



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

**Office of the Schools Division Superintendent**

September 9, 2022

DIVISION MEMORANDUM  
 No. 104, s. 2022.

**SCHEDULE OF ACCEPTANCE OF APPLICATION FOR RECLASSIFICATION  
 /UPGRADING OF ITEMS THRU ERF OF TEACHING AND TEACHING-  
 RELATED POSITIONS THIS DIVISION FOR FY 2023**

To: Division Chiefs  
 District/ School Heads  
 All Other Concerned

1. **Regional Memorandum No. 970 s, 2022** dated September 1, 2022, announced the Schedule for Acceptance of Application for Reclassification / Upgrading of Items thru ERF by the Regional Office **from October 3, 2022, to February 28, 2023**. The said applications shall be processed by DepEd Regional Office for the **1<sup>st</sup> Quarter of 2023**.
2. In consonance with the above Regional Memorandum, this Division hereby announces that it shall likewise accept applications for Reclassification/Upgrading of Items from **September 15, 2022, to January 31, 2023**, to **avoid rush submission and volume submission** during the deadline and facilitate and ensure smooth, orderly and speedy processing of the documents for reclassification by the Division HRM Office.
3. The following positions are eligible for reclassification
  - a. Teacher I-III (Elementary and Junior High School)
  - b. Special Education Teacher I-III (Elementary and Junior High School)
  - c. Master Teacher I-IV (Elementary and Junior High School)
  - d. Head Teacher I-III (Elementary)
  - e. Head Teacher I-VI (Junior High School – Recommendees must be handling a School)
  - f. Principal I-IV (Elementary and Junior High School)
  - g. Principals of Integrated Senior High School (Reference: DO 19, s. 2016)
  - h. Principals of Stand-Alone Senior High School (Reference: DO 19, s. 2016)
4. The required documents for submission are as follows, and shall be submitted to the assigned Administrative Officer II (AOs) in the Districts/ Schools where the applicant belongs:

<b>Upgrading of Position thru ERF (Teacher I-III)</b>	<b>Reclassification to Master Teacher Position</b>	<b>Reclassification to School Head/Principal Position</b>
1. Endorsement of the SDS (2 original copies)	1. Endorsement of the SDS (2 original copies)	1. Endorsement of the SDS (2 original copies)



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2. Plantilla Allocation List (PAL) signed by SDS (4 original copies)	2. Plantilla Allocation List (PAL) signed by SDS (4 original copies)	2. Plantilla Allocation List (PAL) signed by SDS (4 original copies)
3. Equivalent Record Form (ERF) (2 original copies)	3. Division Ranklist signed by the committee [Division HRMPSB] (2 certified true copies)	3. Division Ranklist signed by the committee [Division HRMPSB] (2 certified true copies)
	4. Updated Service Record (1 original copy)	4. Updated Service Record (1 original copy)
	5. Transcript of Records/ Certification of Completed Academic Requirements (CAR) (1 certified true copy)	5. Transcript of Records/ Certification of Completed Academic Requirements (CAR) (1 certified true copy)
	6. CSC Form 212 (Personal Data Sheet) (1 original copy)	6. CSC Form 212 (Personal Data Sheet) (1 original copy)
	7. List of Secondary School Teachers per School per Subject Area using the attached template (2 original copy)	7. Equivalent Record Form (ERF) (2 original copies) <b>(for HT IV only)</b>
		8. Certificate of Basic Training Course for School Heads certified by NEAP/ School Heads Development Program (SHDP)/ Learning Delivery Modalities (LDM) Course for School Heads (1 certified true copy)
		9. NEAP Certification as to the results of QEP/PMAT/NQESH/ Principal's Test (1 certified true copy)
		10. Designation as School Head issued by the SDS for Head Teacher applicant in the <b>Secondary Level</b> (1 certified true copy)

4. The Administrative Officer II (AOs) assigned to each district/school in order to facilitate and ensure smooth, orderly and speedy processing of the documents for reclassification by the HRM Office shall perform the following tasks and functions:
- a. Prepare and ensure that the Endorsement of the SDS to the Regional Office indicate the names of recommendees as indicated in the PLA using the herein template enclosure;
  - b. Prepare the Plantilla Allocation List (PAL) and ensure that the arrangement of applicants in the PAL shall follow the order/arrangement in the approved Division Ranklist using the herein template enclosure;
  - c. The AO shall ensure that only maximum of fifteen (15) Recommendees per PAL/Endorsement shall be prepared.