



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

DEC 15 2025

**MEMORANDUM**  
No. 637, s. 2025

**APPROVED RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)**

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

1. The Schools Division Office of Muntinlupa informs the field of the List of Teachers with Approved Reclassification Form for Teaching Positions (RFTP).
2. Attached are as follows:
  - Enclosure 1 – List of Teachers with Approved Reclassification Form for Teaching Positions (RFTP).
  - Enclosure 2 – List of Requirements.
3. The requirements must be checked by the School Administrative Officer II/School HR-in-Charge and must be submitted to the Division Personnel Unit on or before January 9, 2026. Late submission of the requirements will result to the delay processing of appointment.
4. For further queries and information may be directed to the Division Personnel Unit email at [recruitment.sdomuntinlupa@deped.gov.ph](mailto:recruitment.sdomuntinlupa@deped.gov.ph)
5. Immediate dissemination of, and compliance to this Memorandum is desired.

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

Enclosure: As stated.  
To be indicated in the Perpetual of Index  
under the following subjects:

RECLASSIFICATION PROMOTION APPOINTMENT

AMF-APPROVED EQUIVALENT RECORD FORM

637 /December 10, 2025

**Enclosure 1**

**List of Teachers with Approved RFTP**

<b>No.</b>	<b>NAME</b>	<b>SCHOOL</b>	<b>FROM</b>	<b>TO</b>
1	MARY ANN B. DALO	SHES	TEACHER II	TEACHER III
2	SHERMAINE F.VIGNO	FAES	TEACHER I	TEACHER III
3	NELIBETH C.ROSCO	PES	TEACHER I	TEACHER III
4	JESSICA M. TANGOG	PES	TEACHER II	TEACHER III
5	MA.ELENA B. ESPELETA	PES	TEACHER II	TEACHER III
6	ABBYGAIL A. PALAFOX	LIS	TEACHER II	TEACHER III
7	DENAH M. HICAO	BES UNIT1	TEACHER I	TEACHER III
8	KIM ROGER E.ALANGCAO	TNHS	TEACHER II	TEACHER III
9	JANE V. CUAÑO	TNHS	TEACHER II	TEACHER III
10	ZARINA T. PABELONIA	MSHS	TEACHER I	TEACHER III
11	RAIZA C. MARATAS	MNHS -SHS	TEACHER I	TEACHER III
12	SONNY D. OBINGUAR	MBHS MAIN	TEACHER I	TEACHER II
13	WICK REYNALYN RUZ	LIS	TEACHER I	TEACHER II
14	BABYLYN L. ESCANDOR	PES	TEACHER I	TEACHER II
15	FRANCESCA M. LAMSON	CES MAIN	TEACHER I	TEACHER II
16	LEANN ROSE R. ESTORES	CES MAIN	TEACHER I	TEACHER II
<b>*****Nothing Follows*****</b>				

**Department of Education  
National Capital Region  
SCHOOLS DIVISION OFFICE  
City of Muntinlupa**

**LIST OF REQUIREMENTS FOR RECLASS AND PROMOTION**

No.	List of Documents	(Folder 1)	(Folder 2) (Photocopy)	Remarks
1	Endorsement Letter with Checklist from Administrative Officer II/HR Representative of School	1 (Original)	0	
2	Position Description Form (PDF) c/o HR of School	3 (Original)	0	
3	Work Experience Sheet - Computerized	3 (Original)	0	
4	Form 212 Revised 2025 (PDS) - Computerized	3 (Original)	0	
5	Proof of Eligibility (any of the following) a. <b>PRC ID</b> (original copy, photocopy, scanned copy, authenticated copy, CTC) (if applicable) b. <b>Certificate of Rating</b> (original copy, CTC, photocopy, authenticated copy, scanned copy) c. <b>CSC Professional/Subprofessional Eligibility</b> (original copy, CTC, photocopy, authenticated copy, scanned copy) (if applicable)	3 copies	0	
6	First Day of Service/ Assumption of Duty Revised 2025 c/o School HR	3 (Original)	0	
7	Form 32 Revised 2025(OATH) c/o School HR	3 (Original)	0	
8	Form 211 Revised 2025 Medical Certificate (all result of examination must be attached) Certified by Government or Private Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray	1 (Original)	1	
9	Statement of Assets, Liabilities, and Net Worth (SALN) Form - Photocopy	1 (Photocopy)	1	
10	Transcript of Record <b>Certified</b> by the School Registrar ( Bachelors & MA)	1 (Original CTC)	1	
11	Updated Service Record or Certificate of Employment	1 (Original)	1	
12	Marriage Contract - (Original PSA)	1 (Original)	1	
13	Birth Certificate ( if Single ) ( Original PSA)	1 (Original)	1	
14	Birth Certificate Minor Children ( 2 pcs. ) - Photocopies	1 (Photocopy)	1	
15	NCII/ NCIII/ TMC (If applicable)	1 (Original)	1	
16	Previous Appointment - Photocopy	1 (Photocopy)	1	
17	Latest IPCRF/OPCRF	1 (Original) 1 (Photocopy)	1	
18	Leave Card: Signed by the school head (if reassigned to new station)	1 (Original)	1	
19	Certification of Leave Credits (if reassigned to new station)	1 (Original)	1	
20	For Natural Vacancy Promotion Ranking - c/o HR DO	1 (Photocopy)	1	
21	If Reclass Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HRDO	1 (Original)	1	

Received By: \_\_\_\_\_

Remarks: \_\_\_\_\_