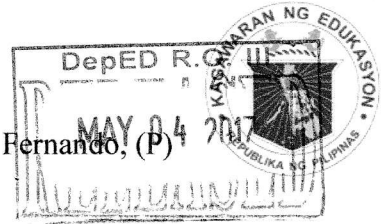




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
Government Center, Maimpis, City of San Fernando, (P)



April 20, 2017

Regional Memorandum

No. **58** s. 2017

To : All Schools Division Superintendents

Additional Guidelines for Reclassification of Positions

1. This Office sets additional guidelines for reclassification of positions, eg. School Principal, Head Teacher, Master Teacher positions, etc... which will be used in processing the documents and for uniform application of Schools Division Offices.
2. Only positions which item numbers listed in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) of a particular secondary school would be recommended for reclassification.
3. Position with incumbent and deployed to another school shall not be reclassified unless official transfer of the item number to his/her present station has been reflected and approved by the Department of Budget and Management (DBM), Regional Office III.

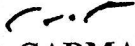

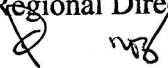
Special Order (SO) for transfer will not be considered as a substitute document for the transfer of itemized position. DBM approval for realignment is the sole basis in considering the official transfer of an item and with issuance of appointment attested by the Civil Service Commission (CSC).

4. The teachers to be supervised by the incumbent whose position is being reclassified are the teachers whose item numbers are allocated in the Department of the subject school. Reclassification of position from Teacher to Head Teacher or Master Teacher in the secondary level is by subject area.

Teachers to be supervised must have full load. All classes being handled are of the subject area. e.g. all English; all Filipino and not English subjects plus additional Filipino to come up a full-load teaching assignment. There should be at least six (6) teachers with full teaching loads to be supervised.

Only teachers with appropriate area of specialization to the subject area being reclassified should be considered in determining the number of teachers under the particular subject area.

5. Item number of requested position to be reclassified should match the item number indicated in the latest CSC attested appointment and the latest PSIPOP to avoid delay in the processing of such request.
6. Any changes in the item number of a particular position in the latest PSIPOP should accompany a certification, indicating the former item number and the present item number, issued by the Administrative Officer IV in-charge of Human Resource Management.
7. Only the incumbent with three (3) years Performance Rating and who meets the qualification standards of the position as mandated by the Department's and Regional Office's issuances pertaining the matter shall be reclassified.
8. Likewise, provisions stated in the DepEd Order No. 97, s. 2011 and Regional Memorandum Nos. 157 and 180, s. 2016 should be strictly observed.
9. This memorandum shall take effect on May 1, 2017.
10. For information and compliance.


MALCOLM S. GARMA, CESO V
Director III
Officer In-Charge
Office of the Regional Director



References:

DepEd Order No. 97, s. 2011
DepEd Order No. 157, s. 2016
DepEd Order No. 180, s. 2016

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