



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 130, s. 2020

**CALL-UP FOR THE SUBMISSION OF DOCUMENTS FOR RANKING ON
RECLASSIFICATION OF SCHOOL HEAD POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. Pursuant to the provisions of DepEd Order No. 97, s. 2011, also entitled "Revised Guidelines on the Allocation and Reclassification of School Head Positions," interested and qualified school head applicants holding the plantilla positions of Head Teacher I, II, III, School Principal I, and II and including Teacher I, II, III, who were designated as Teacher-in-Charge for at least one (1) school year, regardless of age, sex, civil, economic status, religious belief and affiliation, cultural group and physical circumstances may submit the documents listed hereunder to Mr. Arnold S. Magdaet, Administrative Officer V, **not later than 5:00pm of July 31, 2020** as follows:
 - a. Justification for the reclassification of position;
 - b. Duly accomplished Personal Data Sheet (CS Form 212);
 - c. Certified, Authenticated, Verified (CAV) Transcript of Records;
 - d. Updated Service Records;
 - e. Performance Rating for the last three (3) consecutive school years;
 - f. Certificates/Proofs of Outstanding Accomplishments;
 - g. Equivalent Records Form for Head Teachers, Position Description Form for Principals;
 - h. NEAP Certification as to the result of the NQEP Taken and Basic Training Course for School Heads attended;
 - i. SBM Task Force's certification as to the rating obtained in the internal and external stakeholders' assessment;
 - j. Enrolment Data In the Present School Assignment
2. For more information, please refer to DepEd Order No. 97, s. 2011, and Division Memorandum 125, s. 2019, also entitled "Guidelines on the Reclassification of School Head Positions."
3. For immediate and wide dissemination.

PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent



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