



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

October 6, 2025

DIVISION MEMORANDUM
No. 440, s. 2025

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

1. 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**.
2. 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:
 - o Name
 - o Current Position
 - o Position Applied For
 - o Station Code
 - o Salary Grade & Step / Annual Salary
3. Likewise, the system automatically generates the following assessment components:
 - o Qualification Standards (QS)
 - o Performance Requirements
 - o PPST Indicators
 - o Comparative Assessments (Education, Experience, Training, IPCRF)
 - o Certificates of Involvement (COI) and Non-Curricular Outstanding Involvement (NCOI)
4. 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. VIOLETA, EdD, CESO, V
Schools Division Superintendent

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

October 03, 2025

Enclosure No. 1 – Download link & QR Code

<https://bit.ly/ECPRFTP>

