



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memo. 64, 2022
MEMORANDUM

TO : **PERSONNEL SELECTION BOARD (PSB), SURROGATE SUPERVISORS, PSDS, PICD, PRINCIPALS, TEACHERS**
This Division

FROM : **FELIX ROMY A. TRIAMBULO, CESO V (SGD)**
Schools Division Superintendent

SUBJECT : **IMMEDIATE SUBMISSION OF APPLICATIONS FOR RECLASSIFICATION TO TEACHER-II, TEACHER-III, MASTER TEACHER-I, MASTER TEACHER-II, MASTER TEACHER-III, and OTHERS**

DATE : **February 15, 2022**

The Schools Division of Dapitan City has pending Reclassification Applications for 75 Teacher-III, and one (1) Head Teacher-I submitted to DepEd Region IX Office from May 6, 2021 to December 29, 2021, which are not yet acted to date. There are three (3) new applications for Head Teacher-4 and 5 submitted on February 2, 2022.

Since the Schools Division of Dapitan City had fully utilized (ref: DBM Budget Circular No. 2018-3) the Master Teacher-1 Positions in the elementary and three (3) National High Schools with reference to DBM Regional Director Mark Louie C. Martin communication to DepEd Regional Director Dr. Ruth L. Fuentes, CESO IV dated December 11, 2021, there are no reclassification applications for Master Teacher-1 submitted to DepEd Region IX after that date.

The office is preparing an APPEAL / RECONSIDERATION for action on the pending applications for 75 Teacher-III and Head Teacher-I; and for Master Teacher-1 positions of 1) Anita T. Saguin, 2) Liezl Y. Ombay, 3) Louida C. Empeynado, 4) Susan S. Vertucio, 5) Jerry Jerum B. Galota, and others provided there are supporting documents. In relation to this I am asking IMMEDIATE SUBMISSION for other applications for Teacher 2 & 3; Master Teacher 1, 2 & 3; and other positions to have SUBSTANTIAL SUPPORTING DOCUMENTS.

OSDS-SDS-DM-2020-011

Department
Division of

RELEASED

NO 64 DATE 2/16/22
TIME 9:33 BY [Signature]



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Records Cynthia Dalman, HRMO Amythyst Diao, and PDO Ruby V. Paguntalan are to submit to SDS list of the pending applications including those for Master Teachers 1, 2 & 3 as soon as possible.

Surrogate supervisors, PSDS, PICD and Principals are tasked to encourage and assist respective teachers to accelerate the preparation of documents. **Only the Master Teacher Positions and other higher positions will be subject to the assessment of the PSB to accelerate the process, and hopefully promptly.**

After fifteen (15) calendar days, the SDS will send this appeal / reconsideration with your applications for reclassifications.

**In the Schools Division of Dapitan City,
Our Mindset is Doing what is Right,
With Heart and Soul Gladly Serving!**

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