



RELEASED
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28 April 2017

DIVISION MEMORANDUM

RECORDS SECTION

No. 78, s. 2017

DIVISION-WIDE OPEN RANKING AND VALIDATION OF PAPERS FOR RECLASSIFICATION OF VARIOUS POSITIONS IN THE SECONDARY LEVEL

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

1. The Schools Division Office (SDO) is pleased to announce the Division Open Ranking and Validation of Papers for Reclassification for Various Positions in the Secondary Level on the following schedules:

- I. Pre-Ranking Conference May 8, 2017, 1:00 PM SDO Conference Hall
- II. Open Ranking May 22, 2017, 9:00 AM SDO Conference Hall

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

Natural Vacancy

Position Title	SG	Qualifications			
		Education	Experience	Training	Rating
Division Wide					
Principal II	19	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher III (As a School Head)	16	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Congressional Wide					
Science Major in CD I and II, English major in CD II and CD III TLE major in CD I, Mathematics major in CD IV and Filipino major in CD I					
Division Wide (Selection of Teacher-In-Charge or Officer-In-Charge in Sta. Isabel, St. Joseph, Conversion IS and Cambitala High School)					

DepED Order No. 42, s. 2006

Reclassification

Position Title	SG	Qualifications			
		Education	Experience	Training	Rating
Division Wide					
Principal I to II	20	Master's Degree in the fields of administration, supervision, leadership or management <u>plus 6 doctoral units</u>	1 year as Principal	48 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years.

Position Title	SG	Qualifications			Rating
		Education	Experience	Training	
Head Teacher I to II	15	At least 24 MA units in the fields of administration, supervision, leadership or management <u>plus</u> 6 doctoral units	HT 1 for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepED not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years.

DepED Order No. 97, s. 2011

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. 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 ranklist should be continually updated to include all those who qualified at any given year.

d. 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: Erierson S. Sabacan, Ed.D. OIC-ASDS - Leadership, Management and Development (LMD)

Regular Members:

Celia M. Inducil President, NEPSSAA (NE Chapter)
Orlando C. De Leon Administrative Officer V
Reymo R. Aldama HRMO

Secretariat: Neolito Aldama, Paul G. Salcedo and Ricomar G. Sindanum

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


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

Reference: As stated.
DepED Order No. 66, s. 2007/DO No. 97, s. 2011

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

PROMOTIONS
SELECTIONS
SCHOOL HEADS

ASDS_Memo_Open_Ranking
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