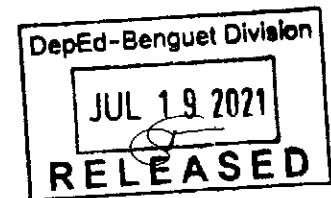




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

July 16, 2021

DIVISION MEMORANDUM  
NO. 277 S. 2021



TO: All Public Schools District Supervisors/DCPs  
Elementary/Secondary TICs  
Incumbent Secondary HT I, II, III, and IV  
(Who are heading a school)

**CALLING FOR THE SUBMISSION OF REQUIREMENTS FOR ERF AND  
RECLASSIFICATION TO HEAD TEACHER POSITIONS**

1. Upgrading/Reclassification refers to the change in position title with the corresponding increase in salary grade. Positions are upgraded in order to attain effectively the functions and duties attached to the position and for the employee to perform an all-around adaptability in meeting diverse work assignments. (1998 CSC MC)
2. There are a lot of potential TICs and incumbent Head Teachers I, II, III and IV to be promoted but due to unavailability of Plantilla positions, this Office deemed it in order to resort to reclassification and adhere to applicable issuances. Anent hereto, we are calling all those Officially Designated Teachers In Charge (TICs) and incumbent HT I, II, II, and IV in the Secondary level who are also heading a school to please submit their documents for assessment based on these criteria: 3 latest Performance Ratings, Proofs of Experience, Proofs of Outstanding Accomplishments, Proofs of Education and Training and other requirements found in the attached checklist. PSDSs/Coordinating Principals are requested to kindly provide initial TA.
3. All concerned may bring their folders starting July 22, 2021 directly to the SDO Personnel Section, through Ms. Maricel S. Codimdim, AO III for individual TA but observing strictly health protocols; wearing of face masks, face shield, washing/sanitizing of hands, and physical distancing.
4. Dissemination of this Memo to all concerned in desired.

GLORIA B. BUYA-AO  
Schools Division Superintendent

OsdS/persomel team/hrmo



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**YANAN**  
Integrity, Boldness, Accomplishment, Boldness, Advancement, Natural Excellence



ANNEX B to RM No.

**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
<b>A. Applicants</b>		
1.	Justification for the reclassification of position	
2.	Duty 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 external stakeholders' assessment	
10.	Division Selection and Promotions Board's Certification on the points obtained in the Psychological Attributes and Personality Traits assessment, and;	
11.	Enroiment Data (Form 3) in the present school assignment, incldng. The cluster schools handled, if any	
<b>B. Division Office</b>		
12.	copy of the latest PSI-POP where the item is reflected	
13.	List of teachers under supervision, with the identification of their respective plantilla item number per latest PSIPOP	
14.	Copy of the latest PSI-POP wherein the names of teachers under supervision are reflected;	
15.	Certification of non-availability of item.	
<b>C. For Principal I Applicants:</b>		
16.	Passed the NQEP and completed the Basic Training Course for Sch Heads as certified by NEAP;	
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 assessment tools;	
18.	Obtained at least 10 points of the Psychosocial Attributes and Personality Traits as assessed and certified by the Division Selection and Promotions Board	
<b>D. HT I-VI and PI-IV Applicants</b>		
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 be submitted to the HRDD	
	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:

MARICEL S. CODIMDIM  
Administrative Officer III

GLENN N. DUGUIS  
Administrative Officer V

GLORIA B. BUYA-AO  
Schools Division Superintendent