



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

Office of the Schools Division
Superintendent

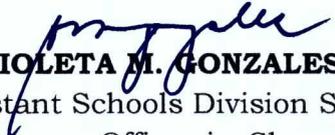
DEC 19 2025

MEMORANDUM
No. 645, 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 RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)

645 /December 17, 2025

NUM-2025-645



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List of Teachers with Approved RFTP

No.	NAME	FROM	TO	SCHOOL
1	RENATO M. CASTRO	TEACHER I	TEACHER II	PNHS
2	CLAUDINE GOROSPE VENTURA	TEACHER I	TEACHER III	TNHS
3	RENE M. MAGSINO	TEACHER I	TEACHER III	MBHS MAIN
4	DANICA REYES RIVERA	TEACHER I	TEACHER III	LIS/ JHS
5	MARY JEAN MONTES DEMATE	TEACHER I	TEACHER III	LIS/ JHS
6	MARY RUTH C. BOMPAT	TEACHER I	TEACHER III	PNHS
7	MYRADEL N. NIETES	TEACHER I	TEACHER III	PEDHS
8	GIRLIE S. FORTES	TEACHER I	TEACHER III	MBHS MAIN
9	JAYSON B. ABIR	TEACHER I	TEACHER III	MNHS
10	REMEGIO A. IBARDALOZA	TEACHER I	TEACHER III	PEDHS
11	SHEQUINE GLORY M. PILI	TEACHER I	TEACHER III	PNHS
12	ARCK MARED PIUS ARTIAGA TEVES	TEACHER I	TEACHER III	TNHS
13	MARIBEL F. BIRON	TEACHER II	TEACHER III	MNHS
14	GARY OLIVER ROSAURA ZAMBRANO	TEACHER I	TEACHER III	MSHS
15	JENNY G. BUHAT	TEACHER I	TEACHER III	PNHS
16	SUNSHINE LIBERTY L. NAYON	TEACHER I	TEACHER III	LIS/ JHS
17	LHOTS KHIE ELIBADO	TEACHER I	TEACHER IV	CSHS
18	ROLAND MISTIOLA GASIC	TEACHER II	TEACHER IV	TNHS
19	RAEZY MAI DE VERA PICA	TEACHER I	TEACHER IV	TNHS
20	JOSE B. MORILLO	TEACHER III	TEACHER IV	MNHS- SHS
21	MARIVIC H. FERNANDEZ	TEACHER II	TEACHER IV	MNHS- SHS
22	AUGUSTO CEASAR C. BRAGA	TEACHER II	TEACHER IV	MNHS- SHS
23	BARBIE KIBASEN ASIS	TEACHER II	TEACHER IV	TNHS
24	BERNADETTE D. MABINI	TEACHER III	TEACHER V	MNHS- SHS
25	REINA MENDOZA ALADEZA	TEACHER II	TEACHER V	MSHS
26	JEFFREY D. DEL MUNDO	TEACHER II	TEACHER V	MNHS-SHS
27	FLORINDA MORANO BERROYA	TEACHER III	TEACHER V	MSHS
28	MARGIE KRISTAL S. TALATAYOD	TEACHER II	TEACHER V	MNHS-SHS
29	ELENITA A. BIAY	TEACHER II	TEACHER V	MNHS-SHS
30	CHRISTINE JOYCE ANDO DAJONAN	TEACHER III	TEACHER VI	TNHS
31	MARY MICHELLE G. ENRIQUEZ	TEACHER III	TEACHER VI	MNHS
32	JAYMAR D. ALTARES	TEACHER III	TEACHER VI	PNHS
33	ALVIN B. DELFIN	TEACHER III	TEACHER VI	MNHS
34	JAYSON D. VALDEZ	TEACHER III	TEACHER VI	MNHS
35	ZYRA NIKKA S. INDAP	TEACHER III	TEACHER VI	MNHS
36	EDNA TAMAYO COLOMA	TEACHER III	TEACHER VI	LIS / JHS
37	RACQUEL C. NAVARRO	TEACHER III	TEACHER VI	PEDHS
38	JOSE LEGASPI PERTES JR.	TEACHER III	TEACHER VI	TNHS
39	RENZIE B. PERION	TEACHER III	TEACHER VI	MNHS
40	ROSALINDA R. TABUYAN	TEACHER III	TEACHER VI	MNHS
41	JENNIFER ROANNE D. ROMASAME	TEACHER III	TEACHER VI	MNHS-SHS
42	HAZEL JHOY C. DEL MUNDO	TEACHER III	TEACHER VI	MNHS-SHS
43	DINA NARZOLES MABUTE	TEACHER III	TEACHER VI	TNHS
44	RODELPHA M. BOLAÑOS	TEACHER III	TEACHER VI	MNHS-SHS
45	FELICISIMO C. MOLINA III	TEACHER III	TEACHER VI	MNHS-SHS

*****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 <u>Certified</u> 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: _____