



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

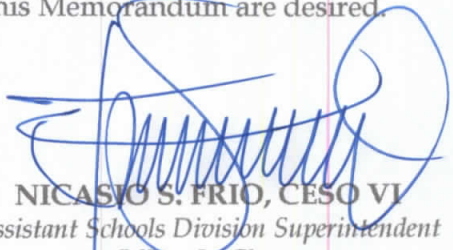
DIVISION MEMORANDUM
NO. 224, s. 2022

JUN 14 2022

**SUBMISSION OF PERTINENT DOCUMENTS FOR THE RECLASSIFICATION
OF SCHOOL HEAD POSITIONS**

To: Assistant Schools Division Superintendent
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the initiative of this Division to provide opportunities for upscaling positions through reclassification, School Heads, who have undergone the initial evaluation of their qualifications and obtained a total score of sixty (60) with ten (10) being the minimum for the portion of Outstanding Accomplishments, are enjoined to submit the pertinent documents relative to the reclassification of their current positions.
2. Listed hereunder are the documents to be submitted organized with ear tabs placed in a purple expanded folder to the Division Records Section not later than 5 p.m. of June 16, 2022:
 - a. School Heads Position Reclassification Assessment Form (*see Annex A*)
 - 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 (*see Annex B and C*)
 - 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





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SCHOOL HEADS POSITION RECLASSIFICATION
ASSESSMENT FORM

Name of Applicant: _____ School: _____
 Current Position: _____ Position Applied For: _____

Criteria	Scoring	Maximum Points	Points Earned
A. Performance Rating	Numerical Rating (Avg of ratings multiplied by 2)	Points	20
	9.4-10	20	
	8.7-9.3	16	
	8.0-8.6	12	
	7.3-7.9	8	
B. Experience	Experience must be relevant to the duties and functions, including the mentoring and coaching experiences, of the position to be reclassified, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given a corresponding point.		10
	Example: 1 yr. & 5 mos. $1\frac{5}{12} = 1.4$ points		
C. Outstanding SBM Related Accomplishments	c.1. Outstanding Employee Award (5 points)		30
	Awardee in the school	1 pt.	
	Nomination in the division/awardee in the district	2 pts.	
	Nomination in the region/awardee in the division	3 pts.	
	Nomination in the Department/awardee in the region	4 pts.	
	National awardee	5 pts.	
	c.2. Innovations (5 points)		
	Innovations in work plans properly documented, approved by immediate chief and attested by authorized regional/division official, and focused on instructional leadership, educational management and curriculum innovations:		
	Conceptualized	- 1 pt.	
	Started the implementation	- 2 pts.	
Fully implemented in the school	- 3 pts.		
Adopted in the district	- 4 pts.		
Adopted in the division	- 5 pts.		
c.3. Research and Development Projects (10 points)			
Action research conducted in the school level	- 5 pts.		
Full-blown research conducted in the district level	- 7 pts.		
Full-blown research conducted in the division level	-10 pts.		





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	<p>c.4. Publication/Authorship related to Education or School Improvement (5 points) Articles published in a journal/newspaper/magazine of nationwide circulation (per article but not to exceed 4 pts) - 2 pts.</p> <p>Co-authorship of book (shall be divided by the number of authors) - 4 pts.</p> <p>Sole authorship of an educational or School-Improvement-related book - 5 pts.</p> <p>c.5. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia (5 points) District level - 1pt. Division level - 2 pts. Regional level - 3 pts. National level - 4 pts. International level - 5 pts.</p>			
<p>D. Education and Training Related to SBM/Leadership and Management</p>	<p>d.1. Education (10 points) Complete Academic Requirements for Master's Degree - 6 pts. Master's Degree - 7 pts. Complete Academic Requirements for Doctoral Degree - 9 pts. Doctoral Degree - 10 pts.</p> <p>d.2. Training (5 points) Participant in a specialized training e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points. - 5 pts.</p> <p>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions: District level - 1pt. Division level - 2 pts. Regional level - 3 pts.</p> <p>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions: National level - 4 pts. International level - 5 pts.</p> <p>Chair/Co-chair in a technical/planning committee District level - 1pt. Division level - 2 pts. Regional level - 3 pts. National level - 4 pts. International level - 5 pts.</p>		<p>15</p>	





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E. Potential	This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher-level positions.	10	
F. Psychosocial Attributes and Personality Traits	This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be an asset to the entire system and utilize his/her talents and expertise to the maximum.	15	

Note: Candidate must obtain at least a total of sixty (60) points and ten (10) of which must come from Outstanding Accomplishments as the minimum for the criteria.



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		SCHOOL PRINCIPAL II			
2. ITEM NUMBER		2. SALARY GRADE			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> PROVINCE <input type="checkbox"/> CITY <input type="checkbox"/> MUNICIPALITY		<input type="checkbox"/> 1ST CLASS <input type="checkbox"/> 2ND CLASS <input type="checkbox"/> 3RD CLASS <input type="checkbox"/> 4TH CLASS		<input type="checkbox"/> 5TH CLASS <input type="checkbox"/> 6TH CLASS <input type="checkbox"/> SPECIAL	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION/ PLACE OF WORK		
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors		[]	[]	General Public	
Non-Supervisors		[]	[]	Other Agencies	
Staff		[]	[]	Others (Please Specify): _____	
18. WORKING CONDITION					
Office Work		[]	[]	Others (Please Specify): _____	
Field Work		[]	[]		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					

