



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

**Office of the Schools Division
Superintendent**

23 NOV 2021

DIVISION MEMORANDUM
No. 907, s. 2022

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. All interested and qualified school heads and Teachers-In-Charge of this Division are instructed to submit complete documentary requirements, arranged and properly labeled for evaluation and assessment, in one (1) BLUE folder on or before **December 9, 2022** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

- a) Letter of Intent;
- b) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c) Photocopy of Certificate of Eligibility/Rating/License;
- d) Photocopy of Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
- e) Photocopy of Service Record or Certificate of Employment;
- f) Photocopy of Designation/s as Teacher-In-Charge;
- g) Photocopy of Certificates of Training;
- h) Photocopy of three (3) recent approved Performance Rating (SY 2019-2020, 2020-2021 and 2021-2022);
- i) Outstanding/meritorious accomplishments:
 - Awards - the certificate/medal/plaque
 - Innovation - as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)




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Email Address:negros.oriental@deped.gov.ph

- Research and Development Project - must be approved by the Schools Division Superintendent
 - Publication/Authorship - with analysis and must be educational
 - Consultancy/Resource Speaker - must be supported by any of the ff: memorandum, invitation letter, authority to travel, etc.
- j) Checklist of Requirements and Omnibus Certification/Waiver (Enclosure No. 2; and
- k) Certificate of Basic Training Course for School Heads certified by NEAP;
- l) SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment;

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

4. For information and guidance.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
11/21/22

Incl: As stated

SPP/NLR-MKP-JMA/AdS/LBY/jcadiante
November 21, 2022



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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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CHECKLIST OF REQUIREMENTS

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

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/ Subcommittee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 assessment, if applicable			
j.	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k.	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			
l.	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m.	Other documents as may be required			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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

Attested:

 Human Resource (HR) Office / Subcommittee

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 e lectronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent refere ce.