



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

February 27, 2024

DIVISION MEMORANDUM  
 NO. 100, s. 2024

**2024 IMPLEMENTATION OF REGIONAL MEMORANDUM NO. 59, S. 2021 ON THE REGIONAL IMPLEMENTATION ON THE RECLASSIFICATION OF HEAD TEACHER POSITION TO PRINCIPAL I POSITION**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. Anent to Regional Memorandum No. 59, s. 2021 on the Regional Implementation on the Reclassification of Head Teacher Position to Principal I Position. This Office sets the schedule for the implementation of this Reclassification of Head Teacher to Principal I Position processes as follows:

| Date                | Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 18 - 22, 2024 | <ol style="list-style-type: none"> <li>1. Submission of Letter of Intent by Head Teachers applying for reclassification to Principal I Position</li> <li>2. Certification that the school being supervised belongs to Top 10 Performing Schools in the Division/secondary or elementary level for the last 2 school years based on any three of the following:               <ol style="list-style-type: none"> <li>a. National Achievement Test;</li> <li>b. Completion Rate;</li> <li>c. Cohort Survival Rate;</li> <li>d. Drop Out Rate or</li> <li>e. those who have achieved the maturity level of School-Based Management practice and Level III accreditation (14.1), and Introduced, adopted and implemented innovations in curriculum and instruction (documented Outstanding Accomplishments) certified by the Schools Division Superintendent (14.2) of the DO 97, s. 2011.</li> </ol> </li> </ol> <p><b>Note: Only qualified applicants as stipulated in the Regional Memo shall be entertained</b></p> |



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|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 1 - 20, 2024  | Validation of documents submitted by the Schools Division Human Resource Merit Promotion Selection Board (HRMPSB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| April 22 - 30, 2024 | Submission of Pertinent Documents by the Qualified Applicants <ol style="list-style-type: none"><li>Justification for the reclassification of position</li><li>Form 212 (Personal Data Sheet)</li><li>CAV Transcript of Records</li><li>Notarized self-certification that the applicant officially enrolled/personally attended and obtained his/her units/diploma during SYs as indicated in his/her TOR</li><li>CSC Attested Appointment</li><li>Service Records</li><li>Performance Rating Sheets for the last 3 consecutive years of at least Very Satisfactory or 2 consecutive years of Outstanding Performance</li><li>Certificates/proofs of Outstanding Accomplishment</li><li>Position Description Form</li><li>NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended</li><li>Division SBM Task Force's Certification of Rating</li><li>Enrolment Data (Form 3) in the present school assignment, including cluster schools handled, if any</li><li>Copy of innovation in curriculum introduced, adopted or implemented approved by the SDS.</li></ol> |
| May 2 - 10, 2024    | Validation and Evaluation of Documents submitted to SDO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| May 13 - 31, 2024   | Conduct of Assessment to Head Teacher Applicants by the SDO HRMPSB to come up with Division Selection and Promotion Board's Certification on the points obtained in the Psychological Attributes and Personality Traits Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| June 7, 2024        | Release of Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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- 2 Attached is a copy of the Regional Memorandum No. 59, s. 2021 for reference.
- 3 It is desired that this Memorandum be given wide dissemination.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated



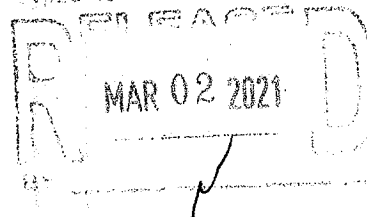
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Department of Education  
REGION III-CENTRAL LUZON

February 17, 2021

REGIONAL MEMORANDUM

No. 059 s. 2021

DEPED RO III - RECORDS SECTION



**REGIONAL IMPLEMENTATION ON THE RECLASSIFICATION OF  
HEAD TEACHER POSITION AND PRINCIPAL I POSITION**

To : Schools Division Superintendents

**I. Rationale**

The Department of Education established DepEd Order No.97, s.2011 entitled "Revised Guidelines on the Allocation and Reclassification of School Heads Positions," to provide rules and criteria on the promotion of school heads and upgrading of positions through reclassification of positions. Relative to this, DepEd Regional Office III, through Administrative Division, issues regional implementation guidelines on the reclassification of school head positions to strengthen the transparency in the evaluation of documents.

**II. Scope**

This Regional Memorandum shall cover the promotion of a school head through reclassification of the incumbent's plantilla item, who is in a current position has mastered all job elements to the point where he/ she meets the requirements of a higher-level position, **but no vacancy exists** in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the division/ school. Reclassification of Head Teacher position for public secondary schools serving as Department Head is excluded from these guidelines as per Section 3 of DepEd Order No. 97. s. 2011.

**III. Definition of Terms**

**Reclassification-** refers to the change in the position title requiring the issuance of an appointment with a corresponding increase in rank and salary.

**School Head** - is a person responsible for the administrative and instructional supervision of the school or cluster of schools.



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**School Head Position**- refers to plantilla items Head Teacher I to III (SG 14 to 16) and Principal I to IV (SG 19 to 22).

**IV. Implementation Arrangements**

**A. Basic Policies**

1. Except for HT I and P I, further reclassification of school head positions shall no longer be anchored on the number of teachers but based on merit and performance as indicated in the position's requirements.
2. Reclassification may only be resorted to **if there is no available vacant School Head position.**
3. 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 the effectivity of the latest appointment based on the approved OPCRf.
4. The basic requirements for reclassification from HT to P1 shall be as follows:

| Position Title | SG | Education                                                                        | Experience                                                                          | Training                                                                                                                           | Performance Rating                                                                                           |
|----------------|----|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Principal I    | 19 | Master's in the fields of administration, supervision, leadership, or management | Two (2) years as HT III for elementary;<br><br>Two (2) years as HT VI for secondary | 48 hours of relevant training initiated, sanctioned, and 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 |

5. The applicant's required experience must be relevant to the position, such as designated as Teacher-In-Charge who had served at least two (2) years in public school.
6. An incumbent Head Teacher III in the elementary level supervising at least nine (9) teachers for at least three (years) may request reclassification of his/ her position to Principal I, provided all the requirements stipulated in these guidelines are satisfied.
7. The applicants for reclassification to P I position shall be certified by the NEAP to have attended the required trainings for the desired



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position. Trainings attended shall be attested as true and correct by the SDS.

8. Citations/ awards granted to the Head Teacher for outstanding accomplishments include moving the school to a higher level of SBM practices/ accreditation, Brigada Eskwela Awardee or APPEs and/or Sterling, etc., shall be given consideration.
9. In addition to the minimum qualification standards as stipulated in A.4, the applicant for the Principal I position 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 percent (50%) of the indicators for internal and external stakeholders as assessed and certified by the Division SBM Task Force subject to the validation of the RFTAT (using the SBM Assessment Tools); and
  - c) Obtained 10 points of the psychosocial attributes and personality traits as assessed and certified by the Division Selection and Promotion Board.
10. Applicants who are not QEP/NQESH passers and those who have not attended NEAP trainings may also be allowed for reclass provided the applicants have **superior qualifications** such as:
  - 10.1 Supervising a school that belongs to the top 10 performing schools in the Division for the last two (2) School Years (SYs) based on any three of the following as referenced from the EBEIS certified by the Division Planning Officer:
    - a) National Achievement Test;
    - b) Completion Rate;
    - c) Cohort Survival Rate;
    - d) Drop-out Rate; or
    - e) A school that achieved the maturity level of SBM practice Level III accreditation as validated by the RFTAT

If the applicant handles a cluster of schools, all schools must be included in the top 10 performing schools in the Division for the last two (2) SYs.

10.2 Introduced, adopted, and/or implemented innovations in curriculum and instruction (i.e., documented Outstanding Accomplishments supported by project proposal, implementation



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plan, accomplishment report) certified by the CID chief and approved by the Schools Division Superintendent.

11. The pertinent documents for submission by the applicant are as follows:

- a) Justification for the reclassification of position;
- b) Duly Accomplished Form 212 (Personal Data Sheet);
- c) Certified, Authenticated, and Verified (CAV) Transcript of Records;
- d) Notarized self-certification that the applicant officially enrolled/ personally attended and obtained his/ her units/ diploma during the SYs as indicated in his/ her TOR;
- e) CSC Attested Appointment;
- f) Service Records;
- g) Performance Rating Sheets for the last three (3) consecutive years;
- h) Certificates/ Proofs of Outstanding Accomplishment;
- i) Position Description Form;
- j) NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended;
- k) Division SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment;
- l) Division Selection and Promotion Board's Certification on the points obtained in the Psychological Attributes and Personality Traits assessment; and
- m) Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled, if any;
- n) Certification from the RO that the school achieved the maturity level of SBM practice;
- o) Copy of innovation in curriculum introduced, adopted or implemented approved by the SDS.

12. The Division Office shall also submit the following documents, duly signed by the Schools Division Superintendent to support the reclassification:

- a) Plantilla Allocation List (PAL);
- b) Copy of the latest post-audited Personal Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected;
- c) List of teachers under supervision, with the identification of their respective plantilla item number per latest post-audited PSIPOP;



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- d) Copy of the latest post-audited PSIPOP wherein the names of the teachers under supervision are reflected;
  - e) Certification of non-availability of item;
  - f) Certification that the school belongs to top 10 performing schools of the Division for the last two (2) SYs.
13. The school assignment of the candidate school head for reclassification is non-station specific (DepED Order No.42, s.2007) but within the same Schools Division Office.
14. Requests for reclassification of positions that meet all the requirements must be forwarded and recommended by the Schools Division Superintendent (SDS) to the Regional Office (RO) for processing and submission to the DBM Regional Office for funding requirement.

**B. Schools Division Office Search Committee**

1. The Schools Division Office shall create a Search Committee for the top 10 performing schools in the division/ secondary or elementary level. Composition of the Search Committee shall be as follows:

|                     |   |                                                                                                                                                                                                                                                                |
|---------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chairperson         | : | Schools Division Superintendent                                                                                                                                                                                                                                |
| Vice-Chair          | : | Assistant Schools Division Superintendent                                                                                                                                                                                                                      |
| Regular Members     | : | Chief, School Governance and Operations Division<br>Division Administrative Officer V                                                                                                                                                                          |
| Provisional Members | : | District Supervisor (Representative for Elementary School)<br>Education Program Supervisor- (Representative for Secondary School)<br>Focal Person of Senior High School (if an applicant is from a Senior High School) (Representative for Senior High School) |

2. The Schools Division Offices shall issue Division Memorandum every SY to recognize the top 10 performing schools based on the criteria indicated in the 14.1 of DepEd Order 97, s. 2011 and submit the results to the Regional HRDD for records and reference purposes.



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
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3. Only requests for reclassification of positions with complete, adequate, and authenticated documents shall be forwarded to the Regional Office not later than five (5) working days after the evaluation by the Division Administrative Officer IV (HRMO) and certified by the Schools Division Superintendent.
4. Enclosed is the Checklist of Requirements for Head Teacher to Principal I Position (Annex A).
5. Evaluators, Administrative Officers, and Human Resource Management Officers in the DO are also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.
6. All requests for reclassification submitted to the Regional Office shall be acted upon within twenty (20) working days.

#### **V. Monitoring and Evaluation**

The personnel in-charge of the evaluation of reclassification of position in the Regional Office shall determine the compliance on this Order through a monitoring report using the Reclassification of School Head Positions Monitoring Report (Annex B).

Immediate dissemination and compliance with this Memorandum is directed.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

#### **References:**

DepEd Order No.97, s.2011  
DepED Order No.42, s.2007

#### **Annexes:**

Annex A: Checklist of Requirements for Head Teacher- Elementary  
Checklist of Requirements for Head Teacher- Secondary  
Checklist of Requirements for Principal I

Annex D: Reclassification of School Head Positions Monitoring Report



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**Annex A: Checklist of Requirements for Head Teacher- Elementary**

**HEAD TEACHER - ELEMENTARY  
 QUALIFICATION STANDARDS**

| POSITION         | EDUCATION                                                                                    | EXPERIENCE                                                      | TRAINING                                                                                                                           | ELIGIBILITY       | NO. OF TEACHERS               |
|------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------|
| Head Teacher I   | At least 12 MA Units in the fields of administration, supervision, leadership, or management | Three (3) years teaching experience and TIC for at least 1 year | 24 hours of relevant training initiated, sanctioned, and approved/recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) | 6-7 teachers per subject area |
| Head Teacher II  | At least 24 MA Units in the fields of administration, supervision, leadership, or management | Head Teacher for one (1) year                                   | 24 hours of relevant training initiated, sanctioned, and approved/recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) |                               |
| Head Teacher III | At least 36 MA Units in the fields of administration, supervision, leadership, or management | Head Teacher for two (2) years                                  | 32 hours of relevant training initiated, sanctioned, and approved/recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) |                               |

\* Performance Ratings should be at least Very Satisfactory for the last 3 consecutive years or Outstanding for the last two years

**CHECKLIST OF REQUIREMENTS**

- \_\_\_\_\_ Endorsement from the Schools Division Superintendent
- \_\_\_\_\_ Plantilla Allocation List
- \_\_\_\_\_ Copy of the latest Post-Audited Personal Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected
- \_\_\_\_\_ List of teachers with their item number to be handled by the incumbent
- \_\_\_\_\_ Certificate of non-availability of the item
- \_\_\_\_\_ Justification for the reclassification of the position
- \_\_\_\_\_ Duly Accomplished CSC Form 212 (Personal Data Sheet)
- \_\_\_\_\_ Certified, Authenticated, and Verified Transcript of Records (if from private school)
- \_\_\_\_\_ Notarized self-certification that the applicant officially enrolled/ personally attended and obtained his/ her units/ diploma during the SYs as indicated in his/ her TOR
- \_\_\_\_\_ CSC attested appointment
- \_\_\_\_\_ Service Records
- \_\_\_\_\_ Performance Ratings for the last three (3) rating periods  
 SY \_\_\_\_\_  
 SY \_\_\_\_\_  
 SY \_\_\_\_\_
- \_\_\_\_\_ Certificates/ Proofs of Outstanding Accomplishment
- \_\_\_\_\_ Position Description Form
- \_\_\_\_\_ Division Selection and Promotions Board's Certification on the points obtained in the Psychological Attributes and Personality Traits Assessment
- \_\_\_\_\_ Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled (if any)
- \_\_\_\_\_ Rank list duly signed by the proper authorities
- \_\_\_\_\_ PRC ID
- \_\_\_\_\_ General Class/School Program
- \_\_\_\_\_ Individual Daily Teacher's Schedule

NAME: \_\_\_\_\_  
 PROPOSED POSITION: \_\_\_\_\_  
 SCHOOL/DISTRICT/DIVISION: \_\_\_\_\_  
 ITEM NUMBER: \_\_\_\_\_ OSEC-DECSB- \_\_\_\_\_  
 EDUCATIONAL ATTAINMENT \_\_\_\_\_  
 EXPERIENCE: \_\_\_\_\_  
 NUMBER OF TEACHERS: \_\_\_\_\_

*Note: All the submitted photocopies of documents must be certified true copy*

I hereby certify that the above documents are complete, adequate, and authenticated records. I understand that I was also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Personnel-In-Charge)

(Division HRMO)



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**Annex A: Checklist of Requirements for Head Teacher- Secondary**

**HEAD TEACHER -SECONDARY  
 QUALIFICATION STANDARDS**

| POSITION         | EDUCATION                                                                                                                                        | EXPERIENCE                                      | TRAINING                                                                                                                           | ELIGIBILITY       | NO. OF TEACHERS                   |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------|
| Head Teacher I   | Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with the appropriate field of specialization | TIC or 1 year or Teacher for 3 years            | 24 hours of relevant training initiated, sanctioned, and approved/recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) | 7 teachers under the subject area |
| Head Teacher II  | BS Secondary Education or Bachelor's Degree with 18 professional Education Units with the appropriate field of specialization                    | Head Teacher for 1 year or Teacher for 4 years  | 24 hours of relevant training initiated, sanctioned, and approved/recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) | 7 teachers under the subject area |
| Head Teacher III | BS Secondary Education or Bachelor's Degree with 18 professional Education Units with the appropriate field of specialization                    | Head Teacher for 2 years or Teacher for 5 years | 36 hours of relevant training initiated, sanctioned, and approved/recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) | 7 teachers under the subject area |

\* Performance Ratings should be at least Very Satisfactory for the last 3 consecutive years or Outstanding for the last two years

**CHECKLIST OF REQUIREMENTS**

- \_\_\_\_\_ Endorsement from the Schools Division Superintendent
- \_\_\_\_\_ Plantilla Allocation List
- \_\_\_\_\_ Copy of the latest Post-Audited Personal Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected
- \_\_\_\_\_ CSC attested appointment
- \_\_\_\_\_ List of teachers with their item number to be handled by the incumbent with their item number
- \_\_\_\_\_ Certificate of non-availability of the item
- \_\_\_\_\_ Justification for the reclassification of the position
- \_\_\_\_\_ Duly Accomplished CSC Form 212 (Personal Data Sheet)
- \_\_\_\_\_ Certified, Authenticated, and Verified Transcript of Records (if from private school)
- \_\_\_\_\_ Notarized self-certification that the applicant officially enrolled/ personally attended and obtained his/ her units/ diploma during the SYs as indicated in his/ her TOR
- \_\_\_\_\_ Service Records
- \_\_\_\_\_ Performance Ratings for the last three (3) rating periods  
 SY \_\_\_\_\_  
 SY \_\_\_\_\_  
 SY \_\_\_\_\_
- \_\_\_\_\_ Certificates/Proofs of Outstanding Accomplishment
- \_\_\_\_\_ Position Description Form
- \_\_\_\_\_ Division Selection and Promotions Board's Certification on the points obtained in the Psychological Attributes and Personality Traits Assessment
- \_\_\_\_\_ Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled (if any)
- \_\_\_\_\_ Rank list duly signed by the proper authorities
- \_\_\_\_\_ PRC ID
- \_\_\_\_\_ General Class/ School Program
- \_\_\_\_\_ Individual Daily Teacher's Schedule under the subject area being recommended

**NAME:** \_\_\_\_\_

**PROPOSED POSITION:** \_\_\_\_\_

**SCHOOL/DISTRICT/DIVISION:** \_\_\_\_\_

**ITEM NUMBER:** \_\_\_\_\_ OSEC-DECSB-TCHR \_\_\_\_\_

**EDUCATIONAL ATTAINMENT:** \_\_\_\_\_

**EXPERIENCE:** \_\_\_\_\_

**NUMBER OF TEACHERS:** \_\_\_\_\_ **SUBJECT AREA:** \_\_\_\_\_

*Note: All the submitted photocopies of documents must be certified true copy*

I hereby certify that the above documents are complete, adequate, and authenticated records. I understand that I was also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by: \_\_\_\_\_  
 (Personnel-In-Charge)

Noted by: \_\_\_\_\_  
 (Division HRMO)



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**Annex A: Checklist of Requirements for Principal**

**PRINCIPAL I  
 QUALIFICATION STANDARDS**

| POSITION           | EDUCATION                                                                               | EXPERIENCE                                                            | TRAINING                                                                                                                            | ELIGIBILITY       |
|--------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Principal I</b> | Master's Degree in the fields of administration, supervision, leadership, or management | Two (2) years as Head Teacher III (Elem);<br>Two 2 yrs as HT VI (Sec) | 48 hours of relevant training initiated, sanctioned, and approved/ recognized by DepEd not used in the immediate previous promotion | RA 1080 (Teacher) |

*\* Performance Rating should be at least Very Satisfactory for the last 3 consecutive years or Outstanding for the last two years*

**CHECKLIST OF REQUIREMENTS**

- \_\_\_\_\_ Endorsement from the Schools Division Superintendent
- \_\_\_\_\_ Plantilla Allocation List
- \_\_\_\_\_ Copy of the latest post-audited Personal Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected
- \_\_\_\_\_ List of teachers with their item number to be handled by the incumbent
- \_\_\_\_\_ Certification of non-availability of the item
- \_\_\_\_\_ Justification for the reclassification of the position
- \_\_\_\_\_ Duly Accomplished CSC Form 212 (Personal Data Sheet)
- \_\_\_\_\_ Certified, Authenticated, and Verified (CAV) Transcript of Records
- \_\_\_\_\_ Notarized self-certification that the applicant officially enrolled/ personally attended and obtained his/ her units/ diploma during the SYs as indicated in his/ her TOR
- \_\_\_\_\_ CSC attested appointment
- \_\_\_\_\_ Service Records
- \_\_\_\_\_ Duly Accomplished CSC Form 212 (Personal Data Sheet)
- \_\_\_\_\_ Certified, Authenticated, and Verified Transcript of Records (if from private school)
- \_\_\_\_\_ Performance Ratings for the last three (3) rating periods
  - SY \_\_\_\_\_
  - SY \_\_\_\_\_
  - SY \_\_\_\_\_
- \_\_\_\_\_ Certificates/Proofs of Outstanding Accomplishment in terms of Curriculum, Instruction, and Leadership
- \_\_\_\_\_ Position Description Form
- \_\_\_\_\_ 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 Selection and Promotions Board's Certification on the points obtained in the Psychological Attributes and Personality Traits Assessment
- \_\_\_\_\_ Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled (if any)
- \_\_\_\_\_ PRC ID

**Additional Requirements for NQEP Non-passer Principal I Applicants**

- \_\_\_\_\_ Certification that the school belongs to the top 10 performing schools of the Division for the last 2 years based on any three of the following: a. NAT; b. Completion rate; c. Cohort Survival Rate; d. Drop Out Rate; or e. those who have achieved the maturity level of SBM practice and Level III accreditation
- \_\_\_\_\_ Copy of innovations in curriculum and instruction, introduced, adopted or implemented certified by the SDS

**NAME:** \_\_\_\_\_

**PROPOSED POSITION:** \_\_\_\_\_

**SCHOOL/DISTRICT/DIVISION:** \_\_\_\_\_

**ITEM NUMBER:** \_\_\_\_\_ OSEC-DECSEB-\_\_\_\_\_

**EDUCATIONAL ATTAINMENT:** \_\_\_\_\_

**EXPERIENCE:** \_\_\_\_\_

**NUMBER OF TEACHERS:** \_\_\_\_\_

*Note: All the submitted photocopies of documents must be certified true copy*

I hereby certify that the above documents are complete, adequate, and authenticated records to the best of my knowledge and ability. I understand that I was also held responsible and accountable for whatever inconsistencies made during the process of pre-evaluation.

Evaluated by:

Noted by:

\_\_\_\_\_  
 (Personnel-in-Charge)

\_\_\_\_\_  
 (Division HRMO)



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(Personnel-in-Charge)

(Division HRMO)

**Annex B: Reclassification of School Heads Positions Monitoring Report**

RECLASSIFICATION OF SCHOOL HEAD POSITIONS  
**MONITORING REPORT**  
 For the Period \_\_\_\_\_

| DIVISION | RECEIVED                | RELEASED |             |              |       | REMARKS |
|----------|-------------------------|----------|-------------|--------------|-------|---------|
|          |                         | APPROVED | DISAPPROVED | DEFICIENCIES | TOTAL |         |
| 1        | Angeles City            |          |             |              |       |         |
| 2        | Aurora                  |          |             |              |       |         |
| 3        | Balanga City            |          |             |              |       |         |
| 4        | Bataan                  |          |             |              |       |         |
| 5        | Bulacan                 |          |             |              |       |         |
| 6        | Cabanatuan City         |          |             |              |       |         |
| 7        | City of San Fernando    |          |             |              |       |         |
| 8        | Gapan City              |          |             |              |       |         |
| 9        | Mabalacat City          |          |             |              |       |         |
| 10       | Malolos City            |          |             |              |       |         |
| 11       | Meycauayan City         |          |             |              |       |         |
| 12       | Nueva Ecija             |          |             |              |       |         |
| 13       | Olongapo City           |          |             |              |       |         |
| 14       | Pampanga                |          |             |              |       |         |
| 15       | San Jose City           |          |             |              |       |         |
| 16       | San Jose Del Monte City |          |             |              |       |         |
| 17       | Science City of Muñoz   |          |             |              |       |         |
| 18       | Tarlac City             |          |             |              |       |         |
| 19       | Tarlac Province         |          |             |              |       |         |
| 20       | Zambales                |          |             |              |       |         |

Prepared by:

Noted by:

\_\_\_\_\_  
 Personnel-In-Charge

\_\_\_\_\_  
 Administrative Officer V



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