



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 announces the list of Elementary teachers with approved Reclassification Forms for Teaching Positions (RFTP) who are currently awaiting the issuance of the Notice of Organization, Staffing and Compensation Action (NOSCA).
2. Attached are as follows:
 - Enclosure 1 – List of Elementary Teachers with Approved RFTP Awaiting NOSCA
 - 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)_BATCH5
207 /May 18, 2026

UN-2026-207

Enclosure 1

List of Elementary Teachers with Approved RFTP Awaiting NOSCA

No.	NAME	SCHOOL	FROM	TO
1	MARIA THERESA A. GOGORZA	MES	TEACHER III	TEACHER V
2	BERPIE A. VARGAS	F. DE MESA	TEACHER II	TEACHER V
3	ERWIN C. SALES	CESM	TEACHER I	TEACHER III
4	JESSA P. GANACE	AES	TEACHER I	TEACHER III
5	NOR- AIN M. ANGOD	AES	TEACHER I	TEACHER III
6	CHRISTINE JOY TONQUIN CORDERO	BULI	TEACHER III	TEACHER V
7	DIVINA GRACIA ZAMUDIO SANCHEZ	BES UNIT 1	TEACHER III	TEACHER V
8	ROCHELLE ESTRADA MANIO	BES UNIT 1	TEACHER II	TEACHER V
*****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: _____