

July 1, 2019

DIVISION MEMORANDUM

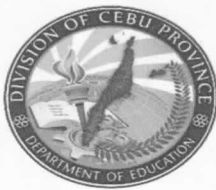
No. 374, s. 2019

**RANKING OF ELEMENTARY AND SECONDARY HEAD TEACHER AND
SCHOOL PRINCIPAL POSITIONS FOR NATURAL VACANCIES AND
RECLASSIFICATION OF POSITIONS FOR S.Y. 2019-2020**

To: Assistant Schools Division Superintendent
Division Chiefs
Education Supervisors / Coordinators
Public Schools District Supervisors/ OICs
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned

1. This Office announces the ranking of Elementary Head Teacher I-III, Secondary Head Teacher I-VI and Elementary and Secondary School Principal I-IV positions following the modified qualification standards contained in DepEd Order No. 39, s. 2007, "Modified Qualification Standards for the Positions of Head Teachers and Principals".
2. Applicants who do not meet the modified qualification standards for the positions of Elementary and Secondary Head Teachers and School Principals are automatically disqualified to advance in the screening process.
3. Shifting of career line from being a master teacher to a school principal is allowed once as provided for in DepEd Order 82, s. 1997, "Revised Guidelines on Shifting from Master Teacher Position to Administrative Position and Vice-Versa".
4. Applicants to Principal I position must pass the National Qualifying Examination for School Heads (NQESH)/ Principal's Test.
5. Applicants shall choose one (1) particular position where they are qualified to apply.
6. All candidates for promotion through reclassification of positions must comply the requirements of the intended position. In addition, the following number of teachers supervised must be met as per DECS Manual 2002:

Head Teachers	: 7 to 9
Principal I	: 10-29
Principal II	:30-59
Principal III	: 60-99
Principal IV	: 100 plus

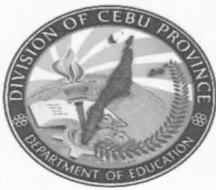


DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

7. Hereunder are the schedules of activities

Date	Venue	Time	Focal Persons	ACTIVITIES
July 1-19, 2019	Anywhere with internet connection	24 hours	Division ICT	Online Application by the Applicants
July 1-19, 2019	District Office	8:00 a.m. - 5:00 p.m.	PSDS	Submission of the applicants' pertinent documents in a folder with tabs to the Public Schools District Supervisors who will act as Chairman of the Sub-Selection Committee for verification against the original documents and certification as to the veracity, accuracy and authenticity of documents. The PSDS shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant. The Division Sub-Selection Committee shall assess if the applicants meet the qualification standards of the position applied for. Only qualified applicants are allowed to proceed to the screening process. Note: Only one (1) folder per qualified applicant. Qualified applicants are advised to carry their verified documents together with the original documents during the documents review, confirmation of preliminary points, and interview.
July 22-23, 2019	Respective District Offices	8:00 a.m. - 5:00 p.m.	Division Sub-Selection Committee	Applicants' Assessment of the Qualification Standards of the Different Positions by the Division Sub-Selection Committee headed by the PSDS
July 25, 2019	Ecotech Pavillion	8:00 am- 12:00 p.m.	Division PSB	Orientation, Documents Review, Confirmation of Preliminary Points of North Elementary & Secondary School Principal Applicants
	Division Social Hall	8:00 a.m.- 12:00 p.m.	Division PSB	Interview of North Elementary and Secondary Head Teacher Qualified Applicants
	Ecotech Pavillion	12:00 p.m. 5:00 p.m.	Division PSB	Orientation, Documents Review, Confirmation of Preliminary Points of North Elementary & Head Teacher Qualified Applicants
	Division Social Hall	12:00 p.m.- 5:00 p.m.	Division PSB	Interview of North Elementary and Secondary School Principal Qualified Applicants
July 26, 2019	Ecotech Pavillion	8:00 am- 12:00 p.m.	Division PSB	Orientation, Documents Review, Confirmation of Preliminary Points of South Elementary & Secondary School Principal Applicants
	Division Social Hall	8:00 a.m.- 12:00 p.m.	Division PSB	Interview of South Elementary and Secondary Head Teacher Qualified Applicants



	Ecotech Pavillion	12:00 p.m. 5:00 p.m.	Division PSB	Orientation, Documents Review, Confirmation of Preliminary Points of South Elementary & Secondary Head Teacher Applicants
	Division Social Hall	12:00 p.m.- 5:00 p.m.	Division PSB	Interview of South Elementary and Secondary School Principal I Qualified Applicants
July 29- August 2, 2019	Division Office	8:00 a.m.- 5:00 p.m.	Division PSB Secretariat	Consolidation of Results
August 5-19, 2019	Division Office	8:00 a.m. - 5:00 p.m.	Division PSB	Posting of the initial RQA in the Division Office. Request for corrections shall only be entertained during posting period.
August 22, 2019	Division Office	8:00 am- 5:00 pm	Division PSB	Submission of RQA to the Office of the SDS for approval.
August 26, 2019 onwards	Division Office	8:00 a.m.- 5:00 p.m.	SDS	SDS to appoint deserving school heads.

8. The pertinent documents to be arranged and submitted in a folder are the following:
 - 4.1. Application letter indicating the position applied for.
 - 4.2. CSC Form 2012 (Personal Data Sheet, Revised 2005) with the latest 2x2 ID picture.
 - 4.3. Transcript of Records (TOR) in Bachelor's degree
 - 4.4. Service Record
 - 4.5. Certificates of relevant training
 - 4.6. Certificate of Eligibility (PBET/ LET/ RA 1080 (Teacher)
 - 4.7. Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
 - 4.8 .Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
 - 4.9. Transcript of Records (TOR) in graduate or post graduate studies
 - 4.10. Certificates of specialized training, scholarship grants, chair/ co-chair in technical committee

9. Additional documents submitted after the deadline shall not be accepted unless the Personnel Selection Board requires additional documents which are not herein listed to substantiate claims of applicants.

10. Meals for the Division PSB and its secretariat, rent for venue, and other incidental expenses shall be charged to Division MOOE Subject to the usual accounting and auditing rules and regulations.

11. For further information and guidance on the screening procedure, please refer to Deped Order No. 42, s. 2007, " *The Revised Guidelines on Selection, Promotion, and Designation of School Heads.*"

12. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed. D. CESO VI
 Schools Division Superintendent



Republic of the Philippines
Department of Education



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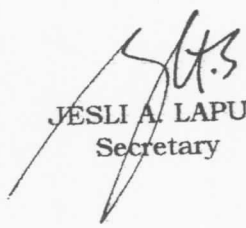
JUN 15 2007

DepED ORDER
No. 39, s. 2007

**MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS
OF HEAD TEACHERS AND PRINCIPALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TEACHERS

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools

Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
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For Elementary Schools:

Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools:

Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)



Republic of the Philippines
Department of Education

371-7
DepED
DEPARTMENT OF EDUCATION

Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2007

DEPED ORDER
No. 42, s. 2007

THE REVISED GUIDELINES ON SELECTION, PROMOTION
AND DESIGNATION OF SCHOOL HEADS

To Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Selection, Promotion and Designation of School Heads were promulgated under DepED Order No. 85, s. 2003 in pursuance to RA 9155 on the basis of merit, competence, fitness and equality.
2. To further achieve the principles of merit and fitness, and strengthen the selection process for School Heads, several significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls.:
As stated

Reference:
DepED Order: (No. 85, s. 2003)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

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OFFICIALS
POLICY
PROMOTION

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, 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). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. 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.
 - 1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.
 - 1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).
 - 1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.
2. The appointment of a school principal shall be non-station specific.
3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.
4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

<i>Criteria</i>	<i>Maximum No. of Points</i>
Performance Rating	30
Experience	10
Outstanding Accomplishments	30
Education and Training	20
Potential	5
Psychosocial Attributes and Personality Traits	5
TOTAL	100

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

<i>Numerical Rating</i>	<i>Points</i>
9.4 - 10	30
8.7 - 9.3	25
8.0 - 8.6	20
7.3 - 7.9	15
6.6 - 7.2	10

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, 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 corresponding point.

Example: 1 yr. & 5 mos. 1 5/12 = 1.4 points
5 yrs. & 11 mos. 5 11/12 = 5.9 points

C. Outstanding Accomplishments (30 points)

- a. Outstanding Employee Award (5 points)
- 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.

- b. Innovations (5 points)
 Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:
1. Conceptualized - 1 pt.
 2. Started the implementation - 2 pts.
 3. Fully implemented in the school - 3 pts.
 4. Adopted in the district - 4 pts.
 5. Adopted in the division - 5 pts.
- c. Research and Development Projects (10 points)
- | | |
|---|-----------|
| Action research conducted in the school level | - 6 pts. |
| Action research conducted in the district level | - 8 pts. |
| Action research conducted in the division level | - 10 pts. |
- d. Publication/Authorship (5 points)
- | | |
|--|----------|
| Articles published in a journal/newspaper/magazine of wide circulation
(per article but not to exceed 4 pts.) | - 2 pts. |
| Co-authorship of a book
(shall be divided by the number of authors) | - 4 pts. |
| Sole authorship of a book | - 5 pts. |
- e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia (5 points)
- | | |
|---------------------|----------|
| District level | - 1 pt. |
| Division level | - 2 pts. |
| Regional level | - 3 pts. |
| National level | - 4 pts. |
| International level | - 5 pts. |

D. Education and Training (20 points)

- a. 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. |

- b. Training (10 points)
- Participant in a specialized training - 10 pts.
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.

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 | - 2 pts. |
| Division Level | - 4 pts. |
| Regional Level | - 6 pts. |

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level - 8 pts.
- International Level - 10 pts.

Chair/Co-chair in a technical/planning committee

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.
- National Level - 8 pts.
- International Level - 10 pts.

E. Potential (5 points)

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.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills - 1 pt.
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas - 1 pt.
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 1 pt.
Manifests presence of mind and awareness of the environment.
4. Judgment - 1 pt.
Demonstrates sound judgment.
5. Leadership Ability - 1 pt.
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits (5 points)

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations (2 pts.)

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization - 0.4 pt.
2. Internalizes work changes with ease and vigor - 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors - 0.4 pt.
4. Observes proper decorum in relating with superiors and peers - 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 0.4 pt.

b. Decisiveness (2 pts.)

- | | |
|---|-----------|
| 1. Thinks logically and acts accordingly | - 0.4 pt. |
| 2. Considers alternatives and recommends solutions when faced with problem situations | - 0.4 pt. |
| 3. Gives convincing recommendations and suggestions | - 0.4 pt. |
| 4. Acts quickly and makes the best decision possible | - 0.4 pt. |
| 5. Exercises flexibility | - 0.4 pt. |

c. Stress Tolerance (1 pt.)

- | | |
|--|-----------|
| 1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. | - 0.2 pt. |
| 2. Uses coping mechanisms to handle creatively tensions resulting from one's work. | - 0.2 pt. |
| 3. Controls negative manifestations of emotions. | - 0.2 pt. |
| 4. Performs satisfactorily his duties and functions in a tension-laden situation. | - 0.2 pt. |
| 5. Channels negative emotions to positive and constructive endeavors. | - 0.2 pt. |

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. SANCTIONS

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary