



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



**UNNUMBERED MEMORANDUM**

TO : All District Supervisors,  
Elementary and Secondary School Heads  
All Other Concerned

FROM:   
**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

SUBJECT: **SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION**

DATE: **September 6 2016**

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This is to advise all qualified applicants for reclassification to Master Teacher and School Head positions to submit pertinent documents to Personnel Office on or before **September 13, 2016**.

Attached herewith is the list of documents to be submitted for ready reference.

For immediate compliance.

DEPED QUEZON ICT  
UPLOADED BY: Gian  
DATE: 9-7-16 TIME: 10:31  
REFERENCE NO: UM174-16

**Bawat bata kinakalinga!** 

**Checklist**  
**Requirements for RECLASSIFICATION TO HEAD TEACHER**

NAME \_\_\_\_\_

DIVISION/SCHOOL \_\_\_\_\_

POSITION \_\_\_\_\_

<input type="checkbox"/>	Recommendation from the Superintendent (must indicate the name and the school)
<input type="checkbox"/>	Form 212 (Latest)
<input type="checkbox"/>	Service Records (Latest)
<input type="checkbox"/>	Ranklist (Original Copy and duly signed)
<input type="checkbox"/>	Performance Ratings for 3 consecutive years signed by the Superintendent (Original copy/Certified Photocopy)
<input type="checkbox"/>	School Form (SF) 7/DREAT/SREAT (Latest)
<input type="checkbox"/>	List of Teachers Per Subject Area (for Secondary)
<input type="checkbox"/>	Transcript of Records (Original copy/Certified Photocopy)
<input type="checkbox"/>	Position Description Form (PDF) - duly signed
<input type="checkbox"/>	Approved ERF (Original copy)
<input type="checkbox"/>	Plantilla of Personnel Carrying the Item No. to be reclassified

Remarks:

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Evaluated by:

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**Checklist**  
**Requirements for RECLASSIFICATION TO MASTER TEACHER**

NAME \_\_\_\_\_

DIVISION/SCHOOL \_\_\_\_\_

POSITION \_\_\_\_\_

<input type="checkbox"/>	Recommendation from the Superintendent (must indicate the name and the school)
<input type="checkbox"/>	Form 212 (Latest)
<input type="checkbox"/>	Service Records (Latest)
<input type="checkbox"/>	Ranklist (Original copy/ies)
<input type="checkbox"/>	Performance Ratings for 3 consecutive School Years signed by the Superintendent
<input type="checkbox"/>	School Form (SF) 7/DREAT/SREAT (Latest)
<input type="checkbox"/>	List of Teachers Per Subject Area (for Secondary)
<input type="checkbox"/>	Transcript of Records (Original copy/Certified Photocopy)
<input type="checkbox"/>	Position Description Form (PDF) - duly signed
<input type="checkbox"/>	Plantilla Allocation List (PAL) - 6 copies
<input type="checkbox"/>	Class Program

Remarks:

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Evaluated by:

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