



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum
No. 20, s. 2021

TO : All Public Elementary and Secondary School Heads
PSDS
All Interested Applicants

DATE : January 28, 2021

Resubmission of application for Reclassification to Master Teacher and School Head Position

1. Relative to Regional Memorandum No. 011, series 2021, this is to invite all interested applicants to submit their application documents for reclassification to Master Teacher and School Head positions which are compliant with documentary requirements and qualification standards;

2. To facilitate the processing of requests for reclassification, Schools/District should submit the following to the Division Office on or before **February 3, 2021**.

- Application for Reclassification/Upgrading of Master Teacher is based on a Division-Wide Master Needs Analysis per District for Elementary and by school for Secondary Schools (Refer to Regional Memo No. 178, 2020)
- Application and documents for Reclassification of School Head positions should be further supported with the following:
 - a. Compliance with the process flow per DO 97, s. 2011;
 - b. Accomplished Checklist and Evaluation Sheet per RM 371, s. 2019,
 - c. Indorsement by the SDS for the reclassification of the position/s;

3. Submission of application after the set deadline is not accepted.

4. For Information and guidance.

for: [Signature]

IRENE S. ANGWAY, PhD, CESO VI
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Officer-in-Charge, Office of the Schools Division Superintendent

aov/2021



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