



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

Office of the Schools Division
Superintendent

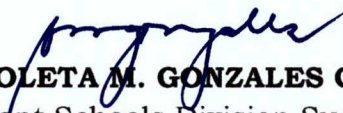
DEC 26 2025

MEMORANDUM

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 submitted to the Division Personnel Unit not later than January 12, 2026. Late submission may delay processing of appointments.
4. For further queries and information please contact the Division Personnel Unit through its email address at **recruitment.sdomuntinlupa@deped.gov.ph**
5. Immediate dissemination of 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/DM - APPROVED RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)_7

537/December 22, 2025

UN-2025-537

Enclosure 1

List of Teachers with Approved RFTP

No.	NAME	FROM	TO	SCHOOL
1	GILBERT REYES DOMIQUIL	TEACHER II	TEACHER III	TNHS
2	MARY ROSE S. SANTOS	TEACHER I	TEACHER III	PEDHS
3	RECILYN CUYANA ALLAPITAN	TEACHER I	TEACHER III	TNHS
4	JENNIFER A. MARQUEZ	TEACHER I	TEACHER III	PEDHS
5	ISABEL RIVERA ALVAREZ	TEACHER I	TEACHER III	TNHS
6	ELDA MANZANO GOÑA	Master Teacher I	Master Teacher II	LIS / ELEM
7	ROBERT C. ABRANTES	Master Teacher I	Master Teacher II	CESM
8	JAN AEROL P. NIEVERA	TEACHER I	TEACHER IV	PNHS
9	ROWENA H. ELAOG	TEACHER I	TEACHER IV	PEDHS
10	BERNADETTE S. MABOLO	TEACHER I	TEACHER IV	MNHS
11	KRISTINE PAULINE C. RONQUILLO	TEACHER I	TEACHER IV	TNHS
12	SHYREIN M. MESINA	TEACHER I	TEACHER IV	LIS / JHS
13	CREST ANN VI. ENGUERRA	TEACHER I	TEACHER III	LIS/ ELEM
14	ELLAH GRACE A. ANDALEZA	TEACHER I	TEACHER III	LIS/ ELEM
15	MA. LINETH L. BUFI	TEACHER I	TEACHER III	MES
*****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: _____