



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

Office of the Schools Division
Superintendent


MAY 20 2026

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) with NOSCA in Junior High School level.
2. Attached are as follows:
 - Enclosure 1 – List of Teachers with Approved Reclassification Form for Teaching Positions (RFTP) with NOSCA (JHS)
 - 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 June 5, 2026. Late submission may cause delays in processing 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)_BATCH3
205_/May 14, 2026 UN-2026-205

Enclosure 1

List of Teachers with Approved RFTP with NOSCA (JHS)

No.	NAME	SCHOOL	FROM	TO
1	JANICE JACOB BAS	LIS-JHS	TEACHER I	TEACHER III
2	TEDDY RIVERA NATIVIDAD	MBHS-MAIN	TEACHER I	TEACHER III
3	MA. CRISTINA VALLENTOS VALLESPIN	MNHS-JHS	TEACHER I	TEACHER III
4	ROLYN MAE GAVINO ARAT	MNHS-JHS	TEACHER I	TEACHER III
5	JON CHRISTIAN MEJOS	MNHS-JHS	TEACHER II	TEACHER V
6	ARDITHA DE GUZMAN CAMPOSANO	MNHS-JHS	TEACHER III	TEACHER V
7	NOERINE VILLANUEVA POLO	MNHS-JHS	TEACHER III	TEACHER V
8	JULIE MHER MOLINA ANTONIO	MNHS-JHS	TEACHER I	TEACHER III
9	LORENA TUN DEL MONTE	PEDHS	TEACHER II	TEACHER III
10	CHRISTINE JOY NOVEJA UNTALASCO	PEDHS	TEACHER I	TEACHER III
11	LIZEL BOBONAO APOSTOL	PNHS	TEACHER I	TEACHER III
12	RUBELYN SAYAGO HUAVAS	PNHS	TEACHER I	TEACHER III
13	LYNIE GIRON DELA PAZ	PNHS	TEACHER I	TEACHER III
14	MA. THERESA CELLS ACBANG	PNHS	TEACHER I	TEACHER III
15	ROXEL RENDAL JAPITANA	PNHS	TEACHER I	TEACHER III
16	RENALIN DELOSTRICO LACHICA	PNHS	TEACHER I	TEACHER III
17	ALVIN JOSEPH GIRAY SERRANO	TNHS-JHS	TEACHER I	TEACHER III
18	JOCELYN ORONAN ILAGAN	TNHS-JHS	TEACHER I	TEACHER III
19	SENIA DELA ALAS DAGUI	TNHS-JHS	TEACHER I	TEACHER III
*****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) b. Certificate of Rating (original copy, CTC, photocopy, authenticated copy, scanned copy)	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: _____