

October 17, 2019

**REGIONAL MEMORANDUM**


No. 371.2019

TO: Schools Division Superintendents  
 School Principals/School Heads  
 All concerned

**RELEASED**  
 OCT 22 2019  
 DEPED-CAR

SUBJECT: EVALUATION SHEET FOR RECLASSIFICATION OF POSITIONS

1. To facilitate the evaluation and validation of recommendations for Reclassification to Master Teacher and School Head Positions, Schools Division Offices are required to use the attached Evaluation Sheet (ANNEX A of this Memo);
2. The Evaluation Sheet should be accomplished and attached by the SDOs on the documents of every applicant who is recommended for reclassification and forwarded to the Regional Office;
3. The following checklists of requirements are updated for reference and guidance of applicants and evaluators:
  - ANNEX B - Checklist of Requirements for Reclassification of School Head Positions
  - ANNEX C - Checklist of Requirements for Reclassification to Master Teacher Position
4. The use of the Evaluation Sheet is effective immediately upon approval of this Memo.
5. For information, dissemination and compliance.

  
**MAY B. ECLAR, Ph. D., CESO V**  
 Regional Director

ETA/ea  


Contact Numbers (Area Code: 074):			
Office of the Regional Director	422-1318	Administrative Division	422-1804
Fax	422-4074	Cash Section	423-2215
Office of the ARD	422-9590	Payroll Section	424-3993
ICT Unit	422-1318	Records Section	423-2213
Public Affairs Unit	422-1318	Supply Section	422-2198
Legal Unit	423-2214	General Services Unit	422-1804
		CLMD	422-7096
		LRMDS	422-0615
		ESSD	423-2218
		Finance Division	422-5155
		FTAD	424-5187
		HRDD	422-9590
		NEAP-R	422-5500
		PPRD	422-9590
		QuAD	422-5187
		COA	422-7434

## 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		
	Tot. Pts.	Pts. Earned by Applicant	Credit Points for Leadership, Potential & Accomplishments		Pts. Earned by Applicant
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	
<b>Total</b>	<b>100</b>			<b>100</b>	

## 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:

MAY B. ECLAR, Ph. D., CESO V  
 Regional Director

ANNEX B to RM No. 371.2019  
 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;	
	<i>Average:</i> _____	
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 cluste	
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 r	
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

## DEPARTMENT OF EDUCATION-CORDILLERA ADMINISTRATIVE REGION

**REQUIREMENTS FOR RECLASSIFICATION OF MASTER TEACHER POSITIONS**

Name: \_\_\_\_\_ School/District/Division: \_\_\_\_\_  
 Current Position: \_\_\_\_\_ for Reclassification to: \_\_\_\_\_  
 Item Number: \_\_\_\_\_ Present Salary: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_

<b>REQUIREMENTS</b>		<b>REMARKS</b>
1	Duly accomplished PSRC in 2 copies (c/o Regional Office)	
2	Updated Service Record	
3	Ranklist of all qualified applicants or Waiver (if applicant isn't the most ranking) *The <b>Comparative Assessment Form</b> showing the evaluation & points garnered by applicants to MT position signed by the HR & PSB shall include the recommendation/ranking for the said upgrading/reclass to MT positions	
4	Justification by the PSDS/ School Head (cite superior qualifications and outstanding accomplishments)	
5	List of teachers: (w/ matrix showing deficiency in the # of MT positions) 1. Elementary: No. of teachers per district * 10% = allowable MTs/dist. (MT1 = # of teachers/dist. * 6.6%; MT2= # of teachers/dist. * 3.4%) 2. Secondary: No. of teachers per subject area (5-7 teachers/subject area)	
6	a copy of the Official Transcript of Records duly authenticated	
7	copy/ies of DEMO certificate/s duly authenticated	
8	Certificate of NO pending promotion, reclassification or resignation	
<b><u>MASTER TEACHER I</u></b>		
	Permanent Teacher	
	VS Performance Rating for the last 2 years (current position)	
	At least with 3 yrs. of experience	
	At least with 25 pts. in leadership and potential or has been a demonstration teacher in the <u>district level</u> plus 15 pts. in leadership and potential	
<b><u>MASTER TEACHER II</u></b>		
	MT for atleast 1 year.	
	VS Performance Rating for the last 2 years	
	Bachelor's Degree plus completion of academic requirements for Master of Arts	
	At least with 30 pts. in leadership and potential or have benn a demonstration teacher in the <u>division level</u> plus 20 pts in leadership and potential provided the activities or accomplishments listed for this purpose had not been credited or used for earlier promotions.	
Reqs. updated as of 10-18-19		
EVALUATED BY:		VERIFIED BY:
Division Evaluator		SDO AO V