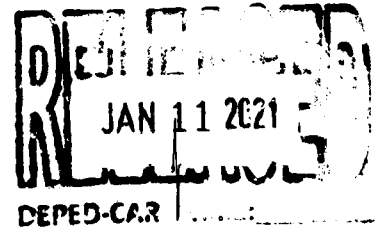




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 7, 2021

REGIONAL MEMORANDUM
No. 011.2021

RESUBMISSION OF APPLICATIONS FOR RECLASSIFICATION TO MASTER TEACHER AND SCHOOL HEAD POSITIONS

To: Schools Division Superintendents
Chiefs of Divisions
All Concerned

1. This is to call for the resubmission of returned documents for applications for reclassification to Master Teacher and School Head positions which are compliant with documentary requirements and qualification standards;
2. To facilitate the processing of requests for reclassification, Schools Division Offices should submit the following to the Regional Office:
 - 2.1 A Division-Wide Master Teacher Needs Analysis by District for Elementary Schools and by school for Secondary Schools, to support the recommendation of the SDO for reclassification to MT positions;
 - 2.2 An updated certification that the list of teachers with approved ERFs for implementation for 2021 (copy per Division attached) have not been promoted/reclassified to date;
3. Applications and documents for reclassification of school head positions should be further supported with the following:
 - 3.1 Compliance with the process flow per DO 97, s. 2011;
 - 3.2 Accomplished Checklist & Evaluation Sheet per RM 371, s.2019 (MS Excel copy attached)
 - 3.3 Indorsement by the SDS for the reclassification of the position/s;
4. This memorandum shall take effect immediately.
5. Please be guided accordingly.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director 

ELC/ETA//



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph



MANAGEMENT SYSTEMS SOLUTIONS

ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

ANNEX B to RM No. 371 s. 2019

DEPARTMENT OF EDUCATION - CORDILLERA ADMINISTRATIVE REGION
 REQUIREMENTS FOR RECLASSIFICATION OF SCHOOL HEAD POSITIONS
 (Per D.O. 97, s. 2011)

NAME OF APPLICANT: _____ School/District/Division: _____
 Current Position: _____ For Reclassification To: _____
 Item No.: _____

REQUIREMENTS FOR RECLASSIFICATION OF SCHOOL HEAD POSITION		REMARKS
A.	Applicants	
1.	Justification for the reclassification of position	
2.	Duly accomplished Form 212 (Personal Data Sheet)	
3.	Certified, Authenticated and Verified (CAV) Transcript of Records	
4.	Service Records	
5.	Performance Rating for the the last three (3) consecutive years;	
	Average: _____	
6.	Certificates/Proofs of Outstanding Accomplishments	
7.	ERF for HT positions; PDF for Principal Positions	
8.	NEAP Certification as to the result of the NQEP taken and Basic Training Course for School Heads attended; (QEP rating administered by the Region)	
9.	SBM Task Force's Certification as to the rating obtained in the internal and	
10.	Division Selection and Promotions Board's Certification on the points obtained in the Psychological Attributes and Personality Traits assessment,	
11.	Enrolment Data (Form 3) in the present school assignment, incldng. The clust	
B.	Division Office	
12.	copy of the latest PSI-POP where the item is reflected	
13.	list of teachers under supervision, with the identification of their respective	
14.	copy of the latest PSI-POP wherein the names of teachers under supervision a	
15.	Certification of non-availability of item.	
C.	<u>For Principal I Applicants:</u>	
16.	Passed the NQEP and completed the Basic Training Course for Sch Heads as	
17.	Obtained at least 50% of the indicators for internal and external stakeholders as assessed and certified by the Division SBM Task Force using the SBM	
18.	Obtained at least 10 points of the Psychosocial Attributes and Personality Traits as assessed and certified by the Division Selection and Promotions Board	
D.	HT I-VI and PII-IV Applicants	
19.	Certification that the applicant has attended the required trainings for the desired position signed by the RD as recommended by the HRDD.	
20.	Trainings attended shall be attested as true and correct by the SDS and shall	
	1. Training must be:	
	a. conducted within five (5) years during submission	
	b. at least three (3) days	
	c. not used for previous promotion	
	2. Applicant must submit either a proof of impact of the training on school performance and improvement in school operations or any aspect that the training hopes to address or a Re-Entry Action Plan (REAP) supervised by the HRDS	
21.	Approved Evaluation Report with categorical statements of findings made by the reviewing authorities/committees as to the applicant's qualification for the upgrading of his/her position and/or compliance with the prescribed criteria or requirements	

EVALUATED BY:

VERIFIED BY:

NOTED:

DIVISON HRMO

SDO AO V

SDS

EVALUATION SHEET

FOR RECLASSIFICATION TO MASTER TEACHER/SCHOOL HEAD POSITION

NAME: _____ DIVISION: _____
 POSITION TITLE: _____ DISTRICT/SCHOOL: _____
 ITEM NO.: _____
 STAFFING MODIFICATION: Proposed Reclassification from Teacher III to Master Teacher I

1. DOCUMENTARY REQUIREMENTS:

Complete

With Lacking Documents/Requirements:

- 1.
- 2.

II. QUALIFICATION STANDARDS

QS/REQUIREMENTS FOR (Position to be reclassified to)	QUALIFICATIONS OF THE APPLICANT
EDUCATION:	
EXPERIENCE:	
TRAINING:	
PERFORMANCE RATING:	
DEMO TEACHING:	

III. REQUIRED POINTS

1. Reclassification to School Head Position		2. Reclassification to Master Teacher Position		Pts. Earned by Applicant
	Tot. Pts.	Credit Points for Leadership, Potential & Accomplishments		
1. Performance	20	a. Innovation	20	
2. Relevant Experience	10	b. Subj. Coordinatorship	12	
3. Outstanding Accomplishments	30	c. Chairmanship	12	
4. Education & Training	15	d. Educational Research	12	
5. Potential	10	e. Coordinator of P/P/A of Community/Other Agencies	12	
6. Psychosocial Attributes & Personality Traits	15	f. Inservice Activity	12	
		g. Meritorious Achievements/Awards	10	
		h. Authorship	10	
Total	100		100	

RECOMMENDATION:

Ex. : 1. Ms. Joan de La Cruz is highly recommended for the reclassification of her Teacher III position to Master Teacher I, having complied with all the requirements and QS for MT 1, and . . . (cite distinctive qualifications/outstanding accomplishments of the applicant)

EVALUATED BY:

CERTIFIED CORRECT:

School/SDO Evaluator

IU Head of School/SDS

VALIDATED BY:

RECOMMENDING APPROVAL:

RO Evaluator

EDGARDO T. ALOS
Chief Administrative Officer

APPROVED:

ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director