

Republic of the Philippines

Department of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

October 6, 2025

DIVISION	MEMORAN	IDUM
No. 440	, S.	2025

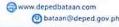
IMPLEMENTATION OF THE AUTOMATED TEMPLATE FOR RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP)

- To streamline and facilitate the processing of applications for the Reclassification of Teaching Positions, the Schools Division Office hereby adopts the use of the Automated Template for the Reclassification Form for Teaching Positions (RFTP), developed by Mr. Jumel "Ume" Caraig of the Personnel Unit.
- This automated template allows assessors to generate the essential details of a teacher's profile and requirements by simply entering the employee number. The following data will automatically appear:
 - Name
 - Current Position
 - Position Applied For
 - Station Code
 - Salary Grade & Step / Annual Salary
- Likewise, the system automatically generates the following assessment components:
 - Qualification Standards (QS)
 - Performance Requirements
 - PPST Indicators
 - Comparative Assessments (Education, Experience, Training, IPCRF)
 - Certificates of Involvement (COI) and Non-Curricular Outstanding Involvement (NCOI)
- This innovation is designed to lighten the workload of assessors, minimize
 manual errors, and promote accuracy, transparency, and efficiency in the
 reclassification process.
- 5. All assessors at the division, district, and school levels are directed to use the attached template as reference and working tool. A step-by-step guide on how to use the system can be found right within the template itself.















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- 6. For ready reference, a copy of the Automated Template for the Reclassification Form for Teaching Positions (RFTP) is hereby attached as Inclosure No. 1 to this Memorandum.
- 7. For the information, guidance, and compliance of all concerned.

CAROLINA S. VIÓLETA, EdD, CESO, V Schools Division Superintendent

Enclosure: As stated To be included in the Perpetual Index Under the following subjects RECLASSIFICATION SYSTEM

CAREER

PROGRESSION

October 03, 2025

Enclosure No. 1 - Download link & QR Code

https://bit.ly/ECPRFTP







