



MEMORANDUM

TO : OIC- Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 OIC – Chief School Governance and Operation Division
 All Elementary and Secondary School Heads
 All Others Concerned

FROM : *Doris D.J. Estalilla*
DORIS D.J. ESTALILLA
 OIC – Office of the Schools Division Superintendent

SUBJECT: **GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS (Teacher/Officer-In-Charge, Head Teachers, Principals)**

DATE: March 9, 2018

1. Pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001), there shall be a school head for all public elementary and secondary schools or a cluster thereof.
2. The selection, promotion and designation of school heads shall be anchored on the principles of merit, competence, fitness and equality. CSC Omnibus rules on Appointment and other personnel, Rule X, Section 1 provides that the appointee must meet the approved qualification standards for which he is being appointed. Rule X, Section 2 further provides that the qualification standards prescribe in the Manual are the minimum and basic requirements for the position. However, agencies may provide higher standards for their positions.
3. Relative thereto, this office announces the Ranking for School Heads (Teacher/Officer- In-Charge, Head Teacher I to Principal III) Positions to fill up natural vacancies for Elementary and Secondary Schools and implements the qualification standards for Calendar Year 2018. (Please see Enclosure 1)
4. Applicants for Teacher/Officer-In-Charge, Head Teacher, and Principal position must possess executive and managerial competence in addition to the following criteria:

Natural Vacancies		Reclassification of positions	
<i>Criteria</i>	<i>No. of Points</i>	<i>Criteria</i>	<i>No. of Points</i>
Performance Rating	30	Performance Rating	20
Experience	10	Experience	10
Outstanding Accomplishment	30	Outstanding Accomplishment	30
Education and Training	20	Education and Training	15
Potential	5	Potential	10
Psychosocial Attributes and Personality Traits	5	Psychosocial Attributes and Personality Traits	15
TOTAL	100	TOTAL	100



5. Policies pertaining to Head Teachers
 - a. Assignment of Head Teachers in secondary schools shall be one per subject area with priority on the core subject area

6. Policies pertaining to allocation and Reclassification of School Head Positions (DepEd Order No. 97, s. 2011)
 - a. Reclassification may be resorted to if there is no available vacant school head position.
 - b. Further reclassification may only be allowed after three (3) consecutive years of at least Very satisfactory or two (2) consecutive years of outstanding performance from effectivity of the latest appointment.
 - c. A candidate must obtain at least sixty (60) points to deserve the reclassification.
 - d. Outstanding accomplishments shall have a minimum points of ten (10) points.

7. For detailed information on Reclassification of School Head Positions of School Head positions, applicants are advised to please refer to DepEd Order No. 97, s. 2011.

8. To facilitate the evaluation of the applicants' documents and the prompt preparation of the rank list, the following guidelines are hereby released for the information and guidance of the field:
 - a. Include in the rank list only those candidates or applicants who met the basic qualification requirements as indicated in this memorandum.
 - b. The rank list shall apply to natural vacancies, new items and reclassification of positions.
 - c. Any activity or accomplishments already used for an earlier promotion will no longer be credited for the next promotion. Accomplishments to qualify for the credit points will be for the last three years, if not yet used for previous promotion.
 - d. Activities and accomplishments shall be properly documented, approved by immediate chief and attested by authorized regional/division official.
 - e. All qualified applicants are required to submit one (1) original copy and one (1) photocopy of their documents to the school/district ranking committee with the table of contents/index.

9. Initial evaluation/screening of papers will be done at the District Level. Screening committee is advised to ensure that all documents submitted by the applicants are true and correct.

10. Qualified applicants together with all the required documents (original copy) should be officially transmitted by the Public Schools District Supervisor/ Liaison Officer. Incomplete documents will not be accepted.



11. The schedule of activities relative to the ranking of school Heads are as follow:

DATE	ACTIVITIES
March 12-16, 2018	Announcement and submission of documents at the District level
March 19-23, 2018	Initial screening of documents, review and evaluation by the District Selection Committee
March 26, 2018	Submission of documents at the division Office
April 10-13, 2018	Final Review, Evaluation and Open Ranking by the Personnel Selection Board
April 16-20, 2018	Preparation and submission of rank lists to the SDS for approval
April 24, 2018	Posting of Rank list to division Office, District Offices and Schools

12. Final rank list should be signed by the Personal Selection Board concerned, as stipulated in the appropriate Division Memorandum, and approved and signed by the Schools Division Superintendent.

13. For guidance and strict compliance.

UM 117 s.2018

#Asds/3/9/18



Enclosure No. 1 to Division Memo No. 117 s. 2018 (Qualification Standards)

For Elementary Schools

Position title	Minimum Qualification	
	For designation or natural vacancy	For reclassification
	Education and experience	Education and experience
Teacher-In-Charge/ Officer-In-Charge	Bachelor's degree plus 12 MA units in educational management; Teacher III for three (3) years; or Teacher II for at least (4)years; or an aggregate of Teacher II and Teacher III for five years; presently assign in school where TIC is needed.	
Head Teacher I	Bachelor's degree in Education plus 12 MA units in Educational Management; Teacher-In-Charge for one (1)year; or Teacher III for three (3)years, if no Teacher III in school, Teacher II for at least four (4)years; or an aggregate of Teacher II and Teacher III for five (5) years	Bachelor's Degree in Education plus 12 MA units in Educational Management; Teacher III for three (3) years or aggregate of Teacher II and Teacher III for three (3) years; and Teacher-In-Charge for one (1) year; with at least 6 teachers.
Head Teacher II	Bachelor's Degree in Education; plus 18 MA units in Educational Management; Head Teacher I for one (1 year; TIC for one (1) year aggregate of Teacher II and III for four (4)years	Bachelor's Degree in education plus 24 MA units in educational management; Head Teacher 1 for 1 year
Head Teacher III	Bachelor's degree in Education; plus 21 MA units in education; Head Teacher for two (2) years; or Teacher-In-Charge for two (2) years; Aggregate of Teacher II and III for 5 years	Bachelor's degree in Education plus 36 MA units in education; Head Teacher II for two (2) years
Principal 1	Bachelor's degree in Education plus 27 MA units in Educational Management; He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III. Must pass the principal examination	
Principal II	Bachelor's Degree in Education plus 33 MA units in Educational Management; one (1) year as principal I	Master's degree in the fields of educational management plus 6 doctoral units; One (1) year as Principal I
Principal III	Bachelor's degree in Education plus Complete Academic Requirements for MA in Educational Management; Two (2) years as Principal	Master's Degree in the fields of educational management plus 12 doctoral units; Two (2) years as Principal II

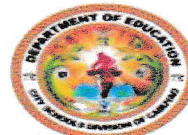


For Secondary Schools

Position title	Minimum Qualification	
	For designation or natural vacancy	For reclassification
	Education and experience	Education and experience
Teacher-In-Charge/ Officer-In-Charge	Bachelor's degree plus 12 MA units in educational management; Teacher III for three (3) years; or Teacher II for at least (4)years; or an aggregate of Teacher II and Teacher III for five years; presently assign in school where TIC is needed.	
Head Teacher I	Bachelor's degree in Education plus 12 MA units in Educational Management; Teacher-In-Charge for one (1)year; or Teacher III for three (3)years, if no Teacher III in school, Teacher II for at least four (4)years; or an aggregate of Teacher II and Teacher III for five (5) years	Bachelor's Degree in Education plus 12 MA units in Educational Management; Teacher III for three (3) years or aggregate of Teacher II and Teacher III for three (3) years; and Teacher-In-Charge for one (1) year; with at least 6 teachers.
Head Teacher II	Bachelor's Degree in Education; plus 18 MA units in Educational Management; Head Teacher I for one (1 year; TIC for one (1) year aggregate of Teacher II and III for four (4)years	Bachelor's Degree in education plus 24 MA units in educational management; Head Teacher 1 for 1 year
Head Teacher III	Bachelor's degree in Education; plus 21 MA units in education; Head Teacher for two (2) years; or Teacher-In-Charge for two (2) years; Aggregate of Teacher II and III for 5 years	Bachelor's degree in Education plus 36 MA units in education; Head Teacher II for two (2) years
Head Teacher IV	Bachelor's degree in Education plus 24 MA units in education; Head Teacher for three (3) years; or Master Teacher for two (2) years	Completed Academic Requirements in the field of educational management; Head Teacher III for two (2) years
Head Teacher V	Bachelor's degree in Education plus 24 MA units in education; Head Teacher for four (4) years; or Master Teacher for three (3) years	Completed Academic Requirements in the field of educational management; Head Teacher IV for two (2) years
Head Teacher VI	Bachelor's degree in Education plus 24 MA units in education; Head Teacher for five (5) years; or Master Teacher for four (4) years	Master's degree in the field of educational management; head teacher V for two (2) years
Principal 1	Bachelor's degree in Education plus 27 MA units in Educational Management; He/she must have an experience of at least five (5) years in the aggregate as Head Teacher,	



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A, CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



	Teacher-In-Charge, Master Teacher and Teacher III. Must pass the principal examination	
Principal II	Bachelor's Degree in Education plus 33 MA units in Educational Management; one (1) year as principal I	Master's degree in the fields of educational management plus 6 doctoral units; One (1) year as Principal I
Principal III	Bachelor's degree in Education plus Complete Academic Requirements for MA in Educational Management; Two (2) years as Principal	Master's Degree in the fields of educational management plus 12 doctoral units; Two (2) years as Principal II

Enclosure No. 2 to Division Memo No. 117 s. 2018 (Division Selection Committee)

DIVISION SELECTION COMMITTEE

ORA_OHRA 2017 page 46

The Division Human Resource Merit Promotion and Selection Board shall be composed of the following:

Chair: **Elvira B. Catangay, Ed.D.**
OIC-Assistant Schools Division Superintendent

Members: **Jose Charlie S. Aloquin, Ph.D-** OIC- Chief SGOD
Edna F. Hemedez, Ed.D. – Chief CID
Jhoanna M. Manzanero - HRMO
Noel G. Sequito, Ed.D. – AO
Romeo G. Billones –PA President

Secretary: **Lainey Anne Alporha**
Jewell R. Jain