



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

No. 125, s. 2019

GUIDELINES ON THE RECLASSIFICATION OF SCHOOL HEAD POSITIONS

To: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
School Principals
Head Teachers

1. Pursuant to DepEd Order No. 97, s. 2011 otherwise entitled as *Revised Guidelines on the Allocation and Reclassification of School Head Positions*, this schools division office shall implement and adopt the following personnel actions for the reclassification of school head positions both in the elementary, integrated and secondary level as follows:

- a. School Head positions shall refer to Head Teacher I, II, and III and School Principal I, and II both in the elementary, integrated and secondary level.
- b. Except for HT I and SP I, reclassification shall no longer be anchored on the total number of teachers but rather on the merit and performance indicated in the requirements for the position.
- c. Reclassification may only be allowed after three (3) consecutive years of a least Very Satisfactory (VS) or two (2) consecutive years of Outstanding (O) performance from the effectivity of the latest appointment.
- d. The basic requirements for reclassification to the desired school head positions is stipulated in Enclosure No. 1 of this memorandum.
- e. Required experience must be relevant to the position such as designated as TIC who had served at least one (1) year in public schools.
- f. An incumbent Head Teacher III in the elementary level supervising at least nine (9) teachers for a least three (3) years may request for reclassification of his/her position to School Principal I, provided all the requirements stipulated in these guidelines, except the experience, are satisfied.
- g. Citations/awards granted to the Head Teacher or Principal for outstanding accomplishments such as moving the school to a higher level of SBM practices/accreditation like Brigada Eskwela Awardee and APPES and/or Sterling, etc., shall be given consideration.
- h. The applicants for School Principal I positions shall have:
 - a. Passed the National Qualifying Examination for Principals (NQEP) and completed the Basic Training Course for School Heads as certified by the National Educators Academy of the Philippines (NEAP);
 - b. Obtained at least fifty per cent (50%) of the indicators for internal and external stakeholders' as assessed and certified by the Division SBM Task Force (using the SBM assessment tools); and
 - c. Obtained at least ten (10) points of the Psychological Attributes and Personality traits as assessed and certified by the Division Human Resource Management and Personnel Selection Board.
- n. The applicants for HT I to VI and SP I to IV positions shall be certified by the NEAP to have attended the required trainings for the desired position. Trainings attended shall be attested as true and correct by the SDS and shall be submitted to the NEAP through the Regional Office.

- o. Incumbent Principals I, II, and III, and passers of the Qualifying Examination for Principals (QEP) are exempted from taking the NQEP. However, the applicant shall attach his/her QEP rating administered by the Region.
- p. The pertinent documents for submission by the applicant are as follows:
- Justification for the reclassification of position;
 - Duly accomplished Form 212 (Personal Data Sheet – revised 2017)
 - Certified, Authenticated and Verified (CAV) Transcript of Records;
 - Service records
 - Performance Rating Sheet for the last three (3) consecutive years;
 - Certificates / Proof of outstanding accomplishments;
 - Equivalent Records Form (ERF) for Head Teacher positions; Position Description Form for School Principal I positions;
 - NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended;
 - SBM Task Force's certification as to the rating obtained in the internal and external stakeholders' assessment;
 - Division HRMPSB's certification on the points obtained in the Psychological Attributes and Personality Traits assessment; and
 - Enrolment Data in the present school assignment, including cluster of schools handled if any.
- q. Applicants for reclassification must obtain at least sixty (60) points to deserve the reclassification. The Division HRMPSB shall conduct the evaluation of documents submitted and a thorough interview of the applicants. Below are the criterion and corresponding points to wit:

| Criteria | Maximum No. of Points |
|---|-----------------------|
| Performance Rating | 20 |
| Experience | 10 |
| Outstanding Accomplishments | 30 |
| Education and Training | 15 |
| Potential | 10 |
| Psychological Attributes and Personality Traits | 15 |
| TOTAL | 100 |

- r. Immediate and widest dissemination of this memorandum is desired.


MA. LORLINIE M. ORTILLO, CESO VI
 Schools Division Superintendent