



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. 191, s. 2022

MAY 27 2022

RECLASSIFICATION OF SCHOOL HEAD POSITIONS

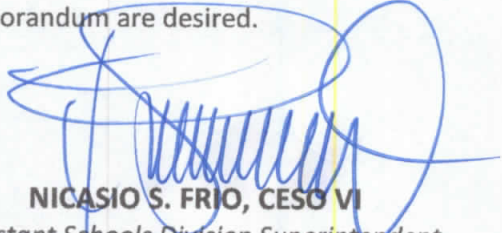
To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All concerned

1. This is to announce to the field that the Office of the Schools Division Superintendent, thru the Division Human Resource Management Office, is now accepting application documents for the reclassification of School Head positions.

2. 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 to III), School Principal (I to II), and Teachers I to III who were designated as Teacher-In-Charge for at least one (1) school year, regardless of age, sex, civil and economic status, religious belief or affiliation, and cultural group may submit the documents listed hereunder to the Records Unit not later than **5 p.m. of May 31, 2022**:

- a. Letter of Intent
- b. Duly accomplished and notarized Personal Data Sheet (CS Form 212)
- c. Certified, Authenticated, and Verified (CAV) Transcript of Records
- d. Updated Service Record
- e. Performance Rating for the last three (3) consecutive school years
- f. Certificates/Proof of Outstanding Accomplishments
- g. Equivalent Records Form for Head Teachers and Position Description Form for School Principals
- h. NEAP Certification on the result of the NQEP and Basic Training Course for School Heads
- i. SBM Task Force's certification on the rating obtained in the internal and external stakeholders' assessment
- j. Enrolment data in the present school assignment

3. Immediate dissemination of and compliance with this Memorandum are desired.


NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

References:

DEPED ORDER NO. 97, s. 2011
DEPED ORDER NO. 39, s. 2009
DEPED ORDER NO. 42, s. 2007
DECS ORDER NO. 5, s. 1998



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