

REQUIREMENTS FOR RECLASSIFICATION OF POSITIONS

(Master Teachers, Head Teachers and School Principals)

1. Three (3) copies of Endorsement Letter duly signed by the Schools Division Superintendent
2. Two (2) copies of Justification for the Reclassification of Position justifying for the need of the position duly signed by the Schools Division Superintendent.
3. One (1) copy of Rank List duly signed as certified true and correct by the ranking committee
4. One (1) copy of Transcript of Records certified true and correct by Administrative Officer
5. Five (5) copies of Plantilla Allocation List- duly signed by the authorized official/s
6. One (1) copy of CSC Form 212
7. One (1) copy of Eligibility/License/PRC ID certified true and correct by the AO
8. Two (2) copies of Updated Service Records duly signed by the authorized official/s
9. Two (2) copies of Latest Appointment certified true and correct by the Administrative Officer
10. Three (3) copies of Post Audited Plantilla of Personnel (including extension position) bearing the name of the applicant certified true and correct by the Administrative Officer
11. One (1) copy of Latest District Data Bulletin with school breakdown and complete data duly signed as certified true and correct by the authorities
12. One (1) copy of Individual Class Program and General Class Program certified true and correct by the signing authorities
13. One (1) copy of Position Description Form
14. Two (2) copies of Notarized list of teachers with their item numbers.
15. One (1) copy of Summary of Performance Rating certified true and correct by the Administrative Officer

16. One (1) copy each of Certificates of training in the school/district acquired during the present position duly certified true and correct by the AO