



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

Office of the Schools Division
 Superintendent

DEC 26 2025

MEMORANDUM

No. 651, 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
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/DM - APPROVED RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)_6
 651/December 19, 2025

NUM-2025-651



Enclosure 1

List of Teachers with Approved RFTP

No.	NAME	SCHOOL	FROM	TO
1	CHRIZENDY Z. BOLADO	PNHS	TEACHER I	TEACHER II
2	JAYROE AGUSTIN RAMOS	TNHS	TEACHER I	TEACHER III
3	RONALD PALCONIT JAVIER	TNHS	TEACHER I	TEACHER III
4	ALMA A. GONZALES	PNHS	TEACHER II	TEACHER III
5	ZOE NADIA L. JARA	MBHS - MAIN	TEACHER II	TEACHER III
6	JEANETH DELA RAMA CUETO	MBHS - MAIN	TEACHER II	TEACHER III
7	CATALINA C. OYARDO	PEDHS	TEACHER II	TEACHER III
8	JOHN LESTER A. ACLAO	MNHS	TEACHER I	TEACHER III
9	JESSICA G. BUÑALES	PNHS	TEACHER I	TEACHER III
10	AARANHELE D. GUERRERO	PNHS	TEACHER I	TEACHER III
11	ALAN P. ABLES	MNHS	TEACHER I	TEACHER III
12	JESSA DE GUZMAN RAMOS	TNHS	TEACHER I	TEACHER III
13	HENRY R. ABLIG	MNHS	TEACHER I	TEACHER III
14	JEAN CARLO B. MARQUEZ	TNHS	TEACHER I	TEACHER III
15	ANGELINE S. MIRANDA	MBHS - MAIN	TEACHER I	TEACHER III
16	MARIA CECILIA JEREMIAS FERNANDEZ	LIS/ JHS	TEACHER I	TEACHER III
17	JESSAH MAE E. SANCHEZ	MNHS	TEACHER I	TEACHER III
18	FURY TORRES TORTOGO	TNHS	TEACHER I	TEACHER III
19	MARI JANE DOBLON REGIDOR	PEDHS	TEACHER I	TEACHER III
20	WINNIE G. TIMBAL	MBHS - MAIN	TEACHER II	TEACHER III
21	ROBIGAEL T. ALVAREZ	PNHS	TEACHER I	TEACHER III
22	HYNAH RAVILLAS CENTENO	LIS/ JHS	TEACHER I	TEACHER III
23	HARVEN TAGANNA LABRADOR	TNHS	TEACHER I	TEACHER III
24	YOLY R. ERFE	PNHS	TEACHER II	TEACHER III
25	EMELITO S. NAVARRO JR.	MNHS	TEACHER I	TEACHER III
26	LARA MAE TUBIO FLORIA	PEDHS	TEACHER I	TEACHER III
27	NESTHY JOY R. BERONGOY	PNHS	TEACHER I	TEACHER III
28	JOHNDEL E. SARMIENTO	MNHS	TEACHER I	TEACHER III
29	JACQUELYN F. RUIZ	PEDHS	TEACHER I	TEACHER III
30	SHANELYN ENTICO DAVID	MSHS	TEACHER I	TEACHER III
31	NIKKA E. BUÑAG	PEDHS	TEACHER I	TEACHER III
32	GRETCHEN G. GATCHALIAN	PNHS	TEACHER I	TEACHER III
33	ROBI JOI M. PASTRANA	MNHS	TEACHER I	TEACHER III
34	JAUINE ANN VIÑALON	MBHS-SA	TEACHER I	TEACHER III
35	MARJORIE F. ZAMORA	MBHS - MAIN	TEACHER I	TEACHER III
36	JENNELYN ROSE CONCOLES AMORA	TNHS	TEACHER I	TEACHER III
37	LAWRENCE GLORIA RODOLFO	TNHS	TEACHER I	TEACHER III
38	MARIA DARLENE T. ANCHETA	MBHS - MAIN	TEACHER I	TEACHER III
39	QUEENIE U. COLLE	MNHS	TEACHER III	TEACHER VI
40	LALAINA A. ALIBUDBUD	PNHS	TEACHER III	TEACHER VI
41	BENJAMIN M. MAALA	MNHS	TEACHER III	TEACHER VI
42	PINKY O. GOMEZ	MNHS	TEACHER III	TEACHER VI
43	LORRA DAE L. AGUILAR	PEDHS	TEACHER III	TEACHER VI

*****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: _____