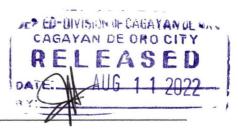


Republic of the Philippines

Department of Education region x division of CAGAYAN DE ORO CITY



August 5, 2022

DIVISION MEMORANDUM No. 3/1, s. 2022

RANKING FOR RECLASSIFICTAION OF HEAD TEACHER FOR ELEMENTARY

To

Assistant Schools Division Superintendent

Human Resource Merit Promotion and Selection Board (HRMPSB)

Education Program Supervisors Public Schools District Supervisors

Elementary School Heads All Other Concerned This Division

- 1. The field is hereby informed of the ranking for reclassification for
 - a. Teacher III to Head Teacher I
 - b. Head Teacher I to Head Teacher II
 - c. Head Teacher II to Head Teacher III

d.

2. DepEd Order No. 97, s. 2011 will be used as basis for document evaluation and interview.

Basic requirements for reclassification to the desired school head positions shall be 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
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT 1 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

- 3. Deadline for the submission of documents shall be on or before 5 o'clock of August 26, 2022. 'NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THE DATE"
- 4. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age religion and ethnicity.
- 5. Final Evaluation and Interview of applicants by the HRMSPB will be announced in a separate memorandum.
- 6. Please be guided accordingly.

CHERRY MAE L. LIMBACO-REYES Schools Division Superintendent

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