



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

March 26, 2023

DIVISION MEMORANDUM

No. 070, s. 2023

ANNOUNCEMENT OF QUALIFIED APPLICANTS AND SUBMISSION OF REQUIREMENTS FOR THE RECLASSIFICATION OF POSITIONS IN THE ELEMENTARY

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 I in the elementary assessed last March 22 and 24, 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 28, 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.

JL
JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163

ANNEX A**FIRST CONGRESSIONAL DISTRICT**

DISTRICT	NAME
CASTILLA EAST	GORGONIO C. ARCOS JR.
	CATALINA H. ESPINOLA
	RISA BELLE C. NACHOR
CASTILLA WEST	RUBY LYNN A. DIG
	EFRAEM F. MENDEZ
DONSOL WEST	RICA MUNCAL
MAGALLANES NORTH	EDNA E. MELLA
	ALFREDO B. HIZOLA
PILAR I	ROXANNE E. FLESTADO
PILAR II	YOLANDA L. LUCAÑAS
	CECILIA M. MONREAL

SECOND CONGRESSIONAL DISTRICT

DISTRICT	NAME
GUBAT NORTH	MELODY E. ENRERA
	RYAN E. BABEJES
	KEVIN J. DELMONTE
IROSIN	HAZEL M. FRANCHE
	ROSEMARIE R. HICAP
	BONNA G. LOTERTE
JUBAN	LOUIE M. BUBAN
	RUBY D. GIMPAO
	EMEROSE E. GREFALDEO



Republic of the Philippines
Department of Education
 REGION V - BICOL

PROCESSING SHEET

RECLASSIFICATION TO MASTER TEACHER POSITION (ELEMENTARY LEVEL)

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

DECS-QSM REQUIREMENTS		QUALIFICATION OF CANDIDATE
MASTER TEACHER I		
Education	Bachelor of Elementary Education (BEEd), or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	
Experience	3 years relevant experience	
Eligibility	PBET; Teacher	
Trainings	None Required	
MASTER TEACHER II		
Education	Bachelor of Elementary Education (BEEd), or Bachelor's degree plus 18 professional units in Education; 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				
Total Number of T1,T2 &T3		No. of MT 1 & MT2 slots		X .10
Total Number of MT 1		MT1 slots		X .067
Total Number of MT2		MT2 slots		X. 033

DOCUMENTARY REQUIREMENTS

NO.	REQUIRED DOCUMENTS	Available (/) Not Available (x)	REMARKS
1	Plantilla Allocation List (PAL) signed by AO IV/HRMO & SDS		c/o HRMO
2	Matrix for funding requirements signed by AO IV/HRMO & SDS		c/o HRMO
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		
5	Justification for the Reclassification of Position (Signed by 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 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 IV		C/O HRMO
11	List of teachers by school in the district (consolidated)(prepared by the District Planning Officer,certified correct by the PSDS Approved SDS)- Name,position title and item no. of every teacher must be indicated		
12	Transcript of Records/Special Order		
13	Copy of the previous appointment		
14	PRC Certification of Good Standing		
15	Teacher's License		
16	Report of Board Rating		
17	Certificates of Participation on relevant trainings attended		
18	District Data Bulletin(to be prepared by the Division Planning Officer & certified correct by SDS)		
19	Certification of no pending promotion, reclassification and resignation (signed by SDS)		WEBSITE,FORMS
20	Copy of the leaf of the current plantilla, indicated therein the name and the item no. of the recommendee (Signed by AO IV/HRMO and SDS)		C/O HRMO

Findings/Recommendations:

Evaluated by:

ROWENA D. NUQUI
Administrative Officer III
Personnel Section

Date: _____

Reviewed by:

GIDEON KARL L. GREFALDA
Administrative Officer IV
Personnel Section

Date: _____
