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DEP-ED-NUEVA ECUIJA
RELEASED
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02 May 2016

DIVISION MEMORANDUM
 No. 103 s. 2016

RECORDS SECTION

**CONDUCTING DIVISION-WIDE OPEN RANKING FOR
 PRINCIPAL I TO IV POSITIONS IN THE SECONDARY LEVEL**

To: Assistant Schools Division Superintendents
 Secondary School Heads
 Division Personnel Selection Board
 All Others Concerned and Interested

1. The Schools Division Office (SDO) is pleased to announce the Division-Wide Open Ranking for Principal I, II, III and IV Positions in the Secondary Level on the following schedules:

- | | | |
|---------------------------|-----------------------|---------------------|
| I. Pre-Ranking Conference | May 17, 2016, 9:00 AM | SDO Conference Hall |
| II. Open Ranking | May 19, 2016, 9:00 AM | SDO Conference Hall |

2. The qualification standards for the said positions are as follows:

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Principal IV	22	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units plus 6 units of Management	3 years as Principal	40 hours of relevant training	(RA 1080) LET or PBET Passer
Principal III	21	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units plus 6 units of Management	2 years as Principal		
Principal II	20	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units plus 6 units of Management	1 year as Principal		
Principal I	19	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units	Head Teacher for 1 year: or TIC for 2 years; or Master Teacher for 2 years: or Teacher for 5 Years		

For Principal I Position Applicants, NQESH or Principal's Test Passer

3. The specific guidelines for this purpose are as follows:

a. The submission of documents shall be on the date of the Open Ranking. All photocopied documents shall be verified from the original copies during the Open Ranking. **Applicants are accountable on their submitted papers.**

b. **The ranklist shall be used both for promotion due to natural vacancy, reclassification and extension positions.**

c. While the rule states that there would be ranking in every vacant position, this Office adopts the regular updating of rank in every vacant position that exists to come up with a new rank list in filling-up vacant positions.

d. Regular permanent officials who applied for reclassification shall not be allowed to join the ranking on the same position. However, for the benefits of all concerned, all interested individuals both for promotion are advised to attend the Pre-Ranking Conference.

e. The applicants for Principal I shall be grouped into two (2) namely: Category A – OICs and Department Heads (~~Incumbent~~ and with Experience) and Category B – Teachers.

f. After the ranking, an Onsite Actual Performance Validation shall be done for further deep selection process to select the best applicants for the said positions.

4. The PSB shall be composed of the following:

Chairman Ericson S. Sabacan, Ed.D. OIC-ASDS - Leadership, Management and Development (LMD)

Regular Members:

Celia M. Inducil President, NEPPSSAA NE Chapter
Orlando C. De Leon Administrative Officer V
Ceasar C. Lopez HRMO

Secretariat: Neolito Aldama
Francis Philip Nieva

5. Immediate dissemination of the contents of this Memorandum is desired.


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

Reference: DepED Order No. 42, s. 2007
To be indicated in the Perpetual Index
under the following subjects:

**PRINCIPALS
PROMOTIONS
SELECTIONS**

ESS_Memo_Open_Ranking
ASDS_05_02_16



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