



05 September 2016

DIVISION MEMORANDUM
 No. 227, s. 2016

**CONDUCTING DIVISION-WIDE OPEN RANKING AND UPDATING
 OF SCHOOL HEAD POSITIONS IN THE ELEMENTARY LEVEL**

To: Assistant Schools Division Superintendents
 Division Personnel Selection Board
 Public Schools District Supervisors
 Elementary School Heads
 All Others Concerned and Interested

DEP-ED-NUEVA ECJA
RELEASED
 SEP 05 2016
RECORDS SECTION

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

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|-----------------------------|-----------------------------|---------------------|
| I. Pre-Ranking Conference | September 09, 2016, 9:00 AM | SDO Conference Hall |
| II. Open Ranking for HT/TIC | September 20, 2016, 9:00 AM | SDO Conference Hall |
| For Principals II-IV | September 21, 2016, 9:00 AM | SDO Conference Hall |

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

For Head Teacher Reclassification

Position Title	SG	Qualifications				Performance Rating
		Education	Experience	Training		
Head Teacher I	14	At least 12 MA units in the field of administration, 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 promotion	At least VS for the last 3 years; or O for the last 2 consecutive years	
Head Teacher II	15	At least 24 MA units in the field of administration, leadership or management	HT I for 1 year			
Head Teacher III	16	At least 36 MA units in the field of administration, leadership or management	HT II for 2 years			32 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate promotion

For Head Teacher Natural Vacancy

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Head Teacher I	14	Bachelor's Degree in Elementary Education; or Bachelor's degree with professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080
Head Teacher II	15	Bachelor's Degree in Elementary Education; or Bachelor's degree with professional education units	Head Teacher for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080
Head Teacher III	16	Bachelor's Degree in Elementary Education; or Bachelor's degree with professional education units	Head Teacher for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080

For Reclassification of Principal

Position Title	SG	Qualifications			Performance Rating
		Education	Experience	Training	
Principal II	20	Master's Degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) Year as Principal	48 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate promotion	At least VS for the last 3 years; or O 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	56 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate promotion	
Principal IV	22	Master's Degree in the fields of administration, supervision, leadership or management plus 24 doctoral units			

For Principal Natural Vacancy

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Principal II	14	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	1 Year as Principal	40 hours of relevant training	RA 1080
Principal III	15	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	2 Years as Principal	40 hours of relevant training	RA 1080
Principal IV	16	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	2 Years as Principal	40 hours of relevant training	RA 1080

3. The **specific guidelines** for this purpose are as follows:
- a. Existing schools or cluster of schools without school head position shall be provided with Head Teacher or principal positions. **One (1) Head Teacher position in a complete elementary school or cluster of at least 3 schools with an aggregate of at least six (6) teachers; and; One (1) P1 position with an aggregate of at least nine (9) teachers.**
 - b. 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.**
 - c. **The ranklist shall be used both for promotion due to natural vacancy, extension positions and reclassification.**
 - d. 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 ranklist in filling-up vacant positions to maintain high standard in the selection process.
 - e. School Heads or Teachers 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 and reclassification, are advised to attend the Pre-Ranking Conference.
 - f. After the ranking, an Onsite Actual Performance Validation shall be done to further select the best applicants for the said positions. School heads who recently passed the validation but not yet promoted need not to undergo the process.
 - g. **All interested personnel are advised to join the Open Ranking and update their credentials.**
 - h. **All existing ranklists for Head Teacher and Principal Positions shall be repealed until a new ranklist has been approved and posted.**