



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



August 5, 2022

DIVISION MEMORANDUM
No. 311, s. 2022

RANKING FOR RECLASSIFICATION 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

- The field is hereby informed of the ranking for reclassification for:
 - Teacher III to Head Teacher I
 - Head Teacher I to Head Teacher II
 - Head Teacher II to Head Teacher III
 - d.
- 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 |

- 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"
- 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.
- Final Evaluation and Interview of applicants by the HRMSPB will be announced in a separate memorandum.
- Please be guided accordingly.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent