



Republic of the Philippines
Department of Education (DepEd)
Region VII, Central Visayas
DIVISION OF NEGROS ORIENTAL
Dumaguete City



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August 29, 2014

DIVISION MEMORANDUM

No. 387, s. 2014

**SUBMISSION OF APPLICATION FOR RECLASSIFICATION OF
INCUMBENT PRINCIPALS I AND II IN THE ELEMENTARY
AND SECONDARY SCHOOLS, SY 2014-2015**

TO: *All EPSs/Division Coordinators (District Consultants),
All PSDSs/Districts In-Charge, Central School Principals and
Heads/Principals of Elementary and Secondary Schools*

- 1) This is to inform the field that this Office is now accepting application for request on reclassification of incumbent Principals I and II in the Elementary and Secondary schools for SY 2014-2015. The following are the Qualification Standards set forth in DepEd Order N0. 97, s. 2011, viz.:

Principal I to Principal II (Elementary and Secondary)

Education : -Master's degree in the field of Administration,
Supervision, Leadership of Management
Plus 6 doctoral units;
Experience : -One (1) year as Principal I;
Training : -48 hours of relevant training initiated, sanctioned
Approved/recognized by DepEd not used in the
Immediate previous promotion;
Performance Rating: -At least VS for the last 3 consecutive years or
Outstanding for the last 2 consecutive years
Eligibility : -RA 1080

Principal II to Principal III (Elementary and Secondary)

Education : -Master's degree in the field of Administration,
Supervision, Leadership of Management
Plus 12 doctoral units;
Experience : -Two (2) year as Principal II;
Training : -56 hours of relevant training initiated, sanctioned
Approved/recognized by DepEd not used in the
Immediate previous promotion;
Performance Rating: -At least VS for the last 3 consecutive years or
Outstanding for the last 2 consecutive years
Eligibility : -RA 1080

- 2) *The applicants for reclassification to P II or P III position shall be certified by the NEAP to have attended the required trainings for the desired position. Training attended shall be attested as true and correct by the SDS and shall be submitted to the NEAP through the*

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Regional Office. Since NEAP Certification requires considerable time, this Office will set aside this specific requirement during the assessment of documents to give the aspirant ample time to secure the certification. The applicant however, shall submit to this Office this requirement, ASAP once the certification issued by NEAP is received by the applicant.

3) Pertinent documents for submission by the applicant are as follows:

- * Justification for the reclassification of position signed by PSDS/DIC;
- * Duly accomplished CSC Form 212 (PDS) with 2x2 ID picture;
- * Certified, Authenticated & Verified (CAV) Transcript of Records
- * Updated Service Records;
- * Performance Rating for the last 3 consecutive years
- * Certificates/Proofs of Outstanding Accomplishment
- * Position Description Form;
- * NEAP Certification as to the results of NQEP taken and BSMC for School Heads attended (to be submitted later);
- * SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment;
- * Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled, if any.
- * Certificates of Training attended not credited in the last promotion

4) The applicant shall be accountable on the authenticity of the documents submitted. The application shall be duly endorsed by the PSDS/DIC

5) 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 criterion set, i.e. criteria for outstanding accomplishment shall have minimum points of 10 points.

6) Specific points assigned for each criterion in the rating to principal positions, which must be in relation to **School-Based Management** scale of practice, among others, are as follows:


* <i>Performance</i>	-	20%
* <i>Experience</i>	-	10%
* <i>Outstanding Accomplishments</i>	-	30%
* <i>Education and Training</i>	-	15%
* <i>Psycho-social Attributes</i>	-	10%
* <i>Potential</i>	-	15%
<i>TOTAL</i>		100%

5) Likewise, should the qualified applicant be considered for promotion, the following additional documents are required in the issuance of Promotional Advice:

- a) Certification for implementation of NGP per E. O. No. 26
- b) Certification from Division Accountant (No Unliquidated CAs)
- c) Certification from Cashier (Compliance of Year End Clearance/s)

6) **The deadline for submission of application (with the required supporting papers) for review and validation and the schedule of panel interview will be on Friday, September 26, 2014, from 9:00 o'clock in the morning until 5:00 o'clock in the afternoon.**

7) Immediate and wide dissemination of the content of this Memorandum is desired.


SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent