



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

June 3, 2025

DIVISION MEMORANDUM
No. 276, s. 2025

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR RECLASSIFICATION OF SCHOOL
PRINCIPAL I POSITION**

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

1. Relative to DM-OUHROD-2025-1331, "Reclassification of Qualified Personnel for School Principal I position, the Division of Batangas hereby announces the submission of pertinent documents for reclassification.
2. All qualified personnel are required to submit the following documentary requirements:
 - a. Reclassification form for School Principal Position (RFSP)- (Annex-A)
 - b. Letter of intent addressed to the SDS containing the following information:
 - b.1 Statement of purpose/expression of interest
 - b.2 Position applied for
 - c. Duly Accomplished PDS (CSC Form 212, revised 2017) with work experience sheet
 - d. Photocopy of voter's ID and/ or any proof of residency
 - e. Photocopy of valid and updated PRC License/ID
 - f. Certificate of competency level issued by authorized body (if applicable)
 - g. Photocopy of scholastic/academic records (i.e., Special orders, transcript of records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available)
 - h. Photocopy of duly signed service record
 - i. Photocopy of certificate/s of relevant training
 - j. Certificate of Rating (COR) in the School Head Assessment
 - k. Photocopy of performance rating
 - k.1 Performance rating **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position.
 - l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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

m. Other documents as may be required by the Human Resource Merit and Promotion and Selection Board (HRMPSB) for the comparative assessment including but not limited to:

m.1 Means of Verification (MOV's showing Outstanding accomplishment, Application of Education, Application of Learning and Development reckoned from the date of issuance of appointment

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 on evaluation

4. The following qualification standards must be observed:

Position	Education	Experience	Training	Eligibility	School Head Assessment
School Principal I	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: curriculum, pedagogy, School management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer

5. Documents shall be accepted until **June 16, 2025**, at 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained.

6. For more information, kindly refer to DM-OUHROD-2025-1331, "Reclassification of Qualified Personnel for School Principal I position (Attached to this memorandum)

7. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.personnel@deped.gov.ph

8. Wide and immediate dissemination of this memorandum is desired.

marites a. ibanez
MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ Submission for Reclassification-SP-I/
R2-143567/ 06/03/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043)722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com



Republika ng Pilipinas

Department of Education

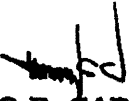
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1331

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : RECLASSIFICATION OF QUALIFIED PERSONNEL TO
SCHOOL PRINCIPAL I POSITION

DATE : May 27, 2025

In line with the commitment of the Department of Education (DepEd) to address the shortage of school principal items and to **establish a one school, one school principal deployment ratio**, DepEd, through the Bureau of Human Resource and Organizational Development (BHROD), has profiled **Head Teachers (HT), Assistant School Principals (ASP), and Teachers-in-Charge (TIC) with Current Designation as School Head** to facilitate the **immediate reclassification and retitling of qualified incumbents to appropriate School Principal positions**. This is likewise in line with the implementation of the *Transitory Provisions* for affected Head Teachers and Assistant School Principals pursuant to *Title V, Sections 23 and 24 of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 174 – Establishing the Expanded Career Progression (ECP) System for Public School Teachers* and in response to the recommendations of The Second Congressional Commission on Education (EDCOM II) to provide structured succession plan to prepare interim leaders, such as TICs, for permanent functions in recognition of their critical role in maintaining school operations and leadership continuity during transitions.

In anticipation of the implementation of EO 174 and its IRR, the mapping out of school heads conducted through the *Profiling of Prospective School Principals* and *School Head Quick Inventory* deployed last March 2025 took into account their qualifications vis-à-vis the proposed new Qualification Standards (QS) for School Principal I positions, as shown in Table 1, as well as the school head assessment (i.e., National Qualifying Examination for School Heads (NQESH), Principal's Test).

Table 1. *Proposed New Qualification Standards (QS) for School Principal I position*



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 5



Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer

Pending the issuance of comprehensive DepEd Order stipulating the *Guidelines on the Implementation of the Expanded Career Progression (ECP) System for Teachers and School Heads*, the immediate reclassification of qualified HTs, ASPs, and TICs, as profiled in the School Head Quick Inventory deployed last March 2025, shall be facilitated and given priority, in accordance with the approved QS by the Civil Service Commission (CSC) and pursuant to **DBM-DepEd Joint Circular No. 01, s. 2025** on the *Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System*^[1].

In this light, all **concerned Schools Division Offices (SDOs) and Regional Offices (ROs)** are hereby directed to undertake the following courses of action:

I. Schools Division Offices

- a. SDOs shall immediately commence the processing of reclassification of the profiled HTs, ASPs, and TIC with Current Designation as School Head to appropriate School Principal position, subject to the applicable assessments stipulated in **Enclosure No. 3 to DepEd Order (DO) No. 007, s. 2023 – Guidelines on Recruitment, Selection, and Appointment in the Department of Education; DO 21, s. 2024 – Amendments to DepEd Order No. 007; Sections 7.4 - Pre-requisites for classification of positions and 7.5 - Reclassification of Positions of the DBM-DepEd Joint Circular No. 01, s. 2025¹.**
- b. Pending the issuance of the *Guidelines on the Implementation of Expanded Career Progression System for Teachers and School Heads in the Department of Education*, **all profiled HTs, ASPs, and TICs**

¹ DBM-DepEd Joint Circular No. 01, s. 2025 - Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System:
<https://www.deped.gov.ph/wp-content/uploads/DepEd-DBM-JC-No.-01-s.-2025.pdf>

included in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position accessible through <https://bit.ly/25MonitoringSPReclassification>, who are NQESH/Principal's Test passers and have met the above-mentioned QS for School Principal I position, **shall be instructed by their respective SDOs to prepare and submit** the following pertinent documentary requirements for reclassification to School Principal I position on or before the deadline to be set by the SDO:

- i. **Reclassification Form for School Principal Positions (RFSPP) - (see Annex A)**
 - ii. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for
 - iii. Duly accomplished PDS (*CSC Form 212, Revised 2017*) with Work Experience Sheet;
 - iv. Photocopy of Voter's ID and/or any proof of residency;
 - v. Photocopy of valid and updated PRC License/ID;
 - vi. Certificate of Competency Level issued by Authorized body (if applicable)
 - vii. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - viii. Photocopy of duly signed Service Record;
 - ix. Photocopy of certificate/s of relevant training
 - x. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
 - xi. Photocopy of the Performance Rating:
 - Performance rating of **at least Very Satisfactory** in the last rating period covering one complete (1) performance cycle in the current position;
 - xii. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex G*); and
 - xiii. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment
- c. For the purposes of initial evaluation and computation of corresponding points for Education, Training, and Experience (ETE), the proposed new QS for School Principal I position, as shown in Table 1, shall apply.

- d. Criteria and point system stipulated in **Enclosure No. 3 to DepEd Order No. 007, s. 2023** and **DepEd Order No. 21, s. 2024** shall be the basis of the comparative assessment in computing the scores for *Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential*.
- e. Upon the completion of the assessment, the SDOs shall prepare and release the duly signed Comparative Assessment Results for Expanded Reclassification (CAREER) (see *Annex B*), for onward submission to the DepEd RO together with the duly-signed RFSPP of individual applicants and Plantilla Allocation List (PAL) (see *Annex C*) on or before **June 25, 2025**.
- f. For oversight purposes, all SDOs are expected to provide updates on the status of appointment of the profiled school principal prospectives, indicating whether they are currently occupying the same position, have been promoted to higher position, or have pending application for reclassification.

SDO HRMOs shall be responsible for reflecting timely updates in the Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position provided above (Item B). Additionally, should there be other personnel who are currently eligible for principal I position—NQESH/ Principal's Test passers and meet existing CSC-approved QS, SDO HRMOs shall update the list provided by including the name of the unprofiled personnel in the monitoring tool.

II. Regional Offices

- a. The Teacher Credentials Evaluator (TCE) in the RO shall immediately evaluate the submitted CAREER, RFSPP, and PAL for onward submission to the Regional Director for approval and signature.
- b. Upon approval, the RO shall submit the duly signed PAL to the Department of Budget and Management (DBM) Regional Office on or before **July 15, 2025**, for further evaluation and issuance of Notices of Organization, Staffing and Classification Action (NOSCA).
- c. The DepEd RO shall endorse the DBM-approved PAL and NOSCA to the DepEd SDO concerned to prepare and process the appointment papers and the necessary adjustment to the salaries.
- d. Oversee and provide technical assistance in terms of compliance and regular updating of the Division HRMOs on the *Monitoring Tool of Eligible Personnel for Reclassification of School Principal Position* to ensure accurate, timely, and efficient response to address the gap on the shortage of School Principal items.

Pursuant to Item D, Section 56 of the DepEd Order No. 007, s. 2023, queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the CAREER; and shall be responded to, in writing, by the HRMPSB within three (3) to seven (7) calendar days upon receipt of the query and/or clarification. Notwithstanding the existence of a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.

All other provisions on appointment stipulated in Part V(E) Appointment of the DepEd Merit Selection Plan and applicable rules and regulations as provided in the ORAOHRA shall strictly be adhered to.

Please note that all annexes referenced in this memorandum are accessible and downloadable via the link: <https://bit.ly/25ReclassificationTemplatesAnnexes>.

For concerns or queries, please contact the BHROD-HRDD by email at bhrod.hrdd@deped.gov.ph or via landline at (02) 8470-6630.

For your immediate dissemination and compliance.

Copy Furnished:
Office of the Secretary

DBM-DepEd JC 01, s.2025_Form No. 3-B

(Pursuant to Executive Order 174 titled, 'Establishing the Expanded System of Career Progression for Public School Teachers' and its Implementing Rules and Regulations (IRR) and DBM-DepEd Joint Circular No. 01, s. 2025 on the 'Modified Position Classification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System')

Agency: _____
Region: _____
Division: _____
Education: Elementary/Secondary

[illegible]

We hereby assume full responsibility for the veracity and accuracy of the basis for subject conversion of positions after thorough review and scrutiny of documents submitted and in accordance with existing legal bases and DepEd guidelines on the reclassification of School Principal positions. In addition, we certify to the correctness of all the above-stated entries and that employees whose names appear on the list are the incumbents of said positions. We further certify that the PS requirement covering the request for conversion shall be funded under the Lump-sum appropriation for conversion lodged in the DepEd RO.

Prepared by:

Recommending Approval:

Approved by:

Division HRMO

Schools Division Superintendent

Regional Director

Date:

Date:

Date:

Documentary Requirements:

To be submitted to DBM RO:

1. Letter Request of the Regional Director of DepEd
2. Plantilla Allocation List for Reclassification of School Heads Positions

Additional Documents for DepEd RO level only:

3. Endorsement of the Schools Division Superintendent
4. Certified Photocopy of Approved Reclassification Form for School Principal Positions (RFSPFP) for School Principal I, II, III, and IV (*DBM-DepEd Joint Circular No. 01, s.2025_Form No. 2-B*)
5. Certified Copy of the Comparative Assessment Results for Expanded Reclassification (CARER) reflecting the names of the teachers/school principal for reclassification
6. Certified Copy of aPSIPOP printout reflecting the names of the teachers/school principal for reclassification (only those pages containing such names)
7. Certification of Availability of Funds duly signed by the Budget Officer/Accountant/Bookkeeper
8. Certified copy of Sub-ARO

ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)

DBM-DepEd JC 01, s.2025_Form No. 2-B

Republika ng Pilipinas
Department of Education**RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)**

Name: _____ Current Position: _____
Position Applied: _____ Item Number: _____
Station/School: _____ SG/Annual Salary: _____
Level: _____ Kindergarten _____ Junior High School
_____ Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	To be filled-out by the HRMO	To be filled-out by the HRMO	
Training			
Experience			
Eligibility			

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

☐ Eligible Score _____
☐ Not Eligible

III. PERFORMANCE RATING: _____Must be at least **Very Satisfactory**

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCR) form, (which ever is applicable) in the last rating period

IV. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme: _____

Attested by: _____

Applicant

HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by: _____

Administrative Officer IV (HRMO)

Certified Correct

Administrative Officer V (Admin Services)

Recommending Approval:

Schools Division Superintendent

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director

ANNEX B - COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAReER)

COMPARATIVE ASSESSMENT RESULT FOR EXPANDED RECLASSIFICATION (CAReER)

Position: _____

Schools Division Office: _____

Date of Final Deliberation: _____

Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS							Remarks	For Background Investigation (Y/N)		For Recommendation (To be filled-out by the Schools Division Superintendent; Please sign opposite the name of the applicant)
		Education (10 pts)	Training (10 pts)	Experience (10 pts)	Performance (30 pts)	PPST COIs (Classroom Observation/ Demo Teaching) (25 pts)	PPST NCOIs (Portfolio Annotation and BEI) (15 pts)	Total (100 pts)		Yes	No	
1 Juan C. Dela Cruz												
2												
3												
4												
5												

Prepared by the HRMPSB
(All members should affix signature)

Recommending Approval:

Name and Position
HRMPSB Member

Name and Position
HRMPSB Member

Name and Position
HRMPSB Chairperson

Name and Position
HRMPSB Member

Name and Position
HRMPSB Member

Schools Division
Superintendent



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

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITION (RFSP)

Name _____ Current Position _____
Position Applied _____ Item Number _____
Station/ School _____ SG/ Annual Salary _____
Level ☐ Kindergarten ☐ Junior High School
☐ Elementary ☐ Senior High School

I. Qualification Standard

Elements	QS of the Position	QS of the Applicant	Remarks
Education	Master's Degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management		
Training	32 hours of training in any of or a cumulative of the following: curriculum, pedagogy, School management and Operations, Instructional Leadership acquired within the last 5 years		
Experience	5 years teaching experience and 1-year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision		
Eligibility	RA 1080 (Teacher)		

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEAD ASSESSMENT (or its equivalent)

☐ Eligible Score _____
☐ Not Eligible

III. PERFORMANCE RATING: _____

Must be at least **Very Satisfactory**

Attached certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCR) form, whichever is applicable

IV. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishment	Application of Education	Application of L&D	Potential	Total

Conforme:

Applicant

Attested By:

GREGORIO T. MUECO, CESO VI
HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

JOEMAR B. PEREZ
Administrative Officer IV (HRMO)

Certified Correct:

LOU C. PANALIGAN
Administrative Officer V (Admin Services)

Recommending Approval:

MARITES A. IBANEZ, CESO V
Schools Division Superintendent



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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

VI. **DEPED REGIONAL OFFICE ACTION**

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer
OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.