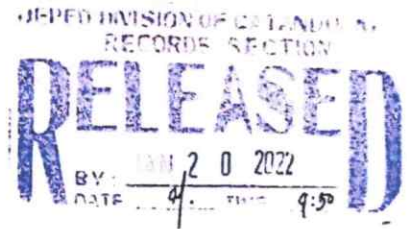




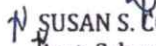
Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
OSDS-UM-01-19-2022/MBL

TO : Chief Education Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads/OICs
Administrative Officers
All Other Concerned

FROM :  SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

SUBJECT: CALL FOR APPLICATION FOR RECLASSIFICATION

DATE : January 19, 2022

1. This Office will be accepting applications for reclassification. The following are the requirements:

A. For Head Teacher III-VI & Teacher III (Elementary)

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- c. 1 original copy of Sworn Statement (if studied in private school)
- d. 2 original copies of Updated Service Record
- e. 1 original copy of Certification from the Graduate School regarding the number of MA units earned; Certification of Complete Academic Requirements (CAR); or Certification that passed the Comprehensive Examination
- f. 1 original copy of Office Performance Commitment and Review Form (OPCRF), S.Y. 2020-2021 (at least Very Satisfactory)
- g. Original Certificates of Participation on trainings/seminars attended (Division, Regional, National and International)
 - Master's Degree in Education (no seminar/training attended); or
 - Complete Academic Requirements (CAR) + 150 seminar/training hours

B. For Head Teacher I-II and Teacher II (Elementary)

- a. 3 original copies of Duly Accomplished ERF
- b. 1 original copy of Official Transcript of Records of Master's Degree in Education units earned
- c. 1 original copy of Sworn Statement (if studied in private school)
- d. 2 original copies of Updated Service Record
- e. 1 original copy of Certification from the Graduate School regarding the number of MA units earned. (If a teacher attended more than one school in Graduate Course, secure a certificate from the school where he/she earned more units)





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- f. 1 original copy of Office Performance Commitment and Review Form (OPCRF), S.Y. 2020-2021 (at least Very Satisfactory)
- g. Original Certificates of Participation on trainings/seminars attended (Division, Regional, National and International)
 - 20 Master's Degree in Education units (no seminar/training required); or
 - 18 Master's Degree in Education units + at least 50 seminar/training hours; or
 - 15 Master's Degree in Education units + at least 125 seminar/training hours
- h. List of Teachers Supervised (at least 6 Teachers) (for Head Teacher only)

C. For Head Teacher I/Head teacher II/Head Teacher III to Head Teacher IV/Head Teacher V/Head Teacher VI (Department Head) (Secondary)

- a) List of teachers supervised
 - HT1-HT3 – at least 6 teachers excluding the recommendee
 - HT4-HT6 – at least 21 teachers excluding the recommendee
- b) Transcript of Records
- c) Designation as TIC/Chairman of the Department
- d) Certificates of participation on relevant trainings attended
- e) Performance Rating for the last 3 years
- f) SF 7 and Class Program

D. For School Principal I to School Principal II, School Principal II to School Principal III & School Principal III to School Principal IV (Elementary & Secondary)

- a. 1 copy of Official Transcript of Records
- b. 2 original copies of Updated Service Record
- c. Certificates of participation on relevant trainings attended
- d. Copy of Latest Appointment
- e. Performance Rating for the last 3 years
- f. Certificates/Proof of Outstanding Accomplishments

Additional Requirements: (for Head Teacher positions only)

1. NEAP Certification as to the Basic Training Course for School Head (Certificate of Participation certified by DepED ROV-HRDD)
2. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment

- The basic requirements/qualification standard to the desired school head positions are as follows:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	PERFORMANCE RATING
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years teaching experience and TIC or OIC for at least 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years





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Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	18	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 years; or Outstanding for the last 2 consecutive years
Head Teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years





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Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

• On the computation of points

- a) A candidate must obtain at least sixty (60) points to deserve the reclassification. It is advised that an applicant should have earned the minimum point for each criteria set, i.e. criteria on outstanding accomplishment shall have minimum of 10 points.
- b) Specific points assigned for each criterion in the rating for Head Teacher/Principal positions, which must be in relation to School-based Management scale of practice, among others, are as follows:

Criteria	Maximum No. of Points
Performance Rating	20
Experience	10
Outstanding Accomplishments	30
Education & Training	15
Potential	10
Psychosocial Attributes & Personality Traits	15
TOTAL	100

Position Title	Deadline of Submission
Teacher II & Teacher III (Elem. & JHS)	March 18, 2022
MT I, HT and School Principal positions	January 31, 2022

2. Applications for Head Teacher and Master Teacher I positions that were returned in FY 2021 due to lack of documentary requirements shall resubmit at the HRM Office earlier than the deadline set.
3. For reclassification for Head Teacher & School Principal positions, please be guided by DepEd Order No. 97, s. 2011 (Revised Guidelines on the Allocation and Reclassification of School Head Positions)
4. For information, guidance and immediate compliance.

