



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

07 March 2025

DIVISION MEMORANDUM

No. 128, s. 2025

**SUBMISSION OF REQUIREMENTS FOR PLANTILLA ALLOCATION LIST
AND RECLASSIFICATION OF TEACHERS AND
SCHOOL HEAD POSITIONS**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In order for the Division Office to determine the number of applications for the reclassification during the election prohibition, this Office announces the resumption of requirements submission for the Plantilla Allocation List (PAL) and Reclassification starting **March 12, 2025**.
2. All concerned school heads and teachers are advised to submit the list of requirements attached to this memorandum (Please see Enclosure 1) to process the Plantilla Allocation List.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1. Applicants are advised to put index tab/ custom tab dividers for ease of identification and checking.
 - 3.2. Service Records must be updated in the current year (NBC No. 597)
 - 3.3. For Head Teacher, Master Teacher and School Principal positions, **the Division Office shall provide the approved Comparative Assessment.**
4. Applicants for School Principal I position should be in the current comparative assessment results, have obtained at least 60 points, and meet the following basic requirements as per DepEd Order 97 s 2011:

Education: Master's Degree in the field of Administration, Supervision, Leadership or Management;

Experience: Two (2) years as Head Teacher III for elementary; Two (2) years as Head Teacher VI for Secondary


Training: 48 hours of relevant training initiated, sanctioned, approved/ recognized by DepEd not used in the immediate previous promotion



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Performance Rating: At least Very Satisfactory for the last 3 consecutive years, or Outstanding for the last 2 consecutive year

5. Strict compliance and dissemination of this memorandum to all concerned is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ Submission of PAL and Reclass/
R2- 141304/ 03/07/2025



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

RECLASSIFICATION - REGION LEVEL

(TEACHER II & III, SPECIAL EDUCATION TEACHER II & III)

- ☐ Recommendation/Indorsement from the School Head
- ☐ Updated Service Record
- ☐ Approved Equivalent Record Form
- ☐ Duly Authenticated Transcript of Records for Masteral / Doctoral Program
(by the CHED) (if Approved ERF was until year 2020)
- ☐ Copy of the latest PSIPOP where the item is reflected *(JHS)*



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043) 722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.com



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

RECLASSIFICATION - REGION LEVEL

SCHOOL PRINCIPAL, MASTER TEACHER, HEAD TEACHER

- ☐ Recommendation/Indorsement from the School Head
- ☐ Updated Service Record
- ☐ Approved ERF (for HT only)
- ☐ Duly Authenticated TOR for Masteral/ Doctoral Program (by the CHED)
- ☐ Approved Comparative Assessment for the current Year
- ☐ School Form 7 (SF7) for the current year
- ☐ Copy of certificates of attendance (Basic Training Course for School Heads from NEAP (for Principal applicant only)
- ☐ List of Teachers per subject area with respective plantilla item number (for secondary)
- ☐ Performance Rating from effectivity of the latest appointment
 - () 2 years IPCRF if Outstanding for 2 consecutive years
 - () 3 years IPCRF if Very Satisfactory for 3 consecutive years
- ☐ Copy of the latest PSIPOP where the item is reflected (JHS)



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉deped.batangas@deped.gov.ph
🌐www.depedbatangas.com