



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**October 2, 2023**

**NO. 117 s., 2023**

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 113,s. 2023 ON THE SUBMISSION OF DOCUMENTS FOR THE IMPLEMENTATION OF RECLASSIFICATION OF POSITION THROUGH CONVERSION TO MASTER TEACHER POSITION**

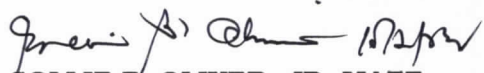
**To: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY SCHOOL HEADS  
SECONDARY SCHOOL HEADS (JUNIOR HIGH SCHOOL)**

1. In reference to Division Memorandum no. 113,s. 2023 dated September 27, 2023, entitled Submission of Documents for the Implementation of Reclassification of Position through Conversion to Master Teacher Position, this office informs the field of the changes of schedule as stated below:

| <b>Activity</b>                                    | <b>Original Schedule</b> | <b>New Schedule</b> |
|----------------------------------------------------|--------------------------|---------------------|
| Submission from applicant to District/School       | October 9, 2023          | October 4, 2023     |
| Submission from District/School to Division Office | October 16, 2023         | October 6, 2023     |

2. The change is due to the release of Regional Memorandum AD-2023-199 dated September 22, 2023, entitled Submission of Documents for Reclassification of Teaching Positions for FY 2023. The Regional Office shall receive the documents for reclassification on Teaching Positions only until **October 15, 2023**. Documents received after the date shall be included in the succeeding evaluation period.
3. All other provisions in the said memorandum are still in effect.
4. For information and strict compliance.

For and in the absence of the  
OIC-Schools Division Superintendent

  
**SOLLIE B. OLIVER, JR., MATE**  
Chief Education Supervisor-SOD

  
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27-10-2023  
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Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**September 27, 2023**

**NO. 113 s., 2023**

**SUBMISSION OF DOCUMENTS FOR THE IMPLEMENTATION OF RECLASSIFICATION  
 OF POSITION THROUGH CONVERSION TO MASTER TEACHER POSITION**

**To: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 ELEMENTARY SCHOOL HEADS  
 SECONDARY SCHOOL HEADS (JUNIOR HIGH SCHOOL)**

1. In pursuance to Reclassification/Conversion of Positions for CY 2023, this Office advises all Elementary and Secondary (JHS) Schools to submit complete documents for the Reclassification of Positions which are due for the implementation of the Conversion to Master Teacher positions.
- 2.

| PARTICULARS                                                                                     | POSITIONS          |                    |
|-------------------------------------------------------------------------------------------------|--------------------|--------------------|
|                                                                                                 | From               | To                 |
| Elementary Schools                                                                              | Master Teacher I   | Master Teacher II  |
|                                                                                                 | Master Teacher II  | Master Teacher III |
| Digos City National High School (English Department)- 1 MT                                      | Teacher I, II, III | Master Teacher I   |
| Digos City National High School                                                                 | Master Teacher I   | Master Teacher II  |
|                                                                                                 | Master Teacher II  | Master Teacher III |
| Kapatagan National High School (Filipino, Mathematics and TLE Department)- 1 MT each Department | Teacher I, II, III | Master Teacher I   |

3. Attached is the qualification standards of the position, and the list of basic documentary requirement for conversion to Master Teacher position.
4. Public Schools District Supervisors are requested to form a committee to review the completeness of the documents and verify the authenticity of the submitted documents wherein all complete pertinent documents of the applicants shall then be indorsed and forwarded per district (for elementary) and subject area (for Junior High School) to the Division Office. The deadline for the submission of the applications for interested applicants shall be on October 9, 2023. Deadline for the submission of documents from District/School to the Division Office shall be on October 16, 2023.



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**Office of the Schools Division Superintendent**

5. For information, guidance and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC – Schools Division Superintendent

**DepEd Schools Division of Digos City**  
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**Department of Education**  
DAVAO REGION

DepEd Schools Division of Digos  
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Office of the Regional Director

**REGIONAL MEMORANDUM**  
AD-2023-199

To : Schools Division Superintendents  
Chiefs of Functional Divisions – AD and FD

Subject: SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION  
OF TEACHING POSITIONS FOR FY 2023

Date : September 22, 2023

Herewith is Regional Memorandum ASD-2023-002 dated January 06, 2023, relative to the submission of request for the approval and/or implementation of approved Equivalent Record Forms (ERFs) and Reclassification of Positions for FY 2023.

As the fiscal year is about to close, this Office shall receive the documents for Reclassification of Teaching Positions only until **October 15, 2023**. Documents received after the date shall be included in the succeeding evaluation period.

For information and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROA3/PS/ljtj

By the Authority of the Regional Director

**REBONFAMIL R. BAGUIO**  
Director III 27 SEP 2023

DEPARTMENT OF EDUCATION  
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BY: [Signature] DATE: Sept. 28, 2023  
24109



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
ASD-2023-002

To : All Schools Division Superintendents/OIC-SDS

Subject: SUBMISSION OF REQUESTS FOR THE APPROVAL,  
AND/OR IMPLEMENTATION OF APPROVED EQUIVALENT  
RECORD FORMS (ERFs) AND RECLASSIFICATION OF  
POSITIONS FOR FY 2023

Date: January 06, 2023

Please be informed that this Office is now accepting requests on the approval and/or implementation of ERFs, Conversion to Master Teachers, and Reclassification of School Head Positions from the date of issuance of this Memorandum until **March 03, 2023**. Processing of requests shall be done on a first-come, first-served basis with complete documentary requirements.

It is directed that the Schools Division Office (SDO) personnel concerned to evaluate and review the documents should adhere to the uniform guidelines and shall uphold full responsibility on the veracity and accuracy of the papers as basis for subject reclassification of positions in accordance with the existing DepEd policies and guidelines.

All requests received by this Office are subdue to re-evaluation/validation for onward recommendation to the Department of Budget and Management-ROXI, if found in order, subject to the availability of funds and the existing budgeting, accounting, and auditing rules and regulations.

In view of the Reclassification of Positions, the items can be applied by the incumbents who are qualified for the said positions, to wit:

- a. Equivalent Record Forms (ERFs)
  - Teacher I to Teacher II/III
  - Teacher II to Teacher III
  - Teacher I/II/III to SPET I/II/III *(teachers with area of specialization on special education and are handling students with special needs for at least 3 years or more)*
  - Special Education Teacher I (SPET-I) to SPET-II/III
  - Special Education Teacher II to SPET-III
  - Guidance Counselor I to Guidance Counselor II/III
  - Guidance Counselor II to Guidance Counselor III
  - School Librarian I to School Librarian II/III
  - School Librarian II to School Librarian III



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- Head Teacher I to Head Teacher II/III (*Department Head with at least 6 to 20 teachers supervised per subject area*)
  - Head Teacher I/II/III to Head Teacher IV/V/VI or Head Teacher IV to Head Teacher V/VI (*Department Head with at least 21 or more teachers supervised per subject area*)
  - Teacher I/II/III to Head Teacher I/II/III/IV/V/VI (*still based on the number of teachers supervised*)
- b. Conversion to Master Teacher Positions
- Teacher I/II/III to Master Teacher I
  - SPET I/II/III to Master Teacher I
  - Master Teacher I to Master Teacher II
  - Master Teacher II to Master Teacher III
- c. Reclassification of School Head Positions
- Teacher I/II/III to Head Teacher I
  - Head Teacher I to Head Teacher II
  - Head Teacher II to Head Teacher III
  - Head Teacher III to Head Teacher IV
  - Head Teacher IV to Head Teacher V
  - Head Teacher V to Head Teacher VI
  - School Principal I to School Principal II
  - School Principal II to School Principal III
  - School Principal III to School Principal IV

It is advised to follow the color coding of folders assigned to each SDO for easy tracking of documents as stated on Enclosure 2 of Regional Memorandum No. 017, s. 2021, as follows:

| No. | School Division Offices | Color of Folder |
|-----|-------------------------|-----------------|
| 1   | Davao City              | Brown (Regular) |
| 2   | Davao del Norte         | Maroon          |
| 3   | Davao del Sur           | Violet          |
| 4   | Davao de Oro            | Blue            |
| 5   | Davao Occidental        | Light Green     |
| 6   | Davao Oriental          | White           |
| 7   | Digos City              | Orange          |
| 8   | IGACOS                  | Pink            |
| 9   | Mati City               | Yellow          |
| 10  | Panabo City             | Dark Green      |
| 11  | Tagum City              | Red             |



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Further, all SDOs are obliged to follow the timelines for the Reclassification of Positions, as shown below:

**Timelines for the Reclassification of Positions at RO Level:**

| No. | Activity                                                                       | Timeline                                                              |
|-----|--------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1   | Submission of Reclassification of Position Documents from SDO to RO            | January 16, 2023 to March 03, 2023                                    |
| 2   | Re-evaluation/Validation of Reclassification of Position documents at RO level | 3 <sup>rd</sup> week of January to 1 <sup>st</sup> week of March 2023 |
| 3   | Submission of requests to DBM from RO to DBM                                   | 10 to 15 days after the approval of PAL                               |
| 4   | Releasing of NOSCA from RO to SDO                                              | 2 to 3 days                                                           |

All HRMOs from the 11 SDOs are reminded to fast-track the issuance of Appointments to the personnel whose items were successfully reclassified as soon as they receive the NOSCA. Subsequently, this Office ensures that all documents received beyond the set deadline shall still be processed after the evaluation of the firsthand documents covered by the specific timeline of submission.

Should there be queries and clarifications, you may contact Mr. Leonides Jimmy T. Jesuro III, Administrative Officer V of the Personnel Section, DepEd RO XI, through the telephone number (082) 225-0816 or email at [personnel.region11@deped.gov.ph](mailto:personnel.region11@deped.gov.ph).

For immediate dissemination and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROA4/PS/ggs

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