



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

Office of the Schools Division Superintendent

December 1, 2021

DIVISION MEMORANDUM

No. 428 s. 2021.

SCHEDULE FOR RANKING FOR RECLASSIFICATION / UPGRADING OF ITEMS THRU ERF FROM TEACHER I-III (ELEMENTARY AND SECONDARY), SPECIAL EDUCATION TEACHER I-III (ELEMENTARY AND SECONDARY), MASTER TEACHER I-IV (ELEMENTARY AND SECONDARY), HEAD TEACHER I-III (ELEMENTARY), HEAD TEACHER I-VI (SECONDARY – RECOMMENDIES MUST BE HANDLING A SCHOOL) AND PRINCIPAL I-IV (ELEMENTARY AND SECONDARY)

To: Assistant Schools Division Superintendent
Division Chiefs/PSB Members and Sub-Committees
District/ School Heads
All Other Concerned

1. In lieu of the Schedule for acceptance of Application for Reclassification / Upgrading of Items thru ERF, which shall require the Division Rank list.
2. Applicants shall submit in two (2) copies (1 original/ authenticated and 1 photocopy) to the **HRM Office**, Department of Education, Division of Northern Samar, Mabini St, Acacia, Catarman, Northern Samar, 6400, Philippines, the documentary requirements properly arranged and securely fastened in the following order in legal-size folders labelled "PERTINENT DOCUMENTS FOR RECLASS/ UPDATING OF ITEM (the position applied for)":
 - a. Application letter addressed to **RAUL D. AGBAN, EdD**, OIC-Schools Division Superintendent, Department of Education, Division of Northern Samar, Mabini St, Acacia, Catarman, Northern Samar, 6400, Philippines, stating the position applied for.
 - b. CSC Form 212 (revised 2017) properly and completely filled-up, duly notarized and with the latest passport picture with white background, nametag, and signature)
 - c. Eligibility Rating / Certificate of Eligibility/ Authenticated
 - d. Diploma and Transcript of Records/Authenticated
 - e. Service Records/Certificate of Employment/Special Order of Assignment
(Note: for positions where experience is none required, if the applicant submits documents as proof of experience, the same shall be given corresponding points)
 - f. Performance Ratings for the last 3 rating periods, if any
 - g. Certificate of Training attendance/participation relevant to the position being applied/certificate of specialized training



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
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- h. Certificates, and other documents relevant to the position applied for claims of outstanding accomplishments.
 - i. Omnibus Certification of Veracity of Documents Submitted.
3. the schedule for the **schedule for interview of applicants** shall be on **January 3-4, 2022**.
4. Immediate dissemination of and compliance to this Memorandum are so desired.


RAUL D. AGBAN, EdD
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 29, 2021

REGIONAL MEMORANDUM

No. **003595**, s. 2021

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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division HRMOs
All Others Concerned

1. To avoid budget deficit and ensure inclusion in the budgetary allocation for CY 2023, this Office shall accept and process requests for reclassification of teaching and related-teaching positions for Elementary and Junior High School using the existing guidelines from **October 1, 2021 until February 28, 2022.**

2. The processed applications shall be forwarded to the Department of Budget and Management Regional Office VIII in the **first quarter of CY 2022.**

3. The following positions are eligible for reclassification:
- Teacher I-III (Elementary and Secondary)
 - Special Education Teacher I-III (Elementary and Secondary)
 - Master Teacher I-IV (Elementary and Secondary)
 - Head Teacher I-III (Elementary)
 - Head Teacher I-VI (Secondary-Recommendees must be handling a School)
 - Principal I-IV (Elementary and Secondary)

3. 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 signed by SDS (4	2. Plantilla Allocation List signed by SDS (4	2. Plantilla Allocation List signed by SDS (4 original

