



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

**Office of the Schools Division
Superintendent**

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.
2. Attached are as follows:
 - Enclosure 1 – List of Teachers with Approved Reclassification Form for Teaching Positions (RFTP) with 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 August 28, 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.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAELE A. OLARTE
Chief Education Supervisor, SGOD
Officer-in-Charge

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)_BPRIO
335/August 24, 2026

UN-2026-335

Enclosure 1**List of Teachers with Approved RFTP (Priority 55 yrs old and above)**

No.	NAME	SCHOOL	FROM	TO
1	LORENA E. ESTIGOY	SESA ZONE 4	TEACHER II	TEACHER V
2	CORAZON A. PERALTA	IES	TEACHER III	TEACHER V
3	NENITA CASTILLO GULLEN	VHES	TEACHER III	TEACHER IV
4	KAREN GRACE T. MARASIGAN	BES UNIT 1	TEACHER II	TEACHER IV
5	CARMENCITA C. SANIO	SESM	TEACHER I	TEACHER III
6	EVELYN L. BALIONG	SESM	TEACHER I	TEACHER III
7	JOSELITO B. UCAG	TES	TEACHER III	TEACHER VI
8	DONESEL P. BAHIAN	TES	TEACHER III	TEACHER VI
9	OLIVE L. GABUNAL	TES	TEACHER III	TEACHER VI
10	LALYN S. MINDAÑA	MES	TEACHER III	TEACHER VI
11	MA. LUISA C. PARRABA	TNHS-JHS	TEACHER III	TEACHER VI
12	HERMINIA C. LEBRIAS	MNHS-JHS	TEACHER III	TEACHER VI
13	JENNETTE J. LOZANO	MNHS-JHS	TEACHER III	TEACHER VI
14	AURORA M. CASTILLO	MNHS-JHS	TEACHER III	TEACHER VI
15	HELEN P. SALO	MNHS-JHS	TEACHER III	TEACHER VI
16	MERALIZA M. ZARATE	MNHS	TEACHER III	TEACHER V
17	DAISY B. MASONGSONG	MNHS	TEACHER III	TEACHER V
18	MA. CHARINA O. ESPEJON	MNHS	TEACHER III	TEACHER IV
19	NORMITA P. SESALIM	PNHS	TEACHER II	TEACHER IV
***** Nothing Follows *****				

_RFTPPriority

**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 2026 (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: _____