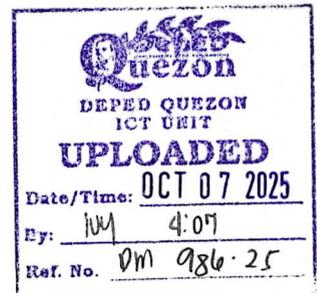




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



07 October 2025

**DIVISION MEMORANDUM**  
DM No. 986, s. 2025

**CORRIGENDUM TO DM NO. 980 S. 2025 SUBMISSION OF DOCUMENTS FOR  
RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL  
ADMINISTRATION AND HIGHER TEACHING POSITIONS**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
HRMPSB Members  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DM No. 980, s. 2025 titled "Submission of Documents for Reclassification of Qualified Personnel to School Administration and Higher Teaching Positions", this corrigendum is issued to clarify the mandatory requirements for higher teaching positions. Please be informed that the **Certificate of Rating (COR) in the School Head Assessment is not a required document**. Instead, the **photocopy of the latest appointment** shall be submitted, as it serves as the basis for validating prior teaching service. All concerned are directed to update their records accordingly and ensure that only the correct and prescribed documents are required and processed.
2. Other details stipulated in the previous Memorandum shall remain the same.
3. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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DEPEDQUEZON-TM-SDS-04-009-003



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