



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 10 2025

MEMORANDUM

No. 058, s. 2025

SUBMISSION OF APPLICATION FOR RECLASSIFICATION FY 2025

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. This Office announces the opening of the submission of application for teaching, and related-teaching positions.
2. The School Sub-Committee, who oversees the evaluation of the application shall ensure the completeness of the documents before forwarding them to the Schools Division Office-Personnel Unit, not later than 5:00 p.m, March 5, 2025. Moreover, the School HR designated personnel must fill out the online form through this link <https://tinyurl.com/ReclassOnlineApplicationForm>
3. Reclassification of teacher items to Head Teacher may be allowed per subject area, particularly to a school that has no Head Teacher. Applicants that are included in the previous Comparative Assessment Result may apply for reclassification, provided that they are qualified considering the teacher ratio and subject needed in their school. Applicants must meet the criteria stipulated on the DepEd Order No. 39, s. 2007, titled, *Modified Qualification Standards for the Positions of Head Teachers and Principals*.
4. Attached are the Annexes for reference and guidance.
 - Annex A. List of Requirements for the Reclassification of Various Positions
 - Annex B. The Process Flow of Application for Reclassification
 - Annex C. Requirements for Reclassification to Teacher II and III
5. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, any false and fraudulent document submitted shall be grounds for disqualification. No additional documents shall be accepted beyond the deadline. Incomplete requirements will be returned to the school without action.

NUM-2025-058



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. All expenses relative to this activity shall be charged against MOOE/local funds, subject to the existing accounting and auditing rules and regulations.
7. Immediate and wide dissemination of the Memorandum is earnestly desired.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:


MA. REGAELE A. OLARTE
OIC-Chief Education Supervisor, SGOD
Officer-in-Charge

Encls:

- Annex A. List of Requirements for the Reclassification of Various
- Annex B. The Process Flow of Application for Reclassification
- Annex C. Requirements for Reclassification to teacher II and III

References:

DepEd Order No. 39, s. 2007;

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

EVALUATION RECLASSIFICATION PROMOTION

AMF/DM-SUBMISSION OF APPLICATION FOR RECLASSIFICATION FY 2025 058/February 5, 2025

(SCHOOL HEADING)

EVALUATION / LIST OF REQUIREMENTS FOR TEACHER II AND III

TO : **DR. VIOLETA M. GONZALES** DATE:
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

RE: RECLASSIFICATION OF: **Name of Applicant** TO: **(Position applying for)**

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 applicable 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

Assessment:

- ☐ For Indorsement to SDO
- ☐ For Return to applicant/school

Evaluated by:

SCHOOL AO/HR-PERSONNEL

Indorsed by:

PRINCIPAL/SCHOOL HEAD

(SCHOOL HEADING)

EVALUATION / LIST OF REQUIREMENTS FOR HEAD TEACHER I – VI

TO : **DR. VIOLETA M. GONZALES**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE:

RE: RECLASSIFICATION OF: **Name of Applicant** TO: **(Position applying for)**

WHO WILL PREPARE	REQUIREMENTS	REMARKS
Teacher Applicant	<div><input type="checkbox"/> 1. Duly accomplished Equivalent Record Form (3 copies)</div> <div><input type="checkbox"/> 2. Authenticated Transcript of Records</div> <div><input type="checkbox"/> 3. Permit to Study / Request letter for accreditation of units</div> <div><input type="checkbox"/> 4. Certificate of Relevant Training – not used during last promotion sanction by DepEd (certified true copy)</div> <div><input type="checkbox"/> 5. Form 212</div>	
School AO/ HR-Personnel	<div><input type="checkbox"/> 1. For Secondary List of Teachers by 8 subject areas</div> <div><p>*With corresponding item number each page duly signed by the School Head & the SDS indicating S.Y. (2 copies)</p></div> <div><input type="checkbox"/> 2. Recommendation of the School Principal (2 copies)</div> <div><input type="checkbox"/> 3. Service Record (1 copy)</div> <div><input type="checkbox"/> 4. SF7 – indicate S.Y. (duly signed by the School Head & the SDS indicating S.Y.) (1 copy)</div>	

School AO/ HR-Personnel	<div><input type="checkbox"/> 5. PSIPOP – indicate S.Y. (duly signed by the School Head) (1 copy)</div> <div><input type="checkbox"/> 6. Certification of Performance Rating</div> <div><input type="checkbox"/> 7. Accomplished Checklist of Requirements (chronologically arranged)</div>	
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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:

SCHOOL AO/HR-PERSONNEL

Indorsed by:

PRINCIPAL/SCHOOL HEAD



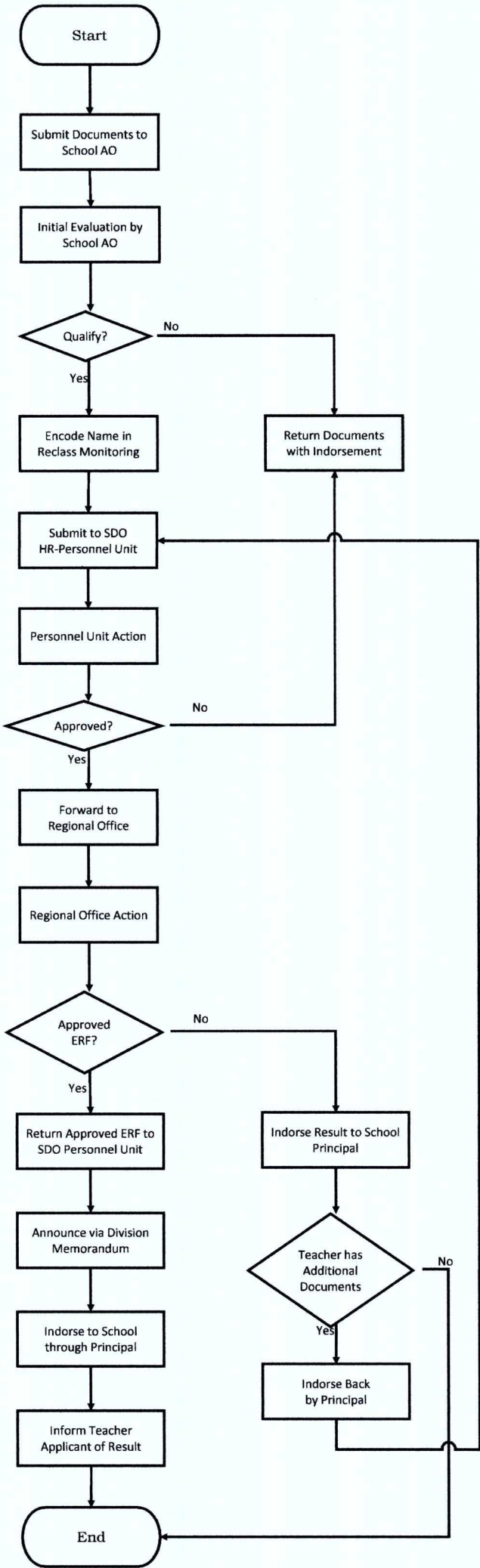
Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Annex B

Process Flow of Application for Reclassification

- Teacher Applicant must comply with the documentary requirements and submit them to the School AO.
- School AO will initially evaluate the document of teacher applicant as to minimum qualification stipulated in the DepED Order/Annex B.
 - If qualified, the School AO will encode the name of the teacher in the Reclassification Online Monitoring and take appropriate action.
 - If disqualified, the documents will be returned to teacher with an indorsement informing of the result if their application.
- Upon completion of the required documents and initial assessment, the School AO will submit all the applicant's document to the SDO HR-Personnel Unit on or before the deadline.
- The Personnel Unit will take appropriate action, upon the completion of documents. The documents will then be forwarded to Regional Office. Regional Office will take appropriate action.
 - If the ERF is approved, Regional Office Personnel Unit will return to the SDO Personnel Unit a copy of the documents, and the other copy will be forwarded to the Department of Budget Management (DBM)
- Returned approved ERF will be announced through a Division Memorandum by the Personnel Unit.
- The documentary requirements will be endorsed to School through the Principal. The School Heads will inform their teacher applicants of the result of their application for reclassification.
 - If with deficiencies or disapproved, the Division Personnel Unit will endorse to the School Principal the result of their teacher's reclassification.
 - If the teacher has additional documents that will suffice the required standard, it will be indorsed back by the principal.
- The Division Personnel Unit will take appropriate action and endorse it again to the Regional Office.

Process Flow of Application for Reclassification





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Annex C

REQUIREMENTS FOR RECLASSIFICATION TO TEACHER II AND III

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 + Masters Degree or MA Equivalent (depending on MA Curriculum) + 2 years in service

BEED/BSEd + 20 MA Units + 20 years in service.



Republic of the Philippines
Department of Education



390-2


JUN 15 2007

DepED ORDER
No. 39, s. 2007

**MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS
OF HEAD TEACHERS AND PRINCIPALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004

Allotment: 1- (D.O. 50-97)

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

OFFICIALS
TEACHERS

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools						
Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools:						
Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools:						
Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)



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EQUIVALENT RECORD FORM

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

Employee No: _____ Authorized Position Title: _____

Item No: _____ Authorized 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:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the 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)

JOCELYN DR. ANDAYA

Director IV

(Evaluator)

VI. DepEd PROPER ACTION:



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
depd-muntinlupa.com