



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

DepEd
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

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September 22, 2025

Division Memorandum

No. 406, s. 2025

CALL FOR SUBMISSION OF APPLICATION FOR PROMOTION THROUGH RECLASSIFICATION OF POSITION IN THE SCHOOLS DIVISION OF TABUK CITY

To: Asst. Schools Division Superintendent
Chief of Divisions
Elementary and Secondary School Heads
Members of the HRMPSB and Sub-committees
Administrative Officer IIs
All others concerned

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), DepEd Order No. 21, s. 2025 (Amendments to DepEd Order No. 7, s. 2023), DepEd Order No. 20, s. 2024 (Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions), DepEd Order 19, s. 2025 (Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions), and DM-OUHROD-2025-2505 (Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 24, s. 2025) announces the submission of application for promotion through reclassification in the said Division.

2. Application is open to all incumbent teachers, principals and NQESH passers in the public elementary and secondary schools in the Schools Division of Tabuk City including those Person with Disability (PWD), members of the indigenous cultural communities, and those from any sexual orientation and gender identities (SOGI) provided that they meet the Minimum Qualification Standards of the position they wished to be reclassified to as shown in **Annex 1** of this issuance.

3. Pursuant to **Item II of DM-OUHROD-2025-2505 prioritization shall be given to incumbent nearing retirement** (both mandatory and optional) in the next five (5) years. However, **other qualified teaching and school principal incumbents** shall not be precluded from applying for reclassification of positions, subject to necessary assessments, applicable staffing standards, and availability of funds.

4. The guidelines and scoring mechanism that shall be used in the assessment for teacher reclassification of position is DepEd Order No. 20, s. 2024 (Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions) and DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of



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Education) as amended by DepEd Order No. 21, s. 2025, guided by DepEd Order No. 24, s. 2025 (Guidelines on the Implementation of the Expanded Career progression System for teachers and School Heads in the Department of Education.)

5. As per Item 20 of DepEd Order No. 24, s. 2025 (Guidelines on the Implementation of the Expanded Career progression System for teachers and School Heads in the Department of Education) promotion to higher position through reclassification shall be non-hierarchical provided that the following conditions are met:

- a. **Career Stage-based Advancement.** Under no circumstance shall an applicant be allowed to jump to higher career stage/s for promotion without progressing through each of the career stages defined under established professional standards. Hence, an incumbent of any position under Career Stage I (Beginning towards Proficient [Teacher I-III]) shall be required to go through any of the position under Career Stage II (Proficient [Teacher IV-VII]) before advancing to any position under Career Stage III [Highly Proficient (MT I-II)]; and
- b. **Three (3) Salary Grade Limitation.** Promotion, whether through reclassification or natural vacancy, shall not exceed three (3) salary grades higher than the applicant's present position, except when the promotional appointment falls within the purview of any applicable exemptions granted by the CSC as stipulated in the ORAOHRA.

The table below shows the position an incumbent may apply for through position reclassification following their current career stage and salary grade provided they meet the required qualification standards and performance requirement of the position applied for:

| Current Position | Career Stage (CS) | Salary Grade (SG) | Possible Position for Reclassification | Career Stage (CS) | Salary Grade (SG) |
|-------------------|--------------------------------|-------------------|--|--------------------------------|-------------------|
| Teacher I | PPST CS 1 Beginning | 11 | Teacher II | PPST CS 1 Beginning | 12 |
| | | | Teacher III | | 13 |
| | | | Teacher IV | PPST CS 2 Proficient | 14 |
| Teacher II | PPST CS 1 Beginning | 12 | Teacher III | PPST CS 1 | 13 |
| | | | Teacher IV | PPST CS 2 | 14 |
| | | | Teacher V | Proficient | 15 |
| Teacher III | PPST CS 1 Beginning | 13 | Teacher IV | PPST CS 2 Proficient | 14 |
| | | | Teacher V | | 15 |
| | | | Teacher VI | | 16 |
| Master Teacher I | PPST CS 3 Highly Proficient | 18 | Master Teacher II | PPST CS 3 Highly Proficient | 19 |
| | | | Master Teacher III | PPST CS 4 Distinguished | 20 |
| Master Teacher II | PPST CS 3 Highly Proficient | 19 | Master Teacher III | PPST CS 4 Distinguished | 20 |
| Principal I | PPSSH CS 2 | 19 | Principal II | PPSSH CS 2 | 20 |
| | | | Principal III | PPSSH CS 3 | 21 |
| Principal II | PPSSH CS 2 | 20 | Principal III | PPSSH CS 3 | 21 |
| Principal III | PPSSH CS 3 | 21 | Principal IV | PPSSH CS 4 | 22 |

6. To further guide all interested incumbents an online orientation through MS Teams shall be conducted on September 27, 2025 at 8:00 a.m. Interested personnel may register through: <https://bit.ly/TabukECPOrientation>.

7. All applicants are required to register and secure their application code through this link: <https://tinyurl.com/sdotccodeapp-2> and submit their application in three (3)

properly labeled and color-coded **long folders** following the labeling and order of documents as seen in **Annex 2** of this issuance.

- a. **RED long folder** for **Priority Teacher Applicants** (nearing retirement for the next five (5) years whether optional or mandatory;
- b. **BLUE long folder** for regular Teacher application for reclassification of position;
- c. **YELLOW long folder** for application for Principal reclassification of position

Head Teachers, Assistant Principals and all other personnel with pending ERF application need not to submit their folders.

8. Application folders containing the **documentary requirements** stipulated in this memorandum must be submitted through their respective School Administrative Officer II not later than 3:00 p.m. of September 30, 2025.

- a. Checklist of Requirements with Omnibus Sworn Statement and Data Privacy Consent downloadable from:
 - <https://bit.ly/checklistERFTeachers> for reclassification for Teacher positions
 - <https://bit.ly/checklistERFPrincipal> for reclassification for Principal positions

The Certification of Authenticity and Veracity as well as the Data Privacy Consent must be sworn by any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and further amended by RA 10755.

- b. Application Letter/Intent Letter citing the position being applied for reclassification addressed to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

An applicant for reclassification is allowed to file only one (1) position for reclassification.

- c. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017);
 - **for reclassification to Master Teacher position, include** a Work Experience Sheet (WES) detailing experience in instructional supervision and technical assistance to teachers
 - **for reclassification to School Principal position, include** a Work Experience Sheet (WES) detailing experience in school management and operations
- d. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,
- e. Copy of Certificate of Training or professional development programs attended,
- f. Duly signed Service Records,
- g. Latest Performance Rating covering one (1) year performance,
- h. Valid and updated PRC License or Appropriate Certificate of Eligibility, and

For Senior HS teacher seeking reclassification of position, the following are added documentary requirements:



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1. TESDA National Certificate (NC), and
2. Trainers Methodology Certificate (TMC).

9. Applicants who fail to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants for reclassification. No additional documents shall be accepted after the deadline.

10. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

11. Only those applicants for reclassification who met the cut-off score of 50 points shall be included in the Comparative Assessment Results for Expanded Reclassification (CAREER) and forwarded for review and endorsement to the Regional Office for DBM approval.

12. The preparation of the Comparative Assessment Results for Expanded Reclassification (CAREER) Batch 1 shall be covered by the following activities:

| Activity | Inclusive Dates | Venue | Responsible Persons |
|---|-----------------------|-----------------------|---|
| Acceptance of Application | September 23-30, 2025 | School | Administrative Officer II |
| Encoding in the IER Form | October 1-3, 2025 | School | Administrative Officer II |
| Validation and posting of the Initial Evaluation Result (IER) | October 6-8, 2025 | SDO | HRMPSB |
| Conduct of Teacher Reflection (TRF) | October 11, 2025 | To be announced | HRMPSB Secretariat and Sub-committee |
| Assessment of Teacher Reflection Form (TRF) | October 13-14, 2025 | SDO | HRMPSB Assessors, Secretariat and Sub-committee |
| Conduct of Demonstration Teaching | October 13-17, 2025 | Clustered Districts | HRMPSB Assessors, Secretariat and Sub-committee |
| Submission of consolidated COT rating | October 20, 2025 | SDO | Administrative Officer II In-charge |
| Paper Assessment and Open Ranking Session | October 21-23, 2025 | Clustered Districts | HRMPSB Members, Secretariat and Sub-committee |
| Preparation and Finalization of CAREER | October 24, 2025 | SDO Personnel Section | HRMO and HRMPSB Secretariat |
| Preparation and Finalization of the PAL and other pertinent documents | October 27-28, 2025 | SDO Bulletin board | HRMO and HRMPSB Secretariat |
| Submission of all Pertinent Documents to the Regional Office | October 29, 2025 | SDO Personnel Section | HRMO and HRMPSB Secretariat |

This schedule is subject to change. Any future modification or adjustments shall be covered by a separate issuance.

13. Consistent with the provision of Section 90 of DO 19, s. 2022, a special HRMPSB for the preparation of the Comparative Assessment Results for Expanded Reclassification (CAREER) Batch 1 with the following composition is hereby created:

| Name of Member | Position/Designation | Capacity |
|-------------------|---------------------------------------|-------------|
| Jan Nowel E. Peña | Asst. Schools Division Superintendent | Chairperson |



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|-----------------------|---|---|
| Ramonchito A. Soriano | Chief, Curriculum Implementation Division | Member |
| Dorothy A. Asingal | Administrative Officer V | Member |
| Catherine M. Badong | Administrative Officer IV | Member |
| Marilyn B. Pecua | Principal III | Interim Member (Elementary School Principal Representative) |
| Mildred S. Cabay | Principal IV | Interim Member (Secondary School Principal Representative) |
| Joshua A. Rebancos | Administrative Aide VI | Secretariat |
| Mark Angelo L. Sarne | Administrative Aide VI | Secretariat |

Furthermore, a HRMPSB sub-committee with the following composition is also created to assist in the receipt of applications, initial evaluation, and comparative assessment:

| Position | Capacity | Duties/Responsibilities |
|------------------------------------|--------------------|--|
| Public Schools District Supervisor | Sub-committee Lead | <ul style="list-style-type: none"> Ensure that all teachers within the district are properly informed of the schedule, requirements, and process for reclassification. Track the progress of application submissions across schools. |
| School Head | Member | <ul style="list-style-type: none"> Oversees acceptance of application in the school level Ensure that all pertinent documents regarding the preparation of the CAReER |
| Administrative Officer II | Secretariat | <ul style="list-style-type: none"> Receives applications in the school level Facilitates consolidation of COT results in their area of jurisdiction Submits all pertinent documents regarding the preparation of the CAReER on time |

14. All personnel involved in the preparation of the CAReER and in the reclassification process are directed to maintain the highest standard of integrity, accountability and transparency in accordance to DO 19, s. 2022 or the DepEd Merit Selection Plan while in the performance of their duties and responsibilities as members of the HRMPSB and HRMPSB sub-committee. Personnel are also entitled to a Compensatory Time Off (CTO) for Saturdays, Sundays and Holidays rendered in the discharge of their duties as members and secretariat of the HRMPSB and HRMPSB sub-committee.

15. **All activities related to the preparation of the Comparative Assessment Result for Reclassification (CAReER), as well as the functions of the Human Resource Merit Promotion and Selection Board (HRMPSB), shall be considered part of the official duties and responsibilities of the members involved.** In this regard, attendance and active participation in said activities shall be given **top priority** over other official tasks. Members are expected to ensure their presence and contribution, recognizing that such functions are integral to upholding the merit-based system of selection and reclassification within the Division.

16. All expenses relative to the conduct of the preparation of the CAReER Batch 1 shall be charged to local funds subject to the usual auditing and accounting procedures.

17. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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ANNEX 1
QUALIFICATION STANDARDS OF POSITIONS

| Position | Salary Grade | Qualification Standards | | | | |
|--------------------------|--------------|--|---|-----------------------------|-------------------|--|
| | | Education | Training | Experience | Eligibility | Performance Requirements |
| Teacher II (Elementary) | 12 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 8 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 1 year teaching experience | RA 1080 (Teacher) | at least 6 Proficient COIs at VS and 4 Proficient NCOIs at VS |
| Teacher II (Secondary) | | | | | | |
| Teacher III (Elementary) | 13 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 16 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 2 years teaching experience | RA 1080 (Teacher) | at least 12 Proficient COIs at VS and 8 Proficient NCOIs at VS |
| Teacher III (Secondary) | | | | | | |
| Teacher IV (Elementary) | 14 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 16 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 3 years teaching experience | RA 1080 (Teacher) | at least 21 Proficient COIs at VS and 16 Proficient NCOIs at VS |
| Teacher IV (Secondary) | | | | | | |
| Teacher V (Elementary) | 15 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 24 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 3 years teaching experience | RA 1080 (Teacher) | at least 6 Proficient COIs at Outstanding and 4 Proficient NCOIs at Outstanding |
| Teacher V (Secondary) | | | | | | |
| Teacher VI (Elementary) | 16 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 24 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 4 years teaching experience | RA 1080 (Teacher) | at least 12 Proficient COIs at Outstanding and 4 Proficient NCOIs at VS and 4 Proficient NCOI at Outstanding |
| Teacher VI (Secondary) | | | | | | |
| Teacher VII (Elementary) | 17 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 32 hours of training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 4 years teaching experience | RA 1080 (Teacher) | at least 18 Proficient COIs at Outstanding and 6 Proficient NCOIs at VS and 6 Proficient NCOI at Outstanding |
| Teacher VII (Secondary) | | | | | | |



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|-------------------------------------|----|--|--|---|--|---|
| Master Teacher II (Elementary) | 19 | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in curriculum, pedagogy, subject specialization and 8 hours training in Instructional Supervision acquired within the last 5 years | 5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher) | at least 10 Highly Proficient COIs at Outstanding and at least 5 Highly Proficient NCOIs at VS and 5 highly Proficient NCOIs at Outstanding |
| Master Teacher II (Secondary) | | | | | | |
| Master Teacher III (Elementary) | 20 | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in curriculum, pedagogy, subject specialization and 8 hours training in Instructional Supervision acquired within the last 5 years | 5 years teaching experience and 2 years relevant experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher) | at least 21 Highly Proficient COIs at Outstanding and at least 8 Highly Proficient NCOIs at VS and 8 highly Proficient NCOIs at Outstanding |
| Master Teacher III (Secondary) | | | | | | |
| Master Teacher IV (Elementary) | 21 | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in curriculum, pedagogy, subject specialization and 16 hours training in Instructional Supervision acquired within the last 5 years | 5 years teaching experience and 3 years relevant experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher) | at least 10 Distinguished COIs at Outstanding and at least 5 Distinguished NCOIs at VS and 5 Distinguished NCOIs at Outstanding |
| Master Teacher IV (Secondary) | | | | | | |
| Master Teacher V (Elementary) | 22 | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in curriculum, pedagogy, subject specialization and 16 hours training in Instructional Supervision acquired within the last 5 years | 5 years teaching experience and 4 years relevant experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher) | at least 21 Distinguished COIs at Outstanding and at least 5 Distinguished NCOIs at VS and 8 Distinguished NCOIs at Outstanding |
| Master Teacher V (Secondary) | | | | | | |
| Teacher II Senior HS Academic Track | 12 | <p>Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in education or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject</p> | 8 hours training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 1 year experience in teaching or industry work in relevant strand/subject | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</p> | at least 6 Proficient COIs at VS and 4 Proficient NCOIs at VS |



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| Teacher III Senior HS Academic Track | 13 | <p>Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in education or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject</p> | 16 hours training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 2 years experience in teaching or industry work in relevant strand/subject | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 12 Proficient COIs at VS and 8 Proficient NCOIs at VS |
| Teacher IV Senior HS Academic Track | 14 | <p>Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in education or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject</p> | 16 hours training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 3 years experience in teaching or industry work in relevant strand/subject | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 21 Proficient COIs at VS and 16 Proficient NCOIs at VS |
| Teacher V Senior HS Academic Track | 15 | <p>Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in education or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject</p> | 16 hours training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 3 years experience in teaching or industry work in relevant strand/subject | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 6 Proficient COIs at Outstanding and 4 Proficient NCOIs at Outstanding |



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| Teacher VI Senior HS Academic Track | 16 | <p>Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in education or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject</p> | 24 hours training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 4 years experience in teaching or industry work in relevant strand/subject | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 12 Proficient COIs at Outstanding and 4 Proficient NCOIs at VS and 4 Proficient NCOI at Outstanding |
| Teacher VII Senior HS Academic Track | 17 | <p>Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in education or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 18 units towards Master's degree in the relevant strand/subject</p> | 32 hours training in curriculum, pedagogy, subject specialization acquired within the last 5 years | 4 years experience in teaching or industry work in relevant strand/subject | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 18 Proficient COIs at Outstanding and 6 Proficient NCOIs at VS and 6 Proficient NCOI at Outstanding |
| Master Teacher II Senior HS Academic Track | 19 | <p>Master's degree in relevant strand/subject plus 18 professional units in Education</p> <hr/> <p>Master's degree in relevant strand/subject</p> | 24 hours training in curriculum, pedagogy, subject specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years | 5 years experience in teaching or industry work in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 10 Highly Proficient COIs at Outstanding and at least 5 Highly Proficient NCOIs at VS and 5 highly Proficient NCOIs at Outstanding |



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|---|----|--|--|---|--|---|
| Master Teacher III Senior HS Academic Track | 20 | Master's degree in relevant strand/subject plus 18 professional units in Education <hr/> Master's degree in relevant strand/subject | 24 hours training in curriculum, pedagogy, subject specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years | 5 years experience in teaching or industry work in relevant strand/subject and 2 years experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position <hr/> <i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i> | at least 21 Highly Proficient COIs at Outstanding and at least 8 Highly Proficient NCOIs at VS and 8 highly Proficient NCOIs at Outstanding |
| Master Teacher IV Senior HS Academic Track | 21 | Master's degree in relevant strand/subject plus 18 professional units in Education <hr/> Master's degree in relevant strand/subject | 24 hours training in curriculum, pedagogy, subject specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years | 5 years experience in teaching or industry work in relevant strand/subject and 3 years experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position <hr/> <i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i> | at least 10 Distinguished COIs at Outstanding and at least 5 Distinguished NCOIs at VS and 5 Distinguished NCOIs at Outstanding |
| Master Teacher V Senior HS Academic Track | 22 | Master's degree in relevant strand/subject plus 18 professional units in Education <hr/> Master's degree in relevant strand/subject | 24 hours training in curriculum, pedagogy, subject specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years | 5 years experience in teaching or industry work in relevant strand/subject and 4 years experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position <hr/> <i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i> | at least 21 Distinguished COIs at Outstanding and at least 5 Distinguished NCOIs at VS and 8 Distinguished NCOIs at Outstanding |



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|---------------------------------------|----|---|--|---|--|---|
| Teacher II Senior HS TVL Track | 12 | Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 1 year experience in teaching or industry experience in relevant strand/area of specialization | RA 1080, as amended (Teacher) for permanent position <i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i> | at least 6 Proficient COIs at VS and 4 Proficient NCOIs at VS |
| | | Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course/s in the area of specialization | | | | |
| Teacher III Senior HS TVL Track | 13 | Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 2 years experience in teaching or industry experience in relevant strand/area of specialization | RA 1080, as amended (Teacher) for permanent position <i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i> | at least 12 Proficient COIs at VS and 8 Proficient NCOIs at VS |
| | | Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course/s in the area of specialization | | | | |
| Teacher IV Senior HS TVL Track | 14 | Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 3 years experience in teaching or industry experience in relevant strand/area of specialization | RA 1080, as amended (Teacher) for permanent position <i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i> | at least 21 Proficient COIs at VS and 16 Proficient NCOIs at VS |
| | | Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course/s in the area of specialization | | | | |



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| Teacher V Senior HS TVL Track | 15 | <p>Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course/s in the area of specialization</p> | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 3 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 6 Proficient COIs at Outstanding and 4 Proficient NCOIs at Outstanding |
| Teacher VI Senior HS TVL Track | 16 | <p>Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course/s in the area of specialization</p> | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 4 years experience in teaching or industry experience in relevant strand/area of specialization | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 12 Proficient COIs at Outstanding and 4 Proficient NCOIs at VS and 4 Proficient NCOI at Outstanding |
| Teacher VII Senior HS TVL Track | 17 | <p>Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education</p> <hr/> <p>Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course/s in the area of specialization</p> | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 4 years and 6 months experience in teaching or industry experience in relevant strand/area of specialization | <p>RA 1080, as amended (Teacher) for permanent position</p> <hr/> <p><i>None required for provisional appointment (must pass the LET within 5 years after the date of first hiring)</i></p> | at least 18 Proficient COIs at Outstanding and 6 Proficient NCOIs at VS and 6 Proficient NCOI at Outstanding |



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| Master Teacher II Senior HS TVL Track | 19 | Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education <hr/> Master's degree in relevant field(s) under the strand/area of specialization | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 5 years experience in teaching or industry experience in relevant strand/area of specialization and 1 year experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position | at least 10 Highly Proficient COIs at Outstanding and at least 5 Highly Proficient NCOIs at VS and 5 highly Proficient NCOIs at Outstanding |
| Master Teacher III Senior HS TVL Track | 20 | Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education <hr/> Master's degree in relevant field(s) under the strand/area of specialization | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 5 years experience in teaching or industry experience in relevant strand/area of specialization and 2 years experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position | at least 21 Highly Proficient COIs at Outstanding and at least 8 Highly Proficient NCOIs at VS and 8 highly Proficient NCOIs at Outstanding |
| Master Teacher IV Senior HS TVL Track | 21 | Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education <hr/> Master's degree in relevant field(s) under the strand/area of specialization | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 5 years experience in teaching or industry experience in relevant strand/area of specialization and 3 years experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position | at least 10 Distinguished COIs at Outstanding and at least 5 Distinguished NCOIs at VS and 5 Distinguished NCOIs at Outstanding |
| Master Teacher IV Senior HS TVL Track | 22 | Master's degree in relevant field(s) under the strand/area of specialization plus 18 professional units in Education <hr/> Master's degree in relevant field(s) under the strand/area of specialization | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course/s in the area of specialization | 5 years experience in teaching or industry experience in relevant strand/area of specialization and 4 years experience in instructional supervision and technical assistance to teachers | RA 1080, as amended (Teacher) for permanent position | at least 21 Distinguished COIs at Outstanding and at least 5 Distinguished NCOIs at VS and 8 Distinguished NCOIs at Outstanding |
| School Principal II | 20 | Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant area with at least 12 units in management | 32 hours of training in curriculum, pedagogy, school management and operations, instructional leadership acquired within the last 5 years | 5 years teaching experience and 2 years experience in school management and operations | RA 1080 (Teacher) NQESH/NASH | at least VS in the previous rating period |



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| School Principal III | 21 | Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant area with at least 15 units in management | 40 hours of training in curriculum, pedagogy, school management and operations, instructional leadership acquired within the last 5 years | 5 years teaching experience and 3 years experience in school management and operations | RA 1080 (Teacher) NQESH/NASH | at least VS in the previous rating period |
| School principal IV | 22 | Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant area with at least 18 units in management | 40 hours of training in curriculum, pedagogy, school management and operations, instructional leadership acquired within the last 5 years | 5 years teaching experience and 4 years experience in school management and operations | RA 1080 (Teacher) NQESH/NASH | at least VS in the previous rating period |



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ANNEX 2

Required Folder Color and Order of Documents/Labeling

| | |
|---|--|
| JUAN M. DELA CRUZ Purok 6, Bulanao Tabuk City, Kalinga APPLICATION FOR RECLASSIFICATION TO TEACHER VI Tabuk City National HS Northern Tabuk District 1 09123456789 | Checklist of Requirements, Omnibus Sworn Statement and CAV |
| | Letter of Intent |
| | Personal Data Sheet with WES |
| | Scholastic Records |
| | Trainings |
| | Service Record |
| | Latest Performance Rating |
| | IPCRF and E-IPCRF Encoding Sheet |
| | PRC License/ID |
| | Latest issued Appointment |
| | |
| | |

| Category of Application | Color of Long Folder |
|---|----------------------|
| Priority Application (Teachers nearing retirement within the next five (5) years) | Red |
| Regular Application for Reclassification | Blue |
| Principal | Yellow |



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Required Folder Color and Order of Documents/Labeling for Applicants

JUAN M. DELA CRUZ
Purok 6, Bulanao Tabuk City, Kalinga

**APPLICATION FOR RECLASSIFICATION TO
PRINCIPAL III**

**San Francisco Integrated School
 Northern Tabuk District 12
 09123456789**

Checklist of Requirements, Omnibus Sworn Statement and CAV

Letter of Intent

Personal Data Sheet

Scholastic Records

Trainings

Service Record

Latest Performance Rating

Outstanding Accomplishment

Application of Education

Application of Learning and Devt

PRC License/ID

Latest Issued Appointment

| Category of Application | Color of Long Folder |
|---|----------------------|
| Priority Application (Teachers nearing retirement within the next five (5) years) | Red |
| Regular Application for Reclassification | Blue |
| Principal | Yellow |



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