



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

APR 25 2024

DIVISION MEMORANDUM
 NO. 183, s. 2024

SUBMISSION OF REQUIRED DOCUMENTS FOR THE RECLASSIFICATION OF SCHOOL HEAD POSITION

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Principals
 SDO Personnel
 All Others Concerned

1. Reclassification is a form of staffing modification or position classification which is applied only when warranted substantial change in the regular duties of the incumbent position (DBM Budget Circular No. 2018-3). Relative to this, the Schools Division Office of Bataan informs all concerned that requests and original or certified true copies of the documents for Reclassification of Position may be submitted not later than June 30, 2024 to this Office.
2. As stated in DepEd Order No. 97, s. 2011 titled "Revised Guidelines on the Allocation and Reclassification of School Head Position", the basic requirements for the reclassification of the desired school head position shall be as follows:

Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher I	14	At least 12 MA units in the fields of administration, supervision, 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 previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher II	15	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I 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



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Head Teacher III	16	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 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
Head Teacher IV	17	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 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
Head Teacher V	18	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 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 years; or Outstanding for the last 2 consecutive years
Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher VI	19	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 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
Principal I	19	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	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
Principal II	20	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	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



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Principal III	21	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 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
Principal IV	22	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 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

3. Further, the applicants for Principal I positions should have:
- passed the National Qualifying Examination for Principals (NQEP) and completed the Basic Training Course for School Heads as certified by the National Educators Academy of the Philippines (NEAP);
 - obtained at least fifty percent (50%) of the indicators for internal and external stakeholders' as assessed and certified by the Division SBM Task Force (using the SBM assessment tools); and
 - obtained the least ten (10) points of the Psychosocial Attributes and Personality Traits as assessed and certified by the Division Selection and Promotions Board.
4. The applicants for the reclassification to HT I-VI and P II-IV positions shall be certified by the NEAP to have attended the required trainings for the desired position. Trainings attended shall be attested as true and correct by the Schools Division Superintendent and shall be submitted to the NEAP through the Regional Office.



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PHILIPPINE QUALITY STANDARD
 COMPLIANT TO ISO 9001:2015
 QUALITY MANAGEMENT SYSTEM
 2022



Republic of the Philippines
Department of Education
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5. Incumbent Principals I, II or III, and passers of the Qualifying Examination for Principals (QEP) are exempted from taking the NQEP. However, the applicant shall attach his/her QEP rating administered by the Region.
6. The pertinent documents to be submitted by the applicant are as follows:
 - a. Justification for the reclassification of position;
 - b. Duly Accomplished Form 212 (Personal Data Sheet);
 - c. Certified, Authenticated and Verified (CAV) Transcript of Records;
 - d. Service Records
 - e. Performance Rating Sheet for the last three (3) consecutive years;
 - f. Certificates/Proofs of Outstanding Accomplishment;
 - g. Equivalent Records Form for HT positions; Position Description Form for Principal positions
 - h. NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended;
 - i. SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment;
 - j. Division Selection Psychological Attributes and Personality Traits assesstment;
 - k. Enrollment Data (Form 3) in the present school assignment, including the cluster schools handled, if any.
7. The Division Office shall also submit the following documents, duly signed by the Schools Division Superintendent to support the reclassification:
 - a. Copy of the latest post-audited Personal Services Itemization and Plantilla of Personnel (PSIPOP) where the item is reflected
 - b. List of teachers under supervision, with the identification of their respective plantilla item number per latest post-audited PSIPOP
 - c. Copy of the latest post-audited PSIPOP where in the names of the teachers under supervision are reflected
 - d. Certification of non-availability of item.



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CSC Resolution No. 2001120



PHILIPPINE QUALITY STANDARD
COMMITMENT TO QUALITY MANAGEMENT LEVEL 6
2008



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8. The school assignment of the candidate school head for reclassification is non-station specific (DepEd Order 42 s. 2007) but within the same schools division.
9. Exception to item 3 and 4 above may also be allowed provided the applicant has superior qualifications such as:
 - a. Supervising a school that belongs to top 10 Performing Schools in the region/division/secondary or elementary level for the last 2 school years based on any three (3) of the following: 1.) National Achievement Test 2.) Completion Rate;3.) Cohort Survival Rate; 4.) Drop Out Rate; or 5.) Those who have achieved the maturity level of School-based Management practice and Level III accreditation.
 - b. Introduce, adopted and/or implemented innovations in curriculum and instruction (ie. Documented Outstanding Accomplishments certified by the Schools Division Superintendent)
10. All requests for reclassification of positions that meet all the requirements must be forwarded and recommended by the Schools Division superintendent (SDS) to the Regional Office. Processing of requests shall be in the Regional Office for onward recommendation to the DBM regional Office.
11. Wide dissemination of this memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
✓ Schools Division Superintendent 

Enclosure: as stated
Reference: DO No. 97, 2.2011
DBM Budget Circular No 2018-3

To be indicated in the Perpetual Index
Officials
Policy
Promotion
Reclassification
Rules and Regulations



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