



DEP-ED-NUEVA ECJA  
**RELEASED**  
 FEB 12 2016

12 February 2016

**DIVISION MEMORANDUM**  
 No. 48, s. 2016

**RECORDS SECTION**

**CONDUCTING DIVISION-WIDE OPEN RANKING FOR HEAD TEACHER II & III  
 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 Head Teacher II and III 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
Head Teacher II	15	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 1 year; or Teacher for 4 years	24 hours of relevant training	(RA 1080) Let or PBET Passer
Head Teacher III	16	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 1 year; or Teacher for 4 years	24 hours of relevant training	(RA 1080) Let or PBET Passer

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 applicants for Head Teacher III shall be categorized into two s follows: Category A – Head Teacher and Master Teacher; Category B – TIC; Category C – Non TIC.

c. 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.

d. 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 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  
Ceasar 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:

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ASDS\_02\_12\_16



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