



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

Office of the Schools Division
Superintendent

JUN 24 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 Junior High School 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 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 July 7, 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)_BATCH7

253 / June 22, 2026

UN-2026-253



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com

HR-253

List of Teachers with Approved RFTP Awaiting NOSCA

No.	NAME	SCHOOL	FROM	TO
1	MS. MARJORIE ANN C. AVILA	MNHS-JHS	TEACHER II	TEACHER V
2	CHRISTINE JOY T. CODERO	BULI ES	TEACHER III	TEACHER V
3	DIVINA GRACIA Z. SANCHEZ	BES UNIT 1	TEACHER III	TEACHER V
4	ROCHELLE E. MANIO	BES UNIT 1	TEACHER II	TEACHER V
5	MARILYN S. DE OCAMPO	MES	TEACHER III	TEACHER V
6	ABEGAIL F. CARAY	SESM	TEACHER III	TEACHER VI
7	IVY KRISTY S. RONATO	SESM	TEACHER II	TEACHER V
8	MARIA LIZA T. ANITO	TES	TEACHER III	TEACHER VI
9	MA. TERESA A. GULAGA	BES UNIT 1	TEACHER III	TEACHER VI
10	REYNALDA D. FELIPE	MES	TEACHER III	TEACHER VI
11	DAHNA ANGELICA T. HERNANDEZ	BES UNIT 1	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)
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 (PDS) - Computerized	3 (Original)	0
5	PRC Authenticated Professional License * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0
6	PRC Authenticated Report of Rating- (LET-Rating) * One (1) Original Authenticated Copy * Two (2) Photocopies Authenticated Copys	1 (Original) 2 (Photocopy)	0
7	First Day of Service/ Assumption of Duty c/o School HR	3 (Original)	0
8	Form 32 (OATH) c/o School HR	3 (Original)	0
9	Form 211 Medical Certificate (all result of examination must be attached) with documentary stamp, Certified by Government Physician - Blood Test - Drug Test - Urinalysis - Chest X-ray	1 (Original)	1
10	Statement of Assets, Liabilities, and Net Worth (SALN) Form - Photocopy	1 (Photocopy)	1
11	Transcript of Record <u>Certified</u> by the School Registrar (Bachelors & MA)	1 (Original)	1
12	Updated Service Record or Certificate of Employment	1 (Original)	1
13	Marriage Contract - (Original PSA)	1 (Original)	1
14	Birth Certificate (if Single) (Original PSA)	1 (Original)	1
15	Birth Certificate Minor Children (2 pcs.) - Photocopies	1 (Original)	1
16	NCII/ NCIII/ TMC (If applicable)	1 (Original)	1
17	Previous Appointment - Photocopy	1 (Photocopy)	1
18	Latest IPCRF/OPCRF	1 (Original) 1 (Photocopy)	1
19	Leave Card: Signed by the school head (if reassigned to new station)	1 (Original)	1
20	Certification of Leave Credits (if reassigned to new station)	1 (Original)	1
21	For Natural Vacancy Promotion Ranking - c/o HR DO	1 (Photocopy)	1
22	If Reclass Nosca (Notice of Organization , Staffing & Compensation Action) - Photocopy c/o HRDO	1 (Original)	1

Received By: _____

Remarks: _____