

REQUIREMENTS for HEAD TEACHER (ERF)

1. Duly accomplished ERF (5 copies)
2. Updated Service Records
3. Certification of Performance Rating for the last three (3) years (numerical & adjectival rating) duly approved by the authorized official per DepEd Order No. 2, s. 2016 (1 copy)
4. Transcript of Records reflecting M.A. degree units earned or Completion of Academic Requirements (CAR) w/ Special Order Number for private schools duly authenticated by the issuing school (1 copy).
5. Enrolment Data (SF 4) in the present school including cluster schools handled prepared by the Principal (Elementary) duly initiated by the Division Planning Officer and approved by the SDS (2 copies).
6. Copy of the latest post-audited Personnel Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected (For Secondary) (1 copy).
7. Designation Order as SOIC/TIC for one(1) year up in a particular school or department issued by the Schools Division Superintendent (for HT-I Position) (1 copy).
8. Master Class Program (Secondary) prepared by the Principal duly initiated by the Division Planning Officer and approved by the SDS (1 copy).
9. List of Teachers supervised with item numbers for both elementary and secondary levels prepared by the Principal, duly initiated by the Division Planning Officer and approved by the SDS (2 copies).
10. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant, duly sworn to by a lawyer (2 original copies)
11. All photocopied documents must be properly authenticated and signed by duly authorized official.

REQUIREMENTS for TEACHER III & II (ERF)

1. Duly Accomplished ERF (5copies)
2. Transcript of Records reflecting M. A. degree units earned or Completion of Academic Requirements (CAR) w/ Special Order Number for Private Schools duly authenticate by issuing school (1 copy).
3. Updated Service Records.
4. Certification of Performance Rating for the last three (3) years with numerical rating and adjectival rating.
5. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant and duly sworn to by a lawyer (2 original copies)
6. All photo copied documents must be properly authenticated and signed by duly authorized official.

For Head Teachers

- X. Basic letter-request from the Schools Division Superintendent and also stating/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 copies)
- X. Approved PAL – soft copy and 1 hard copy only
3. Updated Service Record issued by the authorized official (2 copies)
- X. PSISOP- secondary (entire school), elementary (Only copy of PSISOP where the name of the applicant is reflected) (1 copy)
- X. Evaluation Sheet (if machine copy, marked "A certified true copy from the original, signed by Authorized Official") 3 copies
6. Approved ERF (if machine copy, marked "A certified true copy from the original, signed by Authorized Official") 1 copy
7. Master Class Program for Secondary (1 copy)
8. School Based Report – Form 4/Form 7 (Elementary) prepared by the applicant, duly initialed by the PSDS and Division Planning Officer and certified correct by the SDS (2 copies)
9. List of teachers Supervised with item numbers for both elementary and secondary levels prepared by the Principal, duly initialed by the Division Planning Officer and approved by the SDS (2 copies)
10. List of teachers in 8 subject areas (Secondary) prepared by the principal, duly initialed by the Division Planning Officer and approved by the SDS (2 copies)

NOTE: ALL PHOTOCOPIED DOCUMENTS MUST BE PROPERLY AUTHENTICATED AND SIGNED BY DULY AUTHORIZED OFFICIAL

11. Certificate of Performance Rating for the last 3 years (numerical & adjectival rating)
12. Designation as TIC (if Elementary) / Designation as Dept. Head (if Secondary)
13. Transcripts of Records
14. Certificates of outstanding accomplishments (seminars attended, trainings, etc.)

RECLASSIFICATION OF SCHOOL HEAD POSITIONS

For School Principals

1. Basic letter-request from the Schools Division Superintendent and also stating/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 copies)
2. Approved PAL – soft copy and 1 hard copy only
1. Evaluation Sheet (if machine copy, marked "A certified true copy from the original, signed by Authorized Official") 3 copies
3. Transcript of Records reflecting MA/Ed.D degree, units earned or completion of academic requirements (CAR) with Special Order No. for private schools duly authenticated by the issuing school (1 copy)
4. Updated Service Records issued by the authorized officials (3 copies)
5. PSISOP – for Secondary (entire school); for elementary (only the copy where the name of the applicant is reflected) (1 copy)
6. List of teachers supervised with item numbers prepared by the applicant, duly initialed by the Division Planning Officer and approved by the SDS (for elementary and secondary) (2 copies)
7. Certification of Performance Rating for the last 3 school years (numerical and adjectival rating) duly approved by authorized official per DepED Order No. 2, s. 2016 (1 copy)
8. Position Description Form both Elementary and Secondary Levels (2 copies)
9. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant and duly sworn to by a lawyer (2 original copies)

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10. Certificates of outstanding accomplishments (seminars, trainings attended, etc.)

RECLASSIFICATION FOR MASTER TEACHERS:

- ✕ Basic letter-request from the Schools Division Superintendent and also stating/justifying that the incumbent of the position to be reclassified is qualified to occupy the new position (3 COPIES)
- ✕ Approved PAL-soft copy and 1 hard copy only
- 3. Transcript of Records reflecting Bachelor's Degree, MA Degree, units earned or completion of academic requirements (CAR) with Special Order Number for private schools duly authenticated by the issuing school (1 copy)
- 4. Updated Service Records issued by the authorized official (2 original copies)
- 5. Certification of Performance Rating for the last 3 school years (numerical and adjectival rating)
- 6. List of Teachers per subject area of all subjects in the secondary school (Master Teacher request only issued by the Principal, initialed by the Division Planning Officer and approved by the SDS (2 copies)
- ✕ District Rank List (Elementary) and School Rank List (Secondary; by subject area) must be signed by the Ranking Committee (ELEM) and Principal (SEC.) noted by the SDS (1 copy)
- 8. District Data Bulletin (Elementary) prepared by the PSDS and approved by the SDS (2 copies)
- ✕ Latest Plantilla (PSIPOP)
 - a. Elementary- copy where the name is reflected (1 copy)
 - b. Secondary- entire PSIPOP of the school (1 copy)
- 10. Omnibus Sworn Statement that all documents submitted are true and correct with documentary stamp duly signed by the applicant, duly sworn to by a lawyer (2 original copies)
- ✕ Evaluation Sheet (3 copies)
- ✕ List indicating total number of existing teaching positions and Master Teacher I and II positions in the Division (for elementary level) duly signed by the Administrative Officer IV (Personnel), Division Planning Officer and certified correct by the Schools Division Superintendent (2 copies)
- 13. PDF

NOTE: ALL PHOTOCOPIED DOCUMENTS MUST BE PROPERLY AUTHENTICATED AND SIGNED BY DULY AUTHORIZED OFFICIAL

RECLASSIFICATION FOR MT -

POTENTIAL AND ACCOMPLISHMENT

LEADERSHIP, POTENTIAL and ACCOMPLISHMENT

- a. Introduced any of the following which has been adopted or used by the school or district. (20 pts.)

Curriculum of instructional materials.

Effective teaching techniques or strategies.

Simplification of work as in reporting system, record keeping, etc.

Or procedures that resulted in cost reduction.

A worthwhile income generating project for pupils given

Recognition by higher officials in the division.

- b. Served as subject coordinator or grade chairman for at least One(1) year; or as adviser of school publication or any special School organization like dramatic club, glee club, science club, etc., and discharge such assignment satisfactorily for at least two(2) years provided such assignments or services are in addition to, and not considered part of the regular teaching load. (12pts.)

- c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school programs, and discharged the work efficiently. (12pts.)

- d. Initiated or headed an educational research activity duly Approved by educational authorities, either for Improvement of instruction for community development, or teacher welfare. (12pts.)

For participation as member of such activity. (7pts.)

- e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fairs, etc., for at least two (2) years. (12pts.)

- f. Organized, managed and plan in-service activity or other similar activities at least in the school level. **(12pts.)**

NOTE: Attach the training design prepared by the candidate.

- g. Credited with meritorious achievements such as Coach of contestants who receive prizes, commendations or any form of recognition:

National winner	-	10 pts.
Regional winner	-	5 pts.
Division winner	-	3 pts.
District winner	-	1 pt.

- (1) Athletic coach of athletes or teams who won prizes as follows:

National level	-	10 pts.
Regional level	-	5 pts.
Division level	-	3 pts.
District level	-	1 pt.

- (2) Coordinator of Boy Scouts or Girl Scout activities:

National level	-	10 pts.
Regional level	-	5 pts.
Provincial level	-	3 pts.
District level	-	1 pt.

- h. Authorship **(10pts.)**

(10 pts. For a book and 1 pt. for each provided they are on education)

Sole authorship	-	10 pts.
Co-authorship	-	5 pts.
Article	-	1 pt. per article

DEMO

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|---------------------|---------|---------------------------------------------------------------------------------|
| 1 Demo = | 4 pts. | - Every demo have a certification when it was done and also of the lesson plan. |
| 2 Demos = | 7 pts. | |
| 3 Demos and above = | 10 pts. | |

- **Note: Attach also the approved program**