

CHECKLIST OF REQUIREMENTS

RECLASSIFICATION OF SCHOOL HEAD POSITIONS

- ✓ Plantilla Allocation List (PAL)
 - ✓ Matrix for funding requirement
 - ✓ Rank list (for purposes of reclassification only)
 - ✓ Evaluation Sheet
 - ✓ Certified, Authenticated and Verified (CAV) Transcript of Records / S.O.
 - ✓ Copy of the previous appointment
 - ✓ PRC Certification of Good Standing
 - ✓ Teacher's License
 - ✓ Report of Board Rating
 - ✓ Certificate of Trainings Attended
 - ✓ Justification for the Reclassification of Position
 - ✓ Duly-accomplished CS Form 212 (Personal Data Sheet)
 - ✓ Updated service Record
 - ✓ Performance rating for the last three (3) consecutive years
 - ✓ Certificates/Proofs of Outstanding Accomplishment
 - ✓ ERF for HT positions; Position Description Form for Principal positions
 - ✓ Copy of the designation as TIC for HT1 and P1 position
- ✓ *NEAP certification as to the result of NQEP taken and Basic Training Course for School Heads attended
 - Principal I: NQEP Report of Rating and completed the Basic Course for School Heads
 - Principal II, III, IV: Certificates of participation certified by the NEAP
 - ✓ *SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment (50%)
 - ✓ *Division PSB's certification on the points obtained in the Psychosocial Attributes and Personality Traits Assessment (10 points)

As an exception to *

- ✓ Supervising a school that belongs to top 10 Performing Schools in the region/division/secondary or elementary level for the last 2 school years on any three (3) of the following
 - National Achievement Test
 - Completion Rate
 - Cohort Survival Rate
 - Drop Out Rate
 - Those who have achieved maturity level of SBM practice and level III accreditation
 - ✓ Introduced, adopted or implemented innovations in curriculum and instruction certified by the SDS
- ✓ Enrolment Data (Form 3) in the present school assignment, including cluster schools handled, if any.
 - ✓ Copy of the latest post-audited PSIPOP where item is reflected
 - ✓ Certification of non-availability of item
 - ✓ List of Teachers under supervision, with the identification of their respective plantilla item number
 - ✓ Copy of the latest post-audited PSIPOP wherein the names of the teachers under the supervision are reflected

NOTE: (Certification of Training/s by the NEAP)

- Trainings attended by incumbent HT and Principals who are applying for reclassification may have their training s accredited and certified provided these trainings were conducted within five (5) years during submission for certification, are at least 3 days each and should not have been used for previous promotion. Such accreditation and certification may be done either by
 - a. Submission of proof of impact of the training on school performance and improvement in school operations or any aspect that training hopes to address
 - b. Implementing a reap, if not yet done, and should be supervised by the Division (HRDS), and evaluated by the NEAP-R or by submitting a report on the implementation of the REAP
- The impact of training and/or REAP for every training must obtain a rating of at least 80% for it to be submitted for accreditation and certification.
- Certification of the training may be done by NEAP CO upon favorable recommendation of the Regional Director who should exercise due diligence in evaluating the reports of the NEAP-R.

CHECKLIST OF REQUIREMENTS

RECLASSIFICATION OF POSITIONS

ELEMENTARY LEVEL

- **FROM TEACHER TO MASTER TEACHER 1**
 - **FROM MASTER TEACHER I TO MASTER TEACHER II**
- ✓ Plantilla Allocation List (PAL) - required by the Finance Division
 - ✓ Matrix for funding requirement
 - ✓ Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP
 - ✓ Statement of functions of the unit where the position belongs
 - ✓ Justification for the Reclassification of Position
 - ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
 - ✓ Updated Service Record
 - ✓ Rank list (for purposes of reclassification only)
 - ✓ Waiver (if lone candidate)
 - ✓ Duly-accomplished Evaluation Sheet by the Division HRMO
 - ✓ List of teachers by school in the district (to be prepared by the District Planning Officer and certified correct by the PSDS) - position title and item no. of every teacher must be indicated
 - ✓ Transcript of Records / S.O.
 - ✓ Copy of the previous appointment
 - ✓ PRC Certification of Good Standing
 - ✓ Teacher's License
 - ✓ Report of Board Rating
 - ✓ Certificates of participation on relevant trainings attended
 - ✓ District Data Bulletin (to be prepared by the Division Planning Officer and certified correct by the SDS)
 - ✓ Copy of the leaf of the current plantilla, indicated there in the name and the item no. of the recommendee

SECONDARY LEVEL

- **FROM TEACHER TO HEAD TEACHER**
 - **FROM HT1/HT2/HT3 TO HT4/HT5/HT6**
 - **FROM TEACHER TO MASTER TEACHER I**
 - **FROM MASTER TEACHER I TO MASTER TEACHER II**
- ✓ Plantilla Allocation List (PAL) - required by the Finance Division
 - ✓ Matrix for funding requirement
 - ✓ Duly accomplished Position Description Form, including Unique Item No. of the position to be reclassified per latest PSIPOP
 - ✓ Statement of functions of the unit where the position belongs
 - ✓ Justification for the Reclassification of Position
 - ✓ Certification that the incumbent fully meets the QS set by the CSC/DepEd for the position as reclassified
 - ✓ Updated Service Record
 - ✓ Ranklist (for purposes of reclassification only)
 - ✓ Waiver (if lone candidate)
 - ✓ Duly-accomplished Evaluation Sheet by the HRMO/AO
 - ✓ List of teachers supervised (for HT only)
 - ✓ Item no. of every teacher must be indicated
 - HT1-HT3 = at least 7 teachers excluding the recommendee
 - HT4-HT6 = at least 21 teachers excluding the recommendee
 - ✓ Transcript of Records / S.O.
 - ✓ Designation as TIC/chairman of the Dept.(for HTs only)
 - ✓ Copy of the previous appointment
 - ✓ PRC Certification of Good Standing
 - ✓ Teacher's License
 - ✓ Report of Board Rating
 - ✓ Certificates of participation on relevant trainings attended
 - ✓ List of Teachers by Department
 - ✓ BPS Form Nos. 29, 30, 31/SF 7 and Class Program
 - ✓ Copy of the leaf of the current plantilla, indicated therein the name and the item no. of the recommendee

All photocopied documents must be duly authenticated by an authorized official.