



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

October 1, 2025

DIVISION MEMORANDUM
OSDS-2025-0196

To : Members of the Human Resource Merit Promotion and Selection Board (HRMPSB)
Non -Teaching HRMPS District Focal

Subject: **RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP) CONSOLIDATION**

1. This is to inform all concerned that the **Reclassification Forms for Teaching Positions (RFTP)** submitted by the districts have been officially received by the Division Office.
2. To facilitate the consolidation process, all Non-Teaching HRMPS District Focals are hereby directed to **report to the Conference Room, Division Office on October 2, 2025.** (please refer to this link for the list of NTP HRMPS District focals- <https://tinyurl.com/4nh7h3rp>)
3. The consolidated forms shall then be prepared for further processing and submission to the DepEd Regional Office.
4. Attendance of all concerned is enjoined to ensure the accurate, efficient, and timely consolidation of the RFTP.
5. Expenses incurred relative to the this the activity shall be charged against local funds, school MOOE, or other available and appropriate funding sources, subject to eexisting accounting and auditing rules and regulations.
6. For the information and guidance of all concerned.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

EDUARD C. AMOGUIS
Chief-Curriculum Implementation Division



PER/rbg

FN: RECLASSIFICATION FORM FOR TEACHING POSITIONS (RFTP) CONSOLIDATION



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