



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

## RECLASSIFICATION CHECKLIST

TEAHUB NO.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

- Indorsement/Recommendation from the SDS
- Duly accomplished Form 212
- Updated Service Record
- Transcript of Records for Masteral Program/Doctoral
- Ranklist for the current year
- Performance rating for last three (3) consecutive years
- SF-7 for the current year
- Copy of seminar attended  
(Basic Training Course for School Heads)
- From NEAP (For Principal applicant only)
- Plantilla Allocation List (MT only) - 4 copies
- List of teachers per subject area (For Secondary)
- ERF (HT only)

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



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Certificate No. PHP QMS  
22 93 0085



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