surname First Name Middle Name

Employee No: _____ Authorize Position Title: _____
Item No: _____ P.D. No. _____ Authorize Salary : _____

I. Educational Attainment and Civil Service Eligibility:

Title, Degree or Highest Grade Attained	Name of Institution	Year Received	Civil Service Examination	Rating	Date

II. Service Records

ATTACH DULY CERTIFIED SERVICE RECORD

II. Equivalent Units

A. Total number of years of teaching

(Public Only): _____ Equivalent: ____

B. Degree to Decree Equivalent

Present Degree/Program: _____ Equivalent: ____

C. Areas Equivalents:

1. Professional Study: _____

2. Teaching Experience

a. Public Schools: _____

b. Private Schools: _____

3. Adm. Supervisory Experience

a. Public Schools: _____

b. Private Schools: _____

4. Others: (Seminar, Workshops, etc)

School Year	No. of Units	Description
Total		

LATEST EFFICIENCY RATING: _____

(Note: Teachers do not write below)

Teacher's Signature _____

Printed Name & Signature of School Head _____

IV. Division Action Classification	Date Processed	Range Assignment	Salary Range	Scheduled Salary	Remarks

CERTIFIED CORRECT:

RECOMMENDING APPROVAL:

NOEMI A. VALDEZ

Administrative Officer V

CARLEEN S. SEDILLA CESO V

Schools Division Superintendent

V. DepEd- Regional Office Action:

Classification: _____

Range: _____

Date Approved/Processed: _____

Post Audited at Range: _____

(For future inference)

(Regional Director)

(Evaluator)

VI. DepEd PROPER ACTION: