



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

DIVISION MEMORANDUM  
No. **154** s. 2025

**SUBMISSION OF DOCUMENTS FOR THE RECLASSIFICATION OF SCHOOL  
PRINCIPAL I POSITIONS IN THE SECONDARY AND ELEMENTARY LEVELS**

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Division Chiefs  
HRMPSB Members  
Secondary/Elementary Principals/OICs  
All Others Concerned

1. Please be informed that the submission of documents for the reclassification of School Principal positions in the secondary and elementary levels shall be on March 21, 2025. (Enclosure No.1 – Checklist of the required documents)
2. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations
3. The Qualification Standards required for the said position are as follows:  
(DepEd Order No. 97, s. 2011)

Education	Experience	Training	Eligibility
Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Head Teacher	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher) NQESH Passer

4. Wide dissemination of this Memorandum is highly desired.

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

March 18, 2025  
HRMPSB



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Enclosure No. 1

<b>PRINCIPAL QUALIFICATION STANDARDS</b>				
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); 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)
<b>PRINCIPAL II</b>	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 and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
<b>PRINCIPAL III</b>	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 and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)
<b>PRINCIPAL IV</b>	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 and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (Teacher)

  

<b>REQUIREMENTS</b>
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
Notarized list of teachers with their item number to be handled by the incumbent
Certification of non-availability of item from the HR
Justification for the reclassification of position
Duly Accomplished PDS (CSC Form 212, Revised 2017) with work experience sheet, if applicable
Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post graduate units/degrees, if applicable
Certified, Authenticated and Verified Transcript of Records from CHED
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
Photocopy of valid and updated PRC License ID
Photocopy of Certificate of Eligibility/Rating
Photocopy of Latest CSC attested appointment
Service Records duly signed by the HR
Photocopy of the Performance Rating in the last rating period covering (1) one year performance in the current/ latest position prior to the deadline of submission, if applicable
Certificates/Proofs of Outstanding Accomplishment in terms of Curriculum, Instruction and Leadership
Certificates of Training recognized by DepEd, not used in the immediate previous promotion
Position Description Form
NEAP Certification as to Basic Training Course for School Heads attended
SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment
Ranklist duly signed by proper authorities/ Division HRMPSE
Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled (if any)
<b><u>Additional Requirements for NOEP Non-passer Principal I Applicants</u></b>
<ul style="list-style-type: none"> <li>* Supervising a school that belongs to the top 10 Performing schools in the region/division/secondary or elementary level for the last 2 school 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</li> <li>* Copy of innovations in curriculum and instruction introduced, adopted or implemented, certified by the SDS</li> <li>* Certification from the RO that the school achieved the maturity level of SBM practice</li> </ul>
NAME: _____
PROPOSED POSITION: _____
SCHOOL/DISTRICT/DIVISION: _____
ITEM NUMBER: _____
EDUCATIONAL ATTAINMENT/ SCHOOL: _____
EXPERIENCE: _____
NUMBER OF TEACHERS: _____
<i>Note: All the submitted photocopies of documents must be certified true copy</i>
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.



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