



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

Office of the Schools Division
Superintendent

DEC 18 2025

MEMORANDUM
No. 643, 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 12, 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
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
643/December 16, 2025

NUM-2025-643



Enclosure 1

List of Teachers with Approved RFTP

No.	NAME	FROM	TO	SCHOOL
1	MARY JANE BADUA CASACOP	Master Teacher I	Master Teacher II	TES
2	MERLA LAGULAY CASERIAL	Master Teacher I	Master Teacher II	SHES
3	RAQUEL MORALES MONTAÑA	Master Teacher I	Master Teacher II	SHES
4	SONY PEREZ RECTO	Master Teacher I	Master Teacher II	SES ZONE 4
5	MARLON R. PARRENO	Master Teacher I	Master Teacher II	VHES
6	BIENVINIDO C. DAYUTA JR.	Master Teacher I	Master Teacher II	MNHS
7	ARLYN SABADO CORTEZ	TEACHER III	TEACHER IV	LIS
8	BERNADETTE A. MATEO	TEACHER I	TEACHER IV	BSES
9	IVAN BARCELON LEYNES	TEACHER II	TEACHER IV	SHES
10	ANGELO GAMUSA	TEACHER I	TEACHER IV	MES
11	NESONA E. ODVINA	TEACHER I	TEACHER IV	MES
12	JOVELYN S. TOLIBAS	TEACHER I	TEACHER IV	POBES
13	ANNA MARIE A. BAYAIS	TEACHER II	TEACHER IV	PES
14	JET LEE DINEROS DOLLESIN	TEACHER I	TEACHER IV	F. DE MESA
15	SHYRIN H. ANAS	TEACHER II	TEACHER V	BES1
16	JACQUELINE C. ARGAME	TEACHER III	TEACHER V	MES
17	ELMIRA T. OSORIO	TEACHER III	TEACHER V	POBES
18	OLIVIA BACUD ZARATE	TEACHER III	TEACHER VI	LIS/ ELEM
19	KLARIZE B. BERMEJO	TEACHER III	TEACHER VI	MES
20	ELOISA C. CASTRO	TEACHER III	TEACHER VI	BES1
21	ANN CHRISTINE MERCADO CATINDIG	TEACHER III	TEACHER VI	LIS/ ELEM
22	LIEZEL BERMEJO MONANA	TEACHER III	TEACHER VI	F. DE MESA
23	MARITA DELIZO MALATE	TEACHER III	TEACHER VI	SHES
24	MARILYN N. BOTOR	TEACHER III	TEACHER VI	MES
25	MARYLEN F. REMPILLO	TEACHER III	TEACHER VI	AES
26	MA. THERESA V. DE GUZMAN	TEACHER III	TEACHER VI	AES
27	CRISTINA B. ESPORLAS	TEACHER III	TEACHER VI	AES
***** Nothing Follows *****				

**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. PRC ID (original copy, photocopy, scanned copy, authenticated copy, CTC) (if applicable) b. Certificate of Rating (original copy, CTC, photocopy, authenticated copy, scanned copy) c. CSC Professional/Subprofessional Eligibility (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 Certified 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: _____