



Republic of the Philippines
Department of Education
 Region III

SCHOOLS DIVISION OF NUEVA ECORASION
 Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100

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06 January 2016

DIVISION MEMORANDUM

No. 07 s. 2016

CONDUCTING DIVISION-WIDE OPEN RANKING FOR HEAD TEACHER I AND PRINCIPAL II POSITIONS IN THE ELEMENTARY

To: OIC-Assistant Schools Division Superintendent
 Public Schools District Supervisors/District OICs
 Elementary School Heads
 Division Personnel Selection Board

1. The Schools Division Office (SDO) is pleased to announce the Division-Wide Open Ranking for Head Teacher I and Principal II Positions in the Elementary through the Division Personnel Selection Board (PSB) on the following schedules:

- I. Pre-Ranking Conference January 19, 2016, 8:00 AM SDO Conference Hall
- II. Open Ranking for HT-I and Principal II January 21, 2016, 8:00 AM SDO Conference Hall

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

Items	Head Teacher I	Principal II
Education	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of Management
Experience	Teacher-In-Charge for 1 year or Teacher for 3 years	1 year as Principal I
Training	24 hours of relevant training	40 hours of relevant training
Eligibility	RA 1080	RA 1080

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.
- c. The applicants for Head Teacher I shall be categorized into two as follows: Category A - Teacher III designated as Teacher-In-Charge (TIC) and Category B - Non-TIC.

d. To become a TIC, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office. **This Office adopts the policy that interested teachers (preferably Teacher III) to be designated as TIC need to join the ranking for Head Teacher I. The rank list for Head Teacher I Position shall be used likewise as basis for designating TICs.**

e. Teachers or School Heads who applied for reclassification shall not be allowed to join the ranking on the same position.

3. The PSB shall be composed of the following:

Chairman Ericson S. Sabacan, Ed.D. OIC-ASDS (Elementary)

Members:

Alfredo G. Espinoza

Orlando C. De Leon

Cesar C. Lopez

President, PESPA Nueva Ecija Chapter

Administrative Officer V

HRMO

Secretariat: Neolito Aldama

6. 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:

PROMOTIONS
SELECTIONS
TEACHERS

ASDS/ess
Memo_Open_Ranking

Suggested Order of Documents to be Assessed/Evaluated

The following is the suggested order of documents to be assessed/evaluated:

1. Application Letter - addressed to the Schools Division Superintendent
2. Table of Contents
3. Performance Rating - for the last three years with attached computation
4. Service Record
5. Photocopy of Latest Appointment
6. Outstanding Employee Award
7. Innovation
8. Research and Innovation
9. Publication (Newspaper/Magazine/Book)
10. Speakership/Coordinatorship
11. Certification – Completed Academic Requirements in Master of Arts (CARMA)
Transcript of Record
Diploma if Master's Degree Holder
12. Certificate of Trainings Attended

Note: Simple folder is advised.