



DEP-ED-NUEVA ECIJA  
**RELEASED**  
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09 February 2016

**DIVISION MEMORANDUM**  
 No. 43, s. 2016

**RECORDS SECTION**

**CONDUCTING DIVISION-WIDE OPEN RANKING FOR PRINCIPAL I, III AND IV POSITIONS FOR PROMOTION AND RECLASSIFICATION IN THE ELEMENTARY LEVEL**

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors  
 Elementary 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, III and IV Positions through the Division Personnel Selection Board (PSB) on the following schedules:


- I. Pre-Ranking Conference      February 17, 2016, 2:00 PM      SDO Conference Hall
- II. Open Ranking                      February 19, 2016, 8:00 AM      SDO Conference Hall

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

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Principal I	19	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours of relevant training	(RA 1080) Let or PBET Passer
		National Qualifying Examination for School Heads (NQESH) passer			
<b>For Reclassification</b>					
Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	2 years as Principal II	56 hours or relevant training initiated, sanctioned, approved/reco gnized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the 3 consecutive years; or Outstanding for the last 2 consecutive years
		Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	2 years as Principal III	56 hours or relevant training initiated, sanctioned, approved/reco gnized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the 3 consecutive years; or Outstanding for the last 2 consecutive years

3. The specific guidelines for this purpose are as follows:
- a. Applicants are accountable on their submitted papers. All photocopied documents shall be verified from the original copies during the Open Ranking.
  - b. The ranklist shall be used both for promotion due to natural vacancy and extension position and reclassification. 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.
  - e. School Heads 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 Principals both for promotion and reclassification, are advised to attend the Pre-Ranking Conference.
4. The PSB shall be composed of the following:
- |                     |                           |                                      |
|---------------------|---------------------------|--------------------------------------|
| Chairman            | Ericson S. Sabacan, Ed.D. | OIC-ASDS (Elementary)                |
| Members:            |                           |                                      |
|                     | Alfredo G. Espinoza       | President, PESPA Nueva Ecija Chapter |
|                     | Orlando C. De Leon        | Administrative Officer V             |
|                     | Cesar C. Lopez            | HRMO                                 |
| Additional Members: |                           |                                      |
|                     | Benigno S. Diozon         | Elvira C. Gamboa                     |
|                     | Agnes R. Reyes            | Gertrudes Buan                       |
| Secretariat:        | Neolito Aldama            |                                      |

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  
DepED Order No. 97, s. 2011

To be indicated in the Perpetual Index  
under the following subjects:

PROMOTIONS  
RECLASSIFICATION  
SCHOOL HEADS  
SELECTIONS

ESS\_Mcmo\_Open\_Ranking  
ASDS\_02\_09\_16

