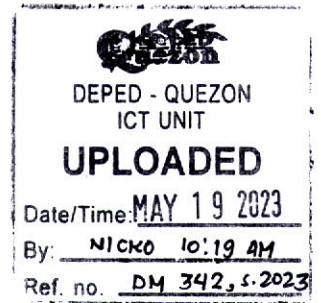




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 May 2023

DIVISION MEMORANDUM

DM No. 342, s. 2023

SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
HRMPSB-Chairman, Members and Secretariat
All Others Concerned

1. This Office is accepting documents for reclassification of items to Master Teacher and School Principal IV positions from qualified elementary and secondary schools until May 26, 2023 to the nearest Sub-Office (Real, Catanauan, Gumaca) and at the Division Office in Pagbilao, Quezon through the Records Section.
2. Due to vacancies, there is no reclassification of items for Head Teachers, School Principals II and III.
3. Senior High School Teachers are not yet encouraged to join the assessment for reclassification of their items to Master Teacher I or Head Teacher since guidelines are not available yet.
4. The appraisal of credentials for **Principal IV** position will be based on **DepEd Order No. 7 s. 2023** while for **Master Teacher I** will be **MEC Order No. 10 s. 1979**.
5. The process for submitting reclassification applications for Teacher II and Teacher III is still ongoing and shall remain the same. Interested applicants shall submit the required documents indicated in the checklist for the said application.
6. The Qualification Standards (QS) are as follows:

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Position	Education		Training	Experience	Eligibility
	ELEMENTARY	JHS			
Master Teacher II	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional Units in Education; and 24 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 Professional Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	1 Year as Master Teacher 1	RA 1080 /LET/ PBET
Master Teacher I	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional Units in Education; and 24 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 Professional Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	RA 1080 /LET/ PBET	RA 1080 /LET/ PBET

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Position	Education		Training	Experience	Eligibility	Performance Rating
	ELEMENTARY	JHS				
Principal IV	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units		56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	Two (2) years as Principal III	RA 1080 /LET/ PBET	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

6. Interested and qualified applicants for **Principal IV** regardless of gender, civil status, disability, religion, ethnicity, social status, income and political affiliation are advised to submit the following:

Mandatory Requirements:

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of **valid** and **updated** PRC License;
- d. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available and applicable to the position being applied for;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last rating period(s) covering the one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized official;

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Non-Mandatory Requirements but will be used as basis for comparative assessment:

- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.

7. Interested and qualified applicants for **Master Teacher** regardless of gender, civil status, disability, religion, ethnicity, social status, income and political affiliation are advised to submit the following specified in **Regional Memorandum No. 434, s. 2017 and DECS Order No. 57, s. 1997:**
 - A. Letter of Intent addressed to the Schools Division Superintendent
 - B. Personal Data Sheet (Form 212) with picture and Work Experience Sheet
 - C. Performance Rating for the last three (3) rating periods (in current position if applicable)
 - D. Experience – Updated Service Record or Certificate of Employment
 - E. **LEADERSHIP, POTENTIAL AND ACCOMPLISHMENT**
 - a. Introduced any one of the following, adopted or used by the school or district/division (must be supported by certification, accomplishment report, school memorandum, proposal, letter request, work plan & financial statement, if applicable).
 - Curriculum or instructional materials
 - Effective teaching techniques or strategies
 - Simplification of work as in reporting system, record keeping, etc, or procedures that resulted in cost reduction
 - Worthwhile Income Generating Project for learners given due recognition by the higher officials
 - b. Subject Coordinator or Grade Chairman in the school, district / division (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial)
 - c. Chairman of Special Committee on Curriculum, Instructional Materials, and School Programs (With Certification stating the number of years, School Memorandum and Accomplishment Report with Pictorial)

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@depd.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

- d. Educational Researches (with letter request to conduct action research, approved research proposal, research report, accomplishment report)
- e. Coordinator for Community Project or Activity (with certification, designation in the form of memorandum signed by DepEd officials and other agencies involved in the community project, project proposal, accomplishment report with pictorial)
- f. Organized / managed In-Service activity or other similar activities at least on the school level (at least 2 days) with certification, approved training design, program of activities and accomplishment report
- g. Meritorious Achievement
 - Trainer or coach of contestants who received awards, commendation or any form of recognition (with certification issued by the authorities concerned, certificate of recognition/award issued by proper school officials, award/commendation/citation given to winning contestant signed by proper school officials, program of activities of the contest/competition/quiz
 - Awards received as member / coordinator of BSP/GSP/Red Cross activities signed by proper activities
- h. Authorship (With copy of the articles published, certification from the publisher, copy of the certificate of copyright registration for authorship of a book, copy of the published book/articles.

F. Education and Trainings

- a. Latest Transcript of Records (TOR)
- b. Certificates of Trainings Attended

G. Certificate of Eligibility

8. Immediate posting and wide dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perajmo05/16/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.