



Republic of the Philippines

Department of Education

MIMAROPA REGION

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PS-2026-012

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads, Public Elementary, Secondary, Integrated School
All Others Concerned

From: **LYNN G. MENDOZA, EdD**
Officer-In-Charge
Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT DOCUMENTS FOR RECLASSIFICATION OF POSITIONS FOR SCHOOL PRINCIPAL AND TEACHING POSITIONS IN THE SCHOOLS DIVISION OF MARINDUQUE**

Date: April 16, 2026

1. Pursuant to DepEd Order No. 024, s. 2025 entitled "Guidelines on the Reclassification to School Principal and Teaching Positions," and DepEd Order No. 34, s. 2025 entitled "Amendments and Clarifications to DepEd Order No. 24, s. 2025", this Office hereby announces the **Submission of Pertinent Documents for Reclassification for School Principal and Teaching positions**. Please be guided by the schedule in Enclosure 1.
2. The estimated number of slots for reclassification per position shall be based on:
 - a. Available budget allotment for the current fiscal year;
 - b. Priority positions based on needs analysis; and
 - c. Applicable staffing standards and ratios for Master Teacher and School Principal positions.
3. Attached as Enclosure 2 is the approved qualification standards for teaching and school principal position.
4. All applicants shall submit their applications online thru this link: <https://tinyurl.com/2026-RECLASSIFICATION> to receive an Application Code in their



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registered email. Application code shall only be requested after the successful online submission of application documents.

5. After the successful online application, all applicants shall submit the following documentary requirements to the respective School HRMOs, Division Sub-Committee not later than **May 18, 2026 1:00 PM** and in the Records Unit, Schools Division Office (SDO) for School Principal positions not later than **May 18, 2026, 1:00 PM**.

a. Attachment A-1: Checklist of Documentary Requirements for Teaching Positions (RFTP)

- a. Letter of intent addressed to the SDS (statement of purpose, position applied for)
- b. Duly accomplished PDS (CSC Form 212, Revised 2025) with Work Experience Sheet
- c. Photocopy of valid and updated PRC License/ID
- d. Certificate of Competency Level (if applicable)
- e. Photocopy of scholastic/academic records (TOR, Diploma, SOs, graduate/post-grad units)
- f. Photocopy of duly signed Service Record
- g. Photocopy of latest appointment
- h. Photocopy of certificate/s of completion of NEAP accredited professional development programs/courses, or certificate of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialize trainings or professional development programs, if any
- i. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical Vocational Livelihood (TVL) Track only
- j. Photocopy of the required Performance Ratings with at least Very Satisfactory rating (Note: The Applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 14 of DepEd Order No. 24, s. 2025. The latest performance rating shall cover one (1) year complete performance rating period in the current position
- k. Checklist of Requirements & Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (RA 10173)
- l. Other documents as may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators

b. Attachment A-2: Checklist of Documentary Requirements for School Principal Positions (RFSPP)

- a. Letter of intent addressed to the SDS (statement of purpose, position applied for)



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- b. Duly accomplished PDS (CSC Form 212, Revised 2025) with Work Experience Sheet
- c. Photocopy of valid and updated PRC License/ID
- d. Certificate of Competency Level issued by Authorized body (if applicable)
- e. Photocopy of scholastic/academic records (i.e., Special Order, Transcript of Records and Diploma, including completion of graduate and post-graduate units/degree, if available
- f. Photocopy of duly signed Service Record
- g. Photocopy of certificate/s of completion of NEAP accredited professional development programs/courses, or certificate of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialize trainings or professional development programs, if any
- h. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principals Test or other school head assessment as may be administered by DepEd
- i. Photocopy of latest appointment
- j. Photocopy of the Performance Rating with at least Very Satisfactory rating in the last rating period covering one (1) complete performance rating period in the current position prior to the deadline of submission
- k. Checklist of Requirements & Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (RA 10173)
- l. Other documents as may be required by the HRMPSB for the comparative Assessment including but not limited to:
 - MOVs showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

6. Individuals who will fail to submit complete mandatory documents item 4.1a to 4.1.l for (Teaching positions) and item 4.2 a to 4.2 k for (School Principal positions) until May 18, 2026 1:00 pm for Teaching positions and May 18, 2026 1:00 pm for school principal positions shall not be included in the pool of official applicants. Submission of electronic copies shall be subject to the provisions of RA No. 8792 (*Electronic Commerce Act of 2000*).

7. Additionally, non-submission of the additional documentary requirements or those that may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants.

8. To relieve applicants from unnecessary costs, as indicated in DepEd Order No. 021, s. 2024, Checklist of Requirements and Omnibus Sworn Statement on CAV shall no longer be notarized but shall be sworn before any public officer authorized to administer oath. The following are the public officers authorized to administer oath pursuant to Book 1, Chapter 10,



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Section 41 of EO 292, as amended by Republic Act No. 6733 and as further amended by RA 10755.

- a. President;
- b. Vice President;
- c. Members and Secretaries of both House of Congress;
- d. Members of the Judiciary;
- e. Secretaries of Departments;
- f. Provincial Governors and Lieutenant-Governors;
- g. City Mayors;
- h. Municipal Mayors;
- i. Bureau Directors;
- j. Regional Directors;
- k. Clerks of Courts;
- l. Registrars of Deeds;
- m. Other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments;
- n. All other constitutional officers; and
- o. Notaries' public;
- p. The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines.

9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document and incomplete documents submitted shall be grounds for disqualification.

10. The following are the color coding of folders to be submitted by the applicants:

- Elementary – Orange
- Junior High School – Red
- Senior High School – Blue
- School Head - Green

11. Attached as Enclosures 3, 4, and 5 are the Reclassification Form for Teaching Position (RFTP) and Reclassification Form for School Principal Position (RFSPP) and Teacher's Commitment Form on PPST Indicators for Development for reference.

12. In line with the DepEd's commitment to the **Equal Employment Opportunity Principle (EEOP)**, all qualified applicants shall be given equal opportunity to apply for a position regardless of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, or political beliefs.

13. For dissemination and information.



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Schedule of Activities

Date	Activities	Person Responsible
May 18, 2026 1:00 PM	Submission of Documents for Teaching Positions at the School/District	Sub-Committee Members and Secretariat
May 18, 2026 1:00 PM	Submission of Documents for School Principal Positions	SDO Records Section
May 20, 2026 5:00 PM	Submission of Soft copy of IER	Sub-Committee Members and Secretariat/Division HRMPSB Members and Secretariat
May 25-29, 2026	Assessment of ETE and Performance, COI, NCOI and BEI	Sub-Committee Members and Secretariat/Division HRMPSB Members
June 15, 2026 1:00 PM	Submission of accomplished RFTP with pertinent documents of applicants	Sub-Committee Member and Secretariat/Division HRMPSB Members and Secretariat

Approved CS-Qualification Standard for Teaching and School Principal

School Administration Group:

SCHOOL PRINCIPAL POSITIONS

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal I	19	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal II	20	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal III	21	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)

School Principal IV	22	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
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Teaching Group:

TEACHER: ELEMENTARY AND SECONDARY LEVEL

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher II (Elementary)	12	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II (Secondary)					RA 1080, as amended (Teacher-Secondary)
Teacher III (Elementary)	13	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher III (Secondary)					RA 1080, as amended (Teacher-Secondary)
Teacher IV (Elementary)	14	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher IV (Secondary)					RA 1080, as amended (Teacher-Secondary)
Or					



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				Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	
Teacher V (Elementary)	15	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher V (Secondary)					RA 1080, as amended (Teacher-Secondary)
Teacher VI (Elementary)	16	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	4 years teaching experience	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher VI (Secondary)					RA 1080, as amended (Teacher-Secondary)
Teacher VII (Elementary)	17	Bachelor's degree in Education; or		32 hours of training in any of	RA 1080, as amended

Teacher VII (Secondary)		Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	4 years teaching experience	or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years Or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	(Teacher-Elementary/Secondary) RA 1080, as amended (Teacher-Secondary)
Master Teacher I (Elementary)	18	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience	24 hours of training in any or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP- requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher I (Secondary)					RA 1080, as amended (Teacher-Secondary)
Master Teacher II (Elementary)	19	Master's degree in Education, or Educational Leadership, or Educational	5 years teaching experience and 1 year relevant experience in	24 hours of training in any or a cumulative of the following: Curriculum,	RA 1080, as amended (Teacher-Elementary/Secondary)

Master Teacher II (Secondary)		Management, or relevant subject or learning area	instructional supervision and technical assistance to teachers	Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP- requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)
Master Teacher III (Elementary)	20	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NAEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher III (Secondary)					RA 1080, as amended (Teacher-Secondary)
Master Teacher IV (Elementary)	21	Master's degree in Education, or Educational Leadership, or Educational	5 years teaching experience and 3 years relevant	24 hours of training in any of or a cumulative of the following: Curriculum,	RA 1080, as amended (Teacher-Elementary/Secondary)

Master Teacher IV (Secondary)		Management, or relevant subject or learning area	experience in instructional supervision and technical assistance to teachers	Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP- requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary)
Master Teacher V (Elementary)	22	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 4 years relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP- requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher V (Secondary)					RA 1080, as amended (Teacher-Secondary)

Teaching Group:

TEACHER: SENIOR HIGH SCHOOL (SHS)

Track: Academic Track and Core Subjects



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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher II (Senior High School Teacher II-Academic Track and Core Subjects)	12	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	1 year experience in teaching or industry work in relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject			None require for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher III (Senior High School Teacher III-Academic Track and Core Subjects)	13	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	2 years experience in teaching or industry work in relevant strands/subject	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher IV (Senior High	14	Bachelor's degree with a major in the relevant	3 years experience in	16 hours of training in any	RA 1080, as amended

School Teacher IV-Academic Track and Core Subjects)		strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 18 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	teaching or industry work in relevant strand/subject	of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	(Teacher-Secondary) for permanent appointments
		Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject			None required for provisional ¹ and contractual appointments ¹ <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher V (Senior High School Teacher V-Academic Track and Core Subjects)	15	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	3 years experience in teaching or industry work in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 24 units towards Master's degree in the relevant strand/subject			None required for provisional ¹ and contractual appointments ¹ <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher VI (Senior High School Teacher VI-Academic	16	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any	4 years experience in teaching or industry work	24 hours of training in any of or a cumulative of the following:	RA 1080, as amended (Teacher-Secondary)

Track and Core Subjects)		Bachelor's degree with at least 30 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	in relevant strand/subject	Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	for permanent appointments
		Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 30 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher VII (Senior High School Teacher VII-Academic Track and Core Subjects)	17	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 36 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	4 years experience in teaching or industry work in relevant strand/subject	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 36 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Master Teacher I (Senior High School Master Teacher I-	18	Master's degree in relevant strand/subject plus 18 professional units in Education	5 years experience in teaching or industry work	24 hours of training in any of or a cumulative of the following:	RA 1080, as amended (Teacher-Secondary)

Academic Track and Core Subjects)			in relevant strand/subject	Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	for permanent appointments
		Master's degree in relevant strand/subject			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Master Teacher II (Senior High School Master Teacher II-Academic Track and Core Subjects)	19	Master's degree in relevant strand/subject plus 18 professional units in Education	5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant strand/subject			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>

				Proficient Teacher)	
Master Teacher III (Senior High School Master Teacher III-Academic Track and Core Subjects)	20	Master's degree in relevant strand/subject plus 18 professional units in Education	5 years experience in teaching in relevant strand/subject and 2 years experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
		Master's degree in relevant strand/subject			
Master Teacher IV (Senior High School Master Teacher IV-Academic Track and Core Subjects)	21	Master's degree in relevant strand/subject plus 18 professional units in Education	5 years experience in teaching in relevant strand/subject and 3 years experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite	RA 1080, as amended (Teacher-Secondary) for permanent appointments None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
		Master's degree in relevant strand/subject			

				professional development program for Career Stage IV (Distinguished Teacher)	
Master Teacher V (Senior High School Master Teacher V-Academic Track and Core Subjects)	22	Master's degree in relevant strand/subject plus 18 professional units in Education	5 years experience in teaching in relevant strand/subject and 4 years experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant strand/subject			None required for provisional ¹ and contractual appointments <i>¹must pass the LET within 5 years after the date of first hiring</i>

Teaching Group:

TEACHER: SENIOR HIGH SCHOOL (SHS)

Track: Technical Vocational (TVL) Track

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher II (Senior High School Teacher II-Technical Vocational Track (TVL))	12	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization	1 year experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments



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		plus 18 professional units in Education			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
		Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			
Teacher III (Senior High School Teacher III- Technical Vocational Track (TVL))	13	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	2 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher IV (Senior High School Teacher IV- Technical Vocational Track (TVL))	14	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	3 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree relevant to the area of specialization; or			None required for provisional and

		any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization		Stage II (Proficient Teacher)	contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher V (Senior High School Teacher V-Technical Vocational Track (TVL))	15	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	3 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Teacher VI (Senior High School Teacher VI-Technical Vocational Track (TVL))	16	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	4 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational			None required for provisional and contractual appointments <i>must pass the LET within 5 years after</i>

		course(s) in the area of specialization			<i>the date of first hiring</i>
Teacher VII (Senior High School Teacher VII-Technical Vocational Track (TVL))	17	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education	4 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Master Teacher I (Senior High School Master Teacher I-Technical Vocational Track (TVL))	18	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant field(s) under the strand/area of specialization			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Master Teacher II (Senior High School Master Teacher II-Technical	19	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s)	RA 1080, as amended (Teacher-Secondary) for permanent appointments

Vocational Track (TVL))		Master's degree in relevant field(s) under the strand/area of specialization	specialization; and 1 year experience in instructional supervision and technical assistance to teachers	in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Master Teacher III (Senior High School Master Teacher III-Technical Vocational Track (TVL))	20	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of specialization; and 2 years experience in instructional supervision and technical assistance to teachers	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant field(s) under the strand/area of specialization			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>
Master Teacher IV (Senior High School Master Teacher IV-Technical Vocational Track (TVL))	21	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of specialization; and 3 years experience in instructional supervision and technical assistance to teachers	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant field(s) under the strand/area of specialization			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>

Master Teacher V (Senior High School Master Teacher V-Technical Vocational Track (TVL))	22	Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education	5 years experience in teaching or industry experience in relevant strand/area of specialization;	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant field(s) under the strand/area of specialization	and 4 years experience in instructional supervision and technical assistance to teachers	vocational course(s) in the area of specialization; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of first hiring</i>



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)

Name: _____ Current Position: _____
Position Applied: _____ Item Number of Current Position: _____
Station/School: _____ SG/Annual Salary: _____

Level: _____ Kindergarten _____ Junior High School
_____ Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	<i>(To be filled out by the HRMO)</i>	<i>(To be filled out by the HRMO)</i>	
Training			
Experience			
Eligibility			

Note: Indicate of the QS of the Position Applied for based on the CSC-Approved QS

II. PERFORMANCE REQUIREMENTS

- Copy of the duly approved IPCRF for the school year immediately preceeding the application.
- The applicant must meet the following performance requirements depending on the position applied for.

Position Applied	Performance Requirements
Teacher II	At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at Very Satisfactory
Teacher III	At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient NCOIs at Very Satisfactory
Teacher IV	21 Proficient COIs at Very Satisfactory; and 16 Proficient NCOIs at Very Satisfactory
Teacher V	At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding
Teacher VI	At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Teacher VII	At least 18 Proficient COIs at Outstanding; and At least 6 Proficient NCOIs at Very Satisfactory and 6s Proficient NCOIs at Outstanding
Master Teacher I	21 Proficient COIs at Outstanding; and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding



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Summary of the Achievement of PPST Indicator

*Put a (/) mark if the applicant meets the required PPST indicators; if not, put an (X) mark in both the "O" and "VS" columns.

Domain/Strand/Indicators		O	VS
No.	Domain 1. Content Knowledge and Pedagogy		
1	1.1.2 Apply knowledge of content within and across curriculum teaching areas.		
2	1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.		
3	1.3.2 Ensure the positive use of ICT to facilitate the teaching and learning process.		
4	1.4.2 Use a range of teaching strategies that enhance learner achievement in literacy and numeracy skills.		
5	1.5.2 Apply a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.		
6	1.6.2 Display proficient use of Mother Tongue, Filipino and English to facilitate teaching and learning.		
7	1.7.2 Use effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement and achievement.		

	Domain 2. Learning Environment		
8	2.1.2 Establish safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures.		
9	2.2.2 Maintain learning environments that promote fairness, respect and care to encourage learning.		
10	2.3.2 Manage classroom structure to engage learners, individually or in groups, in meaningful exploration, discovery and hands-on activities within a range of physical learning environments.		
11	2.4.2 Maintain supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning.		
12	2.5.2 Apply a range of successful strategies that maintain learning environments that motivate learners to work productively by assuming responsibility for their own learning.		
13	2.6.2 Manage learner behavior constructively by applying positive and non-violent discipline to ensure learning-focused environments.		
	Domain 3. Diversity of Learners		
14	3.1.2 Use differentiated, developmentally appropriate learning experiences to address learners' gender, needs, strengths, interest and experiences.		
15	3.2.2 Establish a learner-centered culture by using teaching strategies that respond to learners' linguistic, cultural, socio-economic and religious backgrounds.		
16	3.3.2 Design, adapt and implement teaching strategies that are responsive to learners with disabilities, giftedness and talents.		
17	3.4.2 Plan and deliver teaching strategies that are responsive to the special educational needs of learners in difficult circumstances, including: geographic isolation; chronic illness; displacement due to armed conflict, urban resettlement or disasters; child abuse and child labor practices.		

18	3.5.2 Adapt and use culturally appropriate teaching strategies to address the needs of learners from indigenous groups.		
	Domain 4. Curriculum and Planning		
19	4.1.2 Plan, manage and implement developmentally sequenced teaching and learning processes to meet curriculum requirements and varied teaching contexts.		
20	4.2.2 Set achievable and appropriate learning outcomes that are aligned with learning competencies.		
21	4.3.2 Adapt and implement learning programs that ensure relevance and responsiveness to the needs of all learners.		
22	4.4.2 Participate in collegial discussions that use teacher and learner feedback to enrich teaching practice.		
23	4.5.2 Select, develop, organize and use appropriate teaching and learning resources, including ICT, to address learning goals.		
	Domain 5. Assessment and Reporting		
24	5.1.2 Design, select, organize and use diagnostic, formative, and summative assessment strategies consistent with curriculum requirements.		
25	5.2.2 Monitor and evaluate learner progress and achievement using learner attainment data.		
26	5.3.2 Use strategies for providing timely, accurate and constructive feedback to improve learner performance.		
27	5.4.2 Communicate promptly and clearly the learner's need, progress, and achievement to key stakeholders, including parents/guardians.		
28	5.5.2 Utilize assessment data to inform the modification of teaching and learning practices and programs.		
	Domain 6. Community Linkages and Professional Engagement		
29	6.1.2 Maintain learning environments that are responsive to community contexts.		
30	6.2.2 Build relationships with parents/guardians and the wider school community to facilitate involvement in the educative process.		

31	6.3.2 Review regularly personal teaching practices using existing laws and regulations that apply to the teaching profession and the responsibilities specified in the Code of Ethics for Professional Teachers.		
32	6.4.2 Comply with and implement school policies and procedures consistently to foster harmonious relationships with learners, parents, and other stakeholders.		
	Domain 7. Personal Growth and Professional Development		
33	7.1.2 Apply a personal philosophy of teaching that is learner-centered		
34	7.2.2 Adopt practices that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect and integrity.		
35	7.3.2 Participate in professional networks to share knowledge and to enhance practice.		
36	7.4.2 Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.		
37	7.5.2 Set professional development goals based on the Philippine Professional Standard for Teachers.		
Total Number of O and VS			

III. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Classroom Observable Indicators	Non- Classroom Observable Indicators	Total Score

Conforme:

Attested by:

Teacher Applicant

MABEL F. MUSA, PhD
Assistant Schools Division Superintendent
HRMPSB Chair

IV. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

MARIDELL F. HERMOSA
Administrative Officer IV (HRMO II)

Certified Correct:

MAY BERNADETH O. DE LA ROSA
Administrative Officer V

Recommending Approval:

LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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V. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

ALVIN C. ABAJAR

Teachers Credential Evaluator II

Certified Correct:

JENYL ROMA D. RODRIGUEZ

Supervising Administrative Officer
OIC-Administrative Division

Approved:

RONNIE S. MALLARI, PhD, CESO III

Regional Director



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Republic of the Philippines
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MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

RECLASSIFICATION FORM FOR PRINCIPAL POSITIONS (RFSP)

Name: _____ Current Position: _____
Position Applied: _____ Item Number of Current Position: _____
Station/School: _____ SG/Annual Salary: _____
Level: _____ Kindergarten _____ Junior High School
_____ Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	(To be filled out by the HRMO)	(To be filled out by the HRMO)	
Training			
Experience			
Eligibility			

Note: Indicate of the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

Eligible Score _____

Not Eligible

III. PERFORMANCE RATING: _____

Must be at least Very Satisfactory

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCRF) form, (whichever is applicable) in the last rating Period

IV. COMPARATIVE ASSESSMENT RESULT



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Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme:

Attested by:

Teacher Applicant

MABEL F. MUSA, PhD
Assistant Schools Division Superintendent
HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

MARIDELL F. HERMOSA
Administrative Officer IV (HRMO II)

Certified Correct:

MAY BERNADETH O. DE LA ROSA
Administrative Officer V

Recommending Approval:

LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

ALVIN C. ABAJAR

Teachers Credential Evaluator II

Certified Correct:

JENYL ROMA D. RODRIGUEZ

Supervising Administrative Officer
OIC-Administrative Division

Approved:

RONNIE S. MALLARI, PhD, CESO III

Regional Director



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TEACHER'S COMMITMENT FORM ON PPST INDICATORS FOR DEVELOPMENT

Current School Year : _____
Name of Teacher : _____
Position before : _____
Promotion : _____
Position Applied for : _____

A. PPST Indicators for Development

(Maximum of three (3) PPST Indicators with below the minimum performance.)

No.	Objective/PPST Indicator	School Year Covered	Previous Performance Rating	COI/NCOI
1.				
2.				
3.				

B. Commitment Statement

I hereby acknowledge the identified PPST Indicators for development listed above and commit to:

1. Integrate these indicators into my current Individual Performance Commitment and Review Form (IPCRF);
2. Undertake corresponding actions to improve performance in these areas within the current School Year; and
3. Participate in relevant professional development activities to address these areas of improvement.

Committed by:

Signature
Name and Position of Teacher
Date

Noted by:

Signature
Name and Position of Principal
Date

Received by:

Name and Signature of the HRMP SB Chair



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