



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

October 29, 2021

DIVISION MEMORANDUM

No. 350, s. 2021.

**ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION OF TEACHING
 AND TEACHING-RELATED POSITIONS FOR ELEMENTARY
 AND JUNIOR HIGH SCHOOL**

To: Assistant Schools Division Superintendent
 Division Chiefs
 Office/Unit Heads
 All Other Concerned

1. This Office shall acceptance of application for reclassification of teaching and teaching-related positions for Elementary and junior high school following Regional Memorandum No. 585, s. 2021, form **November 1, 2021 to January 31, 2022.**
2. The processed applications shall be forwarded to the Regional Office in the **First Quarter of 2022.**
3. The following positions are eligible for reclassification:
 - a. Teacher I-III (Elementary and Secondary)
 - b. Special Education Teacher I-III (Elementary and Secondary)
 - c. Master Teacher I-IV (Elementary and Secondary)
 - d. Head Teacher I-III (Elementary)
 - e. Head Teacher I-VI (Secondary-Recommendees must be handling a School)
 - f. Principal I-IV (Elementary and Secondary)
4. The required documents for submission are as follows:

Upgrading of Position thru ERF (Teacher I-III)	Reclassification to Master Teacher Position	Reclassification to School Head/ Principal Position
1. Indorsement of the SDS (2 original copies)	1. Indorsement of the SDS (2 original copies)	1. Indorsement of the SDS (2 original copies)
2. Plantilla Allocation List sign by the SDS (4 original copies)	2. Plantilla Allocation List sign by the SDS (4 original copies)	2. Plantilla Allocation List sign by the SDS (4 original copies)



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
 Telefax: (055) 500 9801
 Email: northernssamar@deped.gov.ph
 Division Official Website: <https://northernssamar.deped.gov.ph>

