



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

1.5 FEB 2021

DIVISION MEMORANDUM
No. 100, s. 2021

**SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION OF ITEMS
FOR SCHOOL HEAD POSITIONS IN THE DIVISION OF NEGROS ORIENTAL**

TO: Public Schools District Supervisors/District-In-Charge
Public Elem/Secondary Schools Administrators
Teaching/Non-Teaching Personnel
Others Concerned

1. The field is hereby informed that the division office will now accept submission of documents for reclassification of items for the school head positions in Elementary and Junior High School level.

2. Interested School Heads and Teachers-In-Charge of this division are instructed to submit certified copies of documents for evaluation and assessment to the Office of the Schools Division Superintendent, in one (1) folder on or before February 26, 2021.

- a) Letter of intent;
- b) Duly Accomplished Form 212 (Personal Data Sheet);
- c) Official Transcript of Records/certification if completed academic requirements for Masteral/certification for MA units duly certified by the school registrar;;
- d) Service Record duly signed by the Administrative Officer V;
- e) Designation as Teacher-In-Charge;
- f) Three (3) recent approved Performance Rating (SY 2017-2018, 2018-2019 and 2019-2020);
- g) Certificates/Proofs of Outstanding Accomplishment;
- h) Certificate of Basic Training Course for School Heads certified by NEAP;
- i) SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment;
- j) Other pertinent documents with table of contents and proper tabbings.

3. Enclosed are the basic requirements for reclassification for each position as per **DepEd Order 97, s. 2011**.

3. For information and guidance.

Priscillo
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
2/11/2021

Incl.: As stated.

SPP/FCL-NLR/AdS/LEP/ycadiante
February 9, 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644
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Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years teaching and TIC or OIC for at least 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	Complete Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	18	Complete Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years



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Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management (Principal Passer)	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years



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