



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 17, 2022

DIVISION MEMORANDUM
No. 207 s. 2022

**DIVISION SELECTION PROCESS FOR RECLASSIFICATION
OF POSITIONS IN THE SECONDARY LEVEL**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Division HRMPSB for Secondary
School Heads of Concerned Secondary Schools
All Others Concerned

1. This is to announce the schedule of the selection process for the requests for reclassification of positions in the secondary level. The process includes the evaluation of documents and interview and examination for head teachers.
2. Enclosed to this Memorandum are the following:
 - 2.1 Schedule of Selection Process
 - 2.2 List of Schools with approved requests for reclassification of positions
 - 2.3 Composition of the HRMPSB
3. As part of the Interim Guidelines on Appointments and Other Human Resource Actions (IGA-OHRA) and the SDO's adherence to IATF's health and safety protocols, the selection process will be conducted virtually.
4. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
5. The following DepEd Orders shall be used in the evaluation of documents:

POSITION FOR RECLASSIFICATION	DEPED ORDER
Master Teacher	MEC Order 10, s. 1979
Head Teacher	DepEd Order 42, s. 2007





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6. Immediate and wide dissemination of this Memorandum is highly desired.

ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/HRMPSB-Sec
June 17, 2022





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Enclosure No. 1 to Division Memorandum No. 207 s. 2022

**LIST OF SCHOOLS WITH APPROVED REQUESTS FOR
 RECLASSIFICATION OF POSITIONS**

I. MASTER TEACHER - I

SCHOOL / PRINCIPAL	SCHOOL
GUGUINTO NATIONAL VOCATIONAL HS Principal: Roman Carreon	TVE - Industrial Arts
	TVE - ICT
	TVE - Home Economics
	Mathematics
	MAPEH
	Araling Panlipunan
	English
PULONG BUHANGIN NHS Principal: Evangelina Cristobal	Filipino
	TLE
	Mathematics
	Science
AFG BERNARDINO MEMORIAL TS Principal: Rosauro Villanueva	Araling Panlipunan
	MAPEH
CATMON NHS Principal: Bernadette Opay	AP
	Mathematics

II. MASTER TEACHER - II

SCHOOL / PRINCIPAL	SCHOOL
JOHN J. RUSSEL MEMORIAL HS Principal: Rosalina Amper	English
	TLE
PULONG BUHANGIN NHS Principal: Evangelina Cristobal	Filipino
	Mathematics
	Science
	MAPEH
PARTIDA HS OIC: Floserfida G. Tecson	Mathematics
AFGBMTS Principal: Rosauro Villanueva	English
	Mathematics
	Science



94



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Department of Education
Region III
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	Filipino
	MAPEH
	TVE-Cookery
	TVE-Plumbing
	TVE-Automotive
	TVE-Dressmaking

II. HEAD TEACHER VI

SCHOOL / PRINCIPAL	SCHOOL
PRENZA NATIONAL HS Principal: Ernesto Dizon	Science
	AP
	MAPEH
AFG BERNARDINO MEMORIAL TS Principal: Rosauro Villanueva	MAPEH
	TVE

III. HEAD TEACHER IV

SCHOOL / PRINCIPAL	SCHOOL
PULONG BUHANGIN NHS Principal: Evangelina Cristobal	Science
	TLE

IV. HEAD TEACHER III

SCHOOL / PRINCIPAL	SCHOOL
CATMON NHS Principal: Bernadette Opay	English
	TLE
	MAPEH
	Mathematics
	Filipino

V. HEAD TEACHER I

SCHOOL / PRINCIPAL	SCHOOL
PULONG BUHANGIN NHS Principal: Evangelina Cristobal	Filipino



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Enclosure No. 2 to Division Memorandum No. 207 s. 2022

SCHEDULE OF SELECTION PROCESS

DATE AND TIME	ACTIVITY	IN-CHARGE
June 27, 2022	Submission of original copies of documents of applicants to the Records Unit using the following colors of folders and the scoring worksheets as references in preparing the portfolio. Blue - for Master Teachers Yellow - for Head Teachers Note: All qualified interested applicants shall be required to submit their documents. If they are not interested to join the selection process, they will submit a waiver which will be attached to the documents of the applicants.	Applicants and Principals Records Unit
June 28-July 1, 2022	Evaluation of documents and preparation of initial Comparative Assessment Results (CAR)	AO IV of Personnel Unit and HRMPSB Secretariat
July 1, 2022 9:00 - 11:00 AM 1:00 - 5:00 PM	Examination and Interview of HT Applicants Online Exam Virtual Interview	HRMPSB Principals of schools requesting for reclassification
July 5, 2022 9:00 AM	Online Announcement of CAR	HRMPSB





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Enclosure No. 3 to Division Memorandum No. 207 s. 2022

COMPOSITION OF THE DIVISION HRMPSB

- | | | | |
|-------------|---|--|------------------------|
| Chairperson | - | Rowena T. Quiambao, CESE | -ASDS |
| Members | - | Gregorio C. Quinto, Jr., EDD | -CID Chief |
| | | Victoria O. Madrigal | -AO IV, Personnel Unit |
| | | Josefina S. Pedroche | -AO V |
| | | School Heads recommending reclassification | |
| Secretariat | - | Melissa Rodriguez | |
| | | Garry Salamat | |
| | | Crisanta Alfonso | |



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