



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

February 6, 2024

**DIVISION MEMORANDUM**

No. 022 s, 2024

**CONDUCT OF ASSESSMENT FOR THE RECLASSIFICATION OF  
SCHOOL HEAD POSITIONS**

**To:** Assistant Schools Division Superintendent  
Division Personnel Selection Board  
Public Schools District Supervisors/OIC-PSDSs  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce that this Office will conduct assessment for reclassification of school head positions in the Elementary and Junior High School.
2. Stipulated in Enclosure No. 1 are the basic qualifications for each position.
3. For more comprehensive information, all interested applicants are encouraged to review **DepEd Order No. 97, s. 2011**.
4. It is given emphasis that three of the requirements for reclassification of school head positions are:
  - a. **NEAP Certification** as to the result of NQEP taken and Basic Training Course for Schools Heads attended;
    - i. **Principal I:** NQEP Report of Rating and completed the Basic Course for School Heads;
    - ii. **Principal II, III, IV:** Certificates of participation certified by the DepEd ROV-HRDD.
  - b. **Division SBM Task Forces' certification** as to the rating obtained in the internal and external stakeholders' assessment (50%);



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- c. **Division PSB certification** on the points obtained in the Psychosocial Attributes and Personality Traits Assessment (10 points).
5. It should also be noted that applicants for **Head Teacher I** must have six (**6**) **teachers** under his/her supervision and **nine (9)** teachers for those aspiring for **Principal I positions**.
6. Two sealed envelopes are required to be submitted; contents of which are enumerated below:
- a. First Envelope (for pre-assessment)**
- Transcript of Records for Baccalaureate and Masteral and/or Doctoral Studies or certification of units earned in Masteral and/or Doctoral Studies;
  - Service Record;
  - Certificates of Trainings;
  - Copy of PRC License and/or CSC Eligibility
  - Principal's Test Result conducted by NEAP (For Principal I Applicants)
- b. Second Envelope (for assessment purposes)**
- All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
7. Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed to the comparative assessment. The folders containing the documents for assessment will be sealed after the initial evaluation.
8. Deadline of submission is on **February 15, 2024 at 5:00 P.M. No additional documents shall be accepted after the deadline.**
9. The schedule of assessment is as follows:  
**Elementary - February 19 & 20, 2024**  
**Secondary - February 21 & 22, 2024**



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10. This Office promotes and emphasizes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations and disability.
11. Persons with disability may request assistance from the Division HRMPSB prior to the scheduled date of the comparative assessment. The HRMPSB shall provide auxiliary and supplementary materials according to their needs.
12. The venue for the comparative assessment will be at the QMS Center beside the office of the undersigned from 8:00 AM to 5:00 PM. HRMPSB members and applicants are still encouraged to adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
13. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
14. Immediate and wide dissemination of this Memorandum is enjoined.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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Enclosure No. 1 (Page 2)

<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Performance Rating</b>
Head Teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 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
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary;  Two (2) years as HT VI for secondary	48 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
Principal II	20	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, 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
Principal III	21	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, 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
Principal IV	22	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, 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



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Enclosure No. 1 (Page 1)

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 I 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
Head Teacher IV	17	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III 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
Head Teacher V	18	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 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 years; or Outstanding for the last 2 consecutive years



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