

## 1. Acceptance of Application for Reclassification of Teaching Positions

This service is to validate the classification level of teachers applying for reclassification. The Personnel Section will assess and validate the documents submitted to be endorsed to the Regional Office for approval.

<b>Office or Division:</b>	Office the Schools Division Superintendent – Personnel Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	DepEd Licensed Public School Teachers / School Principal	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Standard Requirement</b>		
Letter of intent addressed to the SDS containing the following information – one (1) original copy: i. Statement of Purpose/ Expression of interest ii. Position applied for	Applicant/Client	
Duly accomplished PDS (CS Form 212, Revised 2025, with Work Experience Sheet – one (1) original copy	Civil Service Commission (CSC) Website	
Valid and updated PRC License/ID – one (1) photocopy	Professional Regulatory Commission (PRC)	
Certificate of Competency level issued by authorized body (if applicable) – one (1) photocopy	Technical Education and Skills Development Authority (TESDA)	
Scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available) – one (1) photocopy	Applicant/Client	
Certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any – one (1) Photocopy	Public and Private Accredited Training Institution	
Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable – one (1) Photocopy	Previous/Current Employer/s	
Latest appointment – one (1) photocopy	Applicant/Client	
Required Performance Ratings with at least Very Satisfactory rating – one (1) photocopy	Applicant/Client	

<i>(Note: The applicant must submit three (3) performance Rating depending on the performance requirements needed in particular position they applied for; and the latest performance rating shall cover one (1) complete performance rating period in the current position)</i>				
Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C-2) – one (1) original copy		DepEd Order No. 7, s. 2023 / Personnel Section		
Other documents as may be required by the HRMPSB including but not limited portfolio for the assessment of identified PPST non-classroom observable indicators – one (1) photocopy		Applicant/Client		
Duly accomplished Reclassification Form for Teachers Position (RFTP) – four (4) original copies		DepEd Order No. 24, s. 2025 / Personnel Section		
Duly accomplished Reclassification Form for School Principal Position (RFSPP) – four (4) original copies		DepEd Order No. 24, s. 2025 / Personnel Section		
Duly accomplished Commitment Form, if applicable – one (1) original copy		DepEd Order No. 34, s. 2025 / Applicant		
TESDA National Certificate/s / Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only)		Technical Education and Skills Development Authority (TESDA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Division's online system for the assignment of an application code	1.1 Issue the application code to the Applicant	None	15 minutes	Administrative Assistant III, OSDS- Personnel Section
2. Submit the complete pertinent documents to the applicant's incumbent school/ district station	2.1 Receive, stamp and check the completeness of the submitted documents vis-as-vis application code	None	1 hour	School or District Sub-Committee
<b>TOTAL:</b>		<b>None</b>	<b>1 hour, 15 minutes</b>	

*Note: All interested applicants to vacant positions, whether internal or external to DepEd, upon submission and acceptance of complete mandatory documents for the position applied for on the set deadline, shall be initially evaluated based on applicants' qualification vis-à-vis CSC-approved QS Standards. Applicants shall then be notified accordingly of the results through a written notice served through official communication channels, in consonance with DepEd Order No. 7 s. 2023.*