



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 24 2023

MEMORANDUM

SUBMISSION OF APPLICATION FOR RECLASSIFICATION FY 2023

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. This Office announces the opening of the submission of application for Teacher II and Teacher III reclassification.
2. The Administrative Officer II/HR representative of the school who oversees the evaluation of the application shall ensure the **completeness** of the documents **before forwarding** it to the Schools Division Office-Personnel Unit.
3. The deadline for submission to the Schools Division Office (SDO) is on **May 31, 2023 – 5:00 PM**. Incomplete requirements shall not be accepted.
4. The list of requirements for reclassification is attached, for reference and strict compliance.
5. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESOSA
Schools Division Superintendent

References:

Qualification Standards for Teacher II and Teacher III Reclassification Evaluation /
List of Requirements for Teacher II and Teacher III

To be indicated in the Perpetual of Index
under the following subjects:

RECLASSIFICATION TEACHERS

HR-SB/ MEMO/ 103/ March 23, 2023

UN-2023-103



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
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

THE UNIT REQUIREMENTS FOR EQUIVALENT RECORD FORM (ERF)

TEACHER I TO TEACHER II

- BEED/BSEd + 20 MA units + 1 year in service
- BEED/BSEd + 20 Years in service. (*The computation of the length of service shall include only the years of teaching experience which were not credited in the computation of step increment due to length of service. **DBM Circular No. 2004-1***)

TEACHER I/II TO TEACHER III

- BEED/BSEd + MA Grad or MA equivalent (depending on MA curriculum) + 2 years in service (as requirements)
- BEED/BSEd + 20 MA units + 20 years in service

EQUIVALENT OF LENGTH OF SERVICE TO MA UNITS

Public School – 3 years = 1 unit

Private School – 5 years = 1 unit





**EVALUATION / LIST OF REQUIREMENTS FOR
TEACHER II AND III**

TO: _____
RE: RECLASSIFICATION OF: _____

DATE: _____
TO: _____

WHO WILL PREPARE	REQUIREMENTS	REMARKS
Teacher Applicant	☐ 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 ☐ 4. Accreditation of units in Masteral Course (if needed) Request Letter for Accreditation addressed to SDS thru SDO-Personnel ☐ 5. Copy of approved curriculum for Masteral Course	
School Administrative Officer	☐ 1. Updated Service Record (1 copy) ☐ 2. Accomplished Checklist of Requirements	

Action Required:

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

Assesment:

- ☐ For Indorsement to Schools Division Office
☐ For Return to Applicant

Evaluated by:

Administrative Officer II/
HR Representative

Indorsed by:

School Head



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: _____ 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

ATTACHED 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

RECOMMENDING APPROVAL:

CERTIFIED CORRECT:

CARLEEN S. SEDILLA, CESO V

Schools Division Superintendent

NOEMI A. VALDEZ

Administrative Officer V

V. DepEd- Regional Office Action:

Classification: _____

Range: _____

Date Approved/Processed: _____

Post Audited at Range: _____

(For future inference)

(Regional Director)

(Evaluator)

VI. DepEd PROPER ACTION: