



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

October 21, 2021

DIVISION MEMORANDUM
No. 337, s. 2021

**SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF TEACHING AND
TEACHING-RELATED POSITIONS FOR ELEMENTARY AND JUNIOR HIGH
SCHOOLS**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to Regional Memorandum No. 585 s. 2021, this Office hereby informs the field for the acceptance of application for reclassification of teaching and teaching-related positions for Elementary and Junior High School.
2. Attention is invited to paragraph 3 of the said Regional Memorandum which are on the **required documents for upgrading of position thru ERF (Teacher I-III), Reclassification of Master Teacher Position and Reclassification to School Head/Principal Position.**
3. All applications must be submitted to the Personnel Section thru the Records Section starting from **October 22, 2021 up to February 14, 2022** using the **prescribed Equivalent Record Form and List of Secondary School Teachers per School per Subject Area for Junior High School.** Incomplete documents and non-compliant forms shall be returned to the concerned.
4. The processed application shall be submitted to the Regional Office **every after two weeks** until the set deadline of the Regional Office.
5. Wide and immediate dissemination of this Memorandum are desired.


JUDELLA R. LUMPAS EdD, CESO VI
OIC-Schools Division Superintendent

Enclosures: RM No. 585 s. 2021



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