

Reclassification for Teacher IV-VI Mandatory Requirements (School Level)

Division Memorandum No. 419 s 2026

I. PRELIMINARY ACTIVITIES

a. Submission of Mandatory Requirements (School Level)

The submission of mandatory requirements shall be done in the school level. School Heads shall designate their Administrative Officers/Assistants to receive pertinent documents, check the completeness and compliance of each requirement, and authorize to return documents that are incomplete, non-conforming to specific instructions and other irrelevant documents to the teacher applicants.

All interested applicants shall submit the following mandatory requirements, each separated by a border page with earmarks and must be compiled and fastened in the upper part of a long, plain folder. Photocopies must be duly certified by the School Head.

Number of Copies	Particulars of Requirements
2 original copies	1. Duly accomplished Checklist of Requirements
1 original copy	2. Duly notarized Omnibus Sworn Statement and Certification of Authenticity and Veracity of Documents
4 original copies	3. Duly accomplished (<i>handwritten</i>) Reclassification Form for Teachers (RFTP) <i>In accomplishing RFTP, applicants must legibly write their response/details.</i>
2 original copies	4. Letter of Intent addressed to the Schools Division Superintendent containing the following information; 4.1. Statement of Purpose 4.2. Position applied for 4.3. Years in the public service 4.4. Narrative of Outstanding Accomplishments and Contributions in the Classroom and School Operations
2 original copies	5. Duly accomplished Personal Data Sheet (CS Form 212 with Work Experience Sheet (Attachment to CS Form 212) and original picture. Notary is not required.
1 certified photocopy	6. PRC Valid and Updated License ID <i>Expired and application receipt for renewal shall not be accepted</i>
1 certified photocopy	7. Certificate of Competency Level <i>issued by TEC as recognition and affirmation of career stages achieved by school teachers and school leaders, if applicable</i>
1 certified photocopy	8. Scholastic and academic records such as Transcript of Records and Diploma in the Bachelor, Masters or Doctorate Degree with Special Order duly supported with the printed or screenshot of inclusion of the graduate programs offering in the CHED-DepEd Philter Portal and/or Certification from the College/University that the graduate program offering is duly accredited by the CHED. *Certificate of Grades may be considered provided credit of units and grades are clearly indicated in the certification and must be duly certified by the university/college registrar *Certified copy of TOR and diploma in the absence of original copies may be considered provided it is certified or authenticated by the university/college registrar or by the CHED, if the college or school is already closed or non-existence.
1 original copy	9. Duly signed Service Record
1 certified photocopy	10. Latest approved appointment

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1 certified photocopy	<p>11. Certificate of Trainings such as certificate of training completion issued by National Educators Academy of the Philippines (NEAP) or PRC accredited professional development programs/courses with indicated number of hours.</p> <p>*DepEd Trainings that are relevant to curriculum, pedagogical or instructions conducted in school, division or district without indicated number of hours may be accepted provided certification of rendered number of hours from the School Head or Program Coordinator is presented or attached as MOVs.</p> <p>*Non-DepEd Trainings that are relevant to curriculum, pedagogical or instructions conducted by accredited private training centers without indicated number of hours may be accepted provided training/course program or matrix, invitation or notice of program sent through email is presented or attached as MOVs.</p> <p>*Information and Communication Technology (ICT) trainings used as medium of instructions to elevate teaching and learning innovation may be accepted except for Basic or Advanced Computer Literacy wherein the core competencies are only limited to MS operations, basic troubleshooting and basic computer operations.</p> <p>*Trainings must be within the period of five years (5) from March of 2021-2026.</p> <p>*Teachers who are promoted within those periods must start the validity of trainings after the FDS of promotion. (<i>e.g. Teacher A was promoted in October 17, 2022, therefore, trainings accepted shall be from October 18, 2022 onwards.</i>)</p> <p>*Trainings submitted must be indicated as same in the CS Form 212, Learning and Development (p.3)</p>
1 certified photocopy	<p>12. Technical Education and Skills Development Authority (TESDA) National Certificate II at least one level higher than course to be taught in the subject to be taught (<i>e.g. NC-III SMAW to teach SMAW NC-II</i>) or same level if there is no NC level higher to that particular training.</p> <p>*Trainers Methodology Certificate (TMC) (applicable only for SHS applicants in the TVL Tracks)</p> <p>*NC Trainings submitted must be indicated as same in the CS Form 212, Learning and Development (p.3)</p> <p>*NCs must be updated and valid. Expired NCs must be disregarded.</p>
1 certified photocopy	<p>13. Duly signed required Performance Rating (IPCRF) Applicants must submit the most three (3) consecutive performance cycles, (2024-2025, 2023-2024 and 2022-2023) <i>For other references pertaining to performance requirements, please refer to the Transitory Period Part of this issuance.</i></p>

Mandatory Requirements (School Level) Eartags

1 requirements checklist

2 notarized omnibus & certification of authenticity

3 RFTP

4 letter of intent

5 PDS (CS Form 212)

6 PRC ID

7 Certificate of Competency

8 TOR and Diploma

9 Service Record

10 Approved Appointment

11 NEAP/PRC Trainings

12 TESDA Certificates

13 IPCRF

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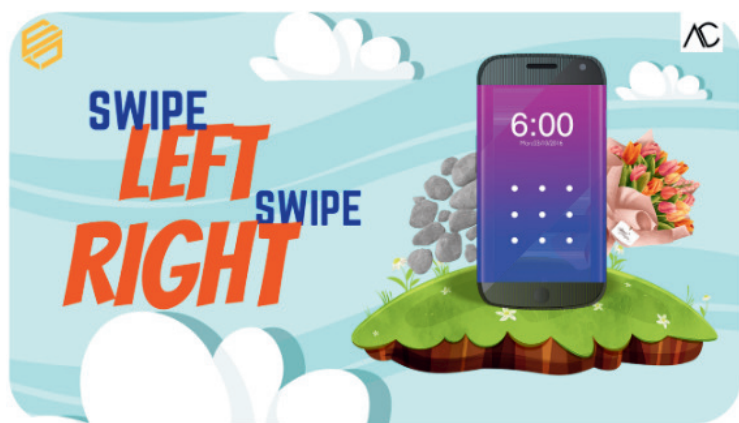
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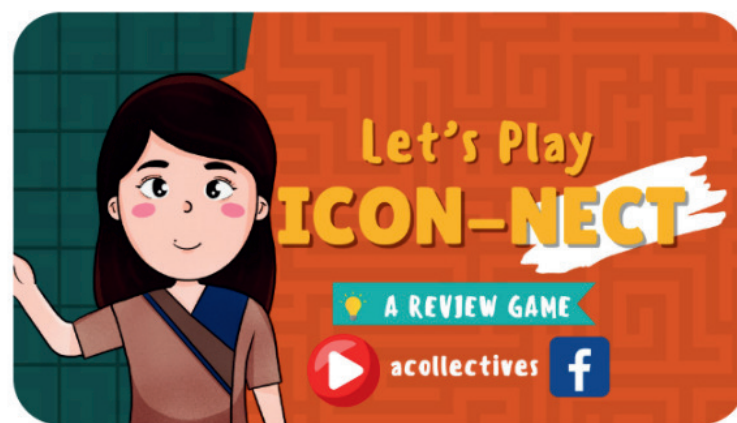
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WHAT'S THE PASSWORD?



KAHOLAMAN



GUESS THE MAGIC WORD

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