

**Creation/ Reclassification/ Conversion/ Upgrading of Positions and Other Staffing Modification Actions**

CHECKLIST	(/)	CLARIFICATORY COMMENTS
1. Agency Request		
2. Additional requirements, as applicable:		
<b>For reclassification of positions of DepEd due to approved ERFs</b>		
a) List of positions requested for reclassification (Position Allocation List (PAL)) / Revised PAL for Reclassification of Teaching Positions due to Approved Equivalent Record Forms (ERFs)		Evaluation will <b>only</b> be based on the submitted list, there is no need to attached the ERF documents and the list should be duly certified by the responsible Officers.  Use the prescribed <b>"FORM F"</b>
<b>For conversion to Master Teacher positions of DepEd</b>		
a) List of positions requested for conversion (Position Allocation List (PAL)) / Revised PAL for Reclassification of Master Teachers		Evaluation will <b>only</b> be based on the submitted list, there is no need to attach the ERF documents and the list should be duly certified by the responsible Officers.  Use the prescribed <b>"FORM F"</b>
b) For Secondary Schools:		
- Updated List of Teachers by Subject Area		
<b>For reclassification of School Head positions of DepEd:</b>		
a) List of positions requested for reclassification (Position Allocation List (PAL)) / Revised PAL for Reclassification of School Heads		Evaluation will <b>only</b> be based on the submitted list, there is no need to attach the ERF documents and the list should be duly certified by the responsible Officers.  Use the prescribed <b>"FORM F"</b>
<b>For reclassification/upgrading/conversion of positions due to National Budget Circular (NBC) No. 461:</b>		
a) Endorsement Letter from the CHED Regional Office		
b) Approved NBC No. 461 Zonal Print-out		
c) Plantilla of Personnel and Salary Adjustments		
d) Endorsement of the proposal by the TESDA Director-General (for TESDA only)		
e) Governing Board Resolution favorably endorsing the submissions, if SUCs		
f) Certification of Accreditation for Professor Positions, if entering the rank for the first time		
<b>For abolition and creation/ reclassification/ conversion/ upgrading of positions:</b>		
a) Justification for abolition and creation/ reclassification/ conversion/ upgrading of positions		
b) Prioritized list of positions for creation/ reclassification/ conversion/ upgrading of positions		
c) Detailed computation of PS requirement		Certified by the Responsible Officers
d) Organizational Chart, if applicable (proposal for items with generic positions but different designations/functions)		
e) Deployment Report		
f) Board Resolution approving the proposed staffing modification, if SUCs		
g) Enrolment Data and its Full-time Equivalent for the immediate two (2) years		
h) Certification that the incumbent fully meets the qualification standards set by the CSC (reclassification only)		
i) Duly accomplished Position Description Form (PDF)		For reclassification of positions. Both for the incumbent's old/existing position and new position (to be promoted to)