



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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March 21, 2023

**DIVISION MEMORANDUM**

No. 016, s. 2023

**ANNOUNCEMENT OF QUALIFIED APPLICANTS AND SUBMISSION OF  
REQUIREMENTS FOR THE RECLASSIFICATION OF POSITIONS IN THE  
JUNIOR HIGH SCHOOL**

**To:** Assistant Schools Division Superintendent  
Division Personnel Selection Board  
Public School District Supervisors/OIC-PSDSs  
Secondary School Principals  
All Others Concerned

1. This is to announce the qualified applicants for reclassification of position to Master Teacher and Head Teacher in the Junior High School assessed last March 14 and 15, 2023.
2. Attached as Annex A is the Registry of Qualified Applicants. Attached as Annex B are the requirements to be submitted by position.
3. The last day of submission is on March 24, 2023 and must be submitted directly to the Personnel (HRMO) Section. Papers will no longer be accepted after the deadline.
4. Immediate and wide dissemination of this Memorandum is directed.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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CIP 5461/21/05/1163

## ANNEX A

**LIST OF QUALIFIED APPLICANTS FOR RECLASSIFICATION OF  
POSTIONS IN JUNIOR HIGH SCHOOL**

SCHOOL	NAME	POSITION	SUBJECT
ABUCAY NHS	ASTILLERO, WHENY C.	MT-I	MATHEMATICS
	ALVARADO, ALMAR M.	HT-I	MATHEMATICS
BARCELONA NCHS	FERNANDEZ, MARILYN D.	MT-III	SCIENCE
	NICOLAS, BERNARDITA F.	HT-I	ESP
	ACUÑA, ROMUALDO R.	HT-I	ARALIN PANLIPUNAN
BAYASONG NHS- PILAR	ALMEN, MARICHU L.	MT-I	TLE
BULAN NHS	GRIPON, CARLOS M.	MT-I	TLE
	BITANCOR, DEMAR G.	MT-II	ESP
	SIERRA, MA. JINKEE G.	MT-II	TLE
	VARGAS, HARLET G.	MT-III	TLE
	GRACILLA, SALVACION G.	HT-I	TLE
	TAN, PRISCILLA F.	HT-I	ESP
BULUSAN NHS	GAJO, ALMA D.	MT-I	MATHEMATICS
	GABAN, AMELITA E.	MT-I	TLE
CALAO NHS	DOMASIG, MA. EDNA D.	MT-I	SCIENCE
CASIGURAN TVS	FERRERAS, MARILOU D	MT-I	ENGLISH
	HIDEA, JEZELLE D.	MT-I	TVE/ TLE
	ESTADULA, SIONY L.	MT-II	TVE/ TLE
	CABALLERA, ROSE ANNE T.	MT-II	SCIENCE
	LLANILLO, RHEA H.	HT-I	FILIPINO
CUMADCAD NHS	ARAMBUYONG, JAYCE ANN E.	MT-I	ENGLISH
	LESANO, ROMMEL L.	MT-I	TLE
	PAGAO, MERLY D.	MT-II	SCIENCE
	BUNAO, MARY JOY G.	MT-II	ENGLISH
	GAMIS, ARLENE B.	MT-II	ARALIN PANLIPUNAN
DINAPA NHS CAST.	ESTRELLES, SHERYL A.	HT-I	TLE
	DOLOSA, LARRY M.	MT-II	TLE
DONSOL NCHS	GAUFO, JOSEFA D.	MT-I	MATHEMATICS
	TRIÑANES, MELODY G.	MT-I	FILIPINO
	RAZO, DESIREE CLAREE J.	MT-III	ENGLISH
	EGUIA, MERRY CHRIST JOELY	HT-I	ARALIN PANLIPUNAN
DONSOL VHS	RAZO, ABIGAIL A.	HT-I	ENGLISH
GABAO NHS	ESTIDOLA, ALMA F.	MT-I	MATHEMATICS
GALLANOSA NHS	PETALVER, ERICSON G.	MT-I	TLE
	RIMPOLA, MARY ANN M.	MT-II	FILIPINO
	CAMPO, JACQUELINE D.	MT-III	ENGLISH
	MAGDAONG, ELEANOR G.	HT-I	MATHEMATICS
	BROGADA, SAUL L.	HT-IV	TLE
GATE NHS-BULAN	GOJAR, RUTH ANN R.	MT-I	ENGLISH
GUBAT NHS	DETERA, MIRRIAM BLESS F.	MT-I	ENGLISH
	ESPIRITU, ROMMEL A.	MT-I	FILIPINO
	ESCALANTE, LORNA D.	MT-I	ARALIN PANLIPUNAN
	FABILANE, SHELLA E.	MT-II	FILIPINO
	PORCALLA, LYNNAN E.	MT-II	SCIENCE
	ESTOCADO, ANDREA KRISTINE	HT-I	ARALIN PANLIPUNAN
IROSIN NORTH NHS	ADINO, MARIA LOURDES T.	MT-I	TLE
J.P. LAUREL HS	GLORIANNE, SARAH MAE E.	MT-I	ENGLISH
	TRANGIA, GERALD D.	HT-I	FILIPINO
JUBAN NHS	GRATUITO, GINA H.	MT-II	SCIENCE
	GREFALDA, ARIANE FE S.	HT-I	FILIPINO
MACALAYA NHS	LASONA, EDITHA L.	MT-II	TLE
MAGALLANES NVHS	BERNESCA, JANELLE D.	MT-I	TLE
	ARGANA, MERCIE JOY D.	HT-I	ENGLISH
	MARBIN, ARME D.	HT-I	SCIENCE
MAGALLANES NHS	SY, ELFRED G.	MT-I	TLE
	LOSABIO, ANNA LIZA M.	MT-II	SCIENCE
MANUEL T. SIA NHS	DIÑO, MARIA CRISTINA L.	MT-I	TLE

<b>SCHOOL</b>	<b>NAME</b>	<b>POSITION</b>	<b>SUBJECT</b>
MATNOG NHS	GUAN, MEL JOHN P.	MT-II	SCIENCE
	GARRIDO, ENGELBERT G.	MT-II	MATHEMATICS
	GABAD, MARIA LEA C.	MT-II	ENGLISH
MAYON NHS	DEL AYRE, EVANGELINE M.	MT-I	TLE
	MANGAMPO, SHEENA M.	HT-I	TLE
MILAGROSA NHS CAST.	LOVEDORIAL, MARICEL J.	MT-I	TLE
PILAR NCHS	LOBRIGO, EVELYN B.	MT-I	SCIENCE
	ALVARADO, ZENaida N.	MT-II	MAPEH
	BAUTISTA, CECILIA A.	MT-III	FILIPINO
	MALTO, LALAINe C.	MT-III	SCIENCE
RIZAL NHS GUBAT	ESCUREL, MA. JEANE F.	MT-I	SCIENCE
	BANAT, JOHN ROBERT D.	HT-I	SCIENCE
SALVACION NHS PILAR	MADRONIO, MA. ANTONETTE C.	MT-I	SCIENCE
	VIBAR, CHERRY L.	MT-I	TLE
	APUYAN, JULIE L.	HT-I	TLE
SAN FRANCISCO NHS BULAN	GOJAR, NICOLAS O.	MT-I	TLE
	GRATELA, KLIEF F.	MT-I	MATHEMATICS
	DE CASTRO, EVREU G.	HT-I	ARALIN PANLIPUNAN
	GORDOLA, MARIA LUISA L.	HT-I	MATHEMATICS
	MAHILUM, JOMAR M.	HT-I	MAPEH
	VARGAS, THERESA M.	HT-I	SCIENCE
SAN RAFAEL NHS CAST.	PESONILA, DON V.	MT-II	TLE
	BASE, ALEXANDRA J.	HT-I	TLE
SAN JUAN NHS CASIG.	CAMACHO, GILBERT B.	HT-I	ENGLISH
STA. MAG. NHS	EUPeÑA, EDWARD J.	MT-I	MAPEH
TALAONGA NHS STA. MAGDALENA	ERLANO, MELANIE V.	HT-I	ENGLISH



## PROCESSING SHEET

### RECLASSIFICATION TO MASTER TEACHER POSITION (SECONDARY LEVEL)

Name: \_\_\_\_\_  
Division/School: \_\_\_\_\_ Contact No: \_\_\_\_\_  
Authorized Position Title: \_\_\_\_\_ To: \_\_\_\_\_  
Item Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

1995 DECS-QSM REQUIREMENTS		QUALIFICATION OF CANDIDATE
<b>MASTER TEACHER I</b>		
Education	Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	
Experience	3 years relevant experience	
Eligibility	PBET; Teacher	
Trainings	None Required	

<b>MASTER TEACHER II</b>		
Education	Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	
Experience	1 year as Master Teacher I or 4 years as Teacher III	
Eligibility	PBET; Teacher	
Trainings	4 hours relevant training	

DEPED-DBM CRITERIA	
An allotment of at least one master teacher position per subject area with at least 5-7 teachers should be the basis for granting master teacher positions pursuant to DepEd Order No. 70, s. 1988	

### DOCUMENTARY REQUIREMENTS

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL)		
2	Matrix for funding requirements		
3	Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP		
4	Statement of functions of the unit where the position belongs signed by the School Principal		
5	Justification for the Reclassification of Position signed by the SDS		

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
6	Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified signed by the Chairman of the HRMPSB/SDS		
7	Updated Service Record		
8	Ranklist (for purposes of reclassification only)		
9	Waiver (if lone candidate)		
10	Duly-accomplished Evaluation Sheet by the HRMO/AO		
11	Transcript of Records/S.O		
12	Copy of the previous appointment		
13	PRC Certification of Good Standing		
14	Teacher's License		
15	Report of Board Rating		
16	Certificates of Participation on relevant trainings attended		
17	Complete List of Teachers by Department (with position title and item number)-signed by the School Principal		
18	BPS Form Nos. 29,30,31/ SF 7 and Class Program signed by the School Principal		
19	Certification of no pending promotion, reclassification and resignation signed by the SDS		
20	Latest copy of the PSIPOP of the school		

<b>Findings/Recommendations:</b>

**Evaluated by:**

**Reviewed by:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# PROCESSING SHEET

## RECLASSIFICATION TO HEAD TEACHER POSITION (SECONDARY)

**Name:** \_\_\_\_\_  
**Division/School:** \_\_\_\_\_ **Contact No:** \_\_\_\_\_  
**Authorized Position Title:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**Item Number:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

QUALIFICATION STANDARDS PER DEPED ORDER NO. 39, S. 2007		QUALIFICATION OF CANDIDATE
<b>Education</b>	Head Teacher I, II, III, IV, V, VI: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	
<b>Experience</b>	Head Teacher I: TIC for 1 year; or Teacher for 3 years Head Teacher II: HT for 1 year; or Teacher for 4 years Head Teacher III: HT for 2 years; or Teacher for 5 years Head Teacher IV: HT for 3 years; or MT for 2 years Head Teacher V: HT for 4 years; or MT for 3 years Head Teacher VI: HT for 5 years; or MT for 4 years	
<b>Eligibility</b>	RA 1080 (Teacher)	
<b>Trainings</b>	24 hours of relevant training	

DepEd-DBM CRITERIA	
HT1 to HT3 - at least 6 teachers excluding the recommendee	
HT4 to HT5 - at least 21 teachers excluding the recommendee	

### DOCUMENTARY REQUIREMENTS

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL)		
2	Matrix for funding requirements		
3	Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP		
4	Statement of functions of the unit where the position belongs signed by the School Principal		
5	Justification for the Reclassification of Position signed by the SDS		
6	Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified signed by the Chairman of the HRMPSB/SDS		
7	Updated Service Record		
8	Ranklist (for purposes of reclassification only)		
9	Waiver (if lone candidate)		
10	Duly-accomplished Evaluation Sheet by the HRMO/AO		
11	List of teachers supervised (item number of every teacher must be indicated) signed by the School Principal		
12	Transcript of Records/S.O		

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
13	Designation as TIC/Chairman of the Department		
14	Copy of the previous appointment		
15	PRC Certification of Good Standing		
16	Teacher's License		
17	Report of Board Rating		
18	Certificates of Participation on relevant trainings attended		
19	Complete List of Teachers by Department (with position title and item number) signed by the School Principal		
20	BPS Form Nos. 29,30,31/ SF 7 and Class Program signed by the School Principal		
21	Certification of no pending promotion, reclassification and resignation signed by the SDS		
22	Latest copy of the PSIPOP of the school		

<b>Findings/Recommendations:</b>

**Evaluated by:**

**Reviewed by:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_