



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

February 5, 2024

DIVISION MEMORANDUM  
NO. 050, s. 2024

**PROFILING OF SECONDARY SCHOOL HEADS AND TEACHERS TO BE USED FOR  
RECLASSIFICATION AND CONVERSION OF POSITIONS**

To: Assistant Schools Division Superintendent for Secondary  
Chief Education Program Supervisors  
Public Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 485, s. 2023 titled "Lifting Up of the Moratorium on the Submission of Requests for Processing of Equivalent Record Forms (ERFs), Conversion to Master Teacher Positions, and Reclassification of Positions", this Office announces the submission of requests for conversion and reclassification of positions in the secondary level.
2. All school heads are enjoined to submit their profiles on education and experience and the profiles of the teachers per learning area on or before February 12, 2024. The link to the MS forms and excel will be sent to the school heads.
3. Compliance to the Data Privacy Act of 2012 is assured by this Office. The collection and processing of personal information will only be for official use and reference for decisions of this Office.
4. School heads who recommend reclassification or conversion of items are enjoined to submit a letter of recommendation addressed to the Schools Division Superintendent with the notarized list of teachers and approved general class program and individual teachers' programs.
5. Immediate dissemination of and compliance to this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: RM 485, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects

PROMOTION  
RECLASSIFICATION



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