



2412-746

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

Division Memorandum
No. 434 s. 2024

**EXTENSION OF SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION
OF SCHOOL PRINCIPAL POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. This is in reference to **Division Memorandum No. 403, s. 2024**, which pertains to the **Call for Submission of Documents for the Reclassification of School Principal Positions**. The memorandum initially set the deadline for submission on **December 6, 2024**.
2. Considering the multiple trainings and meetings attended by School Heads, and to provide applicants ample time to prepare their reclassification documents, this office hereby extends the submission deadline. **The new deadline is now set for December 20, 2024, replacing the original deadline of December 6, 2024.**
3. This includes reclassification from Head Teacher III to School Principal I, as well as from School Principal I to School Principal II, School Principal II to School Principal III and School Principal III to School Principal IV both for Elementary and Junior High School.
4. All other provisions of Division Memorandum No. 403 s. 2024, shall remain in effect.

5. Widest dissemination of this memorandum is desired.

for H. T.
VILMA D. EDA CESO V
Schools Division Superintendent



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2411-1304

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Office of the Schools Division Superintendent

Division Memorandum
No. 403 s. 2024

CALL FOR SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION OF
SCHOOL PRINCIPAL POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of Public Secondary Schools
All Others Concerned

1. The Schools Division Office of Vigan City is inviting all qualified and interested applicants to submit their applications for the reclassification of School Principal positions in accordance with **DepEd Order No. 7, s. 2023**, **DepEd Order No. 97, s. 2011**, and the **CSC-approved Qualification Standards**.
2. This includes reclassification from Head Teacher III to School Principal I, as well as from School Principal I to School Principal II, School Principal II to School Principal III and School Principal III to School Principal IV both for Elementary and Junior High School. The deadline of submission would be on before December 6, 2024.
3. The following are the requisites / qualifications needed for the reclassification based on DepEd Order No. 97, s. 2011:

Position	Education	Experience	Training	Eligibility
School Principal I	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as Head Teacher III (Elementary); Two (2) years as Head Teacher VI (Secondary)	48 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (LET)
School Principal II	Master's degree in the fields of administration, supervision, leadership or	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned and approved/recognized by DepEd not used	RA 1080 (LET)



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	management plus 6 Doctoral Units		in the immediate previous promotion	
School Principal III	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 and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (LET)
School Principal IV	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 and approved/recognized by DepEd not used in the immediate previous promotion	RA 1080 (LET)

- Candidates for reclassification of School Principal I shall be a passer of the National Qualifying Examination for Principals and with completed Basic Training Course for Schol Heads as certified by the National Educators Academy of the Philippines (NEAP) as stipulated in No. 8.a of DepEd Order No. 97 s. 2011.
- Enclosures to this memorandum are the following:
Enclosure 1: Checklist of Documentary Requirements for Reclassification of School Head Positions
Enclosure 2: Checklist for Re-entry Plan (REAP)
Enclosure 3: Requirements for Application
- Widest dissemination of this memorandum is desired.



VILMA D. EDA CESO V
Schools Division Superintendent



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Enclosure 1: Checklist of Documentary Requirements for Reclassification of School Head Positions

**Checklist of Documentary Requirements for
Reclassification of School Head Positions**

_____ Re-entry Action Plan pass through the Senior Education Program Specialist (SEPS), indorsed by the Schools Division Superintendent to this Office (Attn: The chief of HRDD) for approval. When the re-entry plan is approved, the supporting documents together with the re-entry plan be submitted to the Personnel Unit.

_____ Indorsement from SDS

_____ Plantilla Allocation List (D.O)

_____ Updated Service Record

_____ Certification of Re-entry Action Plan signed by the Regional Director

_____ SDS certification of PAST/IPCRF rating for the last three (3) years (original copy)

_____ Certification on post-graduate studies signed by SDS (original copy)

_____ List of Teachers with their corresponding plantilla item numbers (2 original copies)

_____ NQESH Rating/Principal's Test rating

_____ Comparative Assessment Result

Submitted by:

Certified Correct and Complete:

Name of Applicant
(Signature Over Printed Name)

SDO Administrative Officer V
(Signature Over Printed Name)

Validated by:

ROSARIO D. ESTIMO
Teacher Credentials Evaluator II
DepEd RO1



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Enclosure 2: Checklist for Re-entry Action Plan (REAP)

Checklist for Re-entry Action Plan (REAP)

- _____ Endorsement letter from SDO submitting the documents REAP
- _____ SDO's Accomplished Job Embedded Learning (JEL) Validation Form
- _____ Compilation of proof of evidence (Mean of Verification)
- _____ Accomplished REAP Form
- _____ Concept Paper
- _____ Financial Statement of the project
- _____ Narrative/Summary of the project
- _____ School Heads Development program (SHDP) Certificate/LDM Certificate

Submitted by:

Name of Applicant
(Signature Over Printed Name)

Certified Correct and Complete:

SDO Administrative Officer V
(Signature Over Printed Name)

Validated by:

ROSARIO D. ESTIMO
Teacher Credentials Evaluator II
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Enclosure 3: Requirements for Application

1. **Letter of intent addressed to the Head of Office**, or to the highest human resource officer designated by the Head of Office;
2. **Duly accomplished PDS (CS Form No. 212, Revised 2017)** with Work Experience Sheet, if applicable;
3. **Photocopy of valid and updated PRC License/ID**, if applicable;
4. **Photocopy of Certificate of Eligibility/Rating**, if applicable;
5. **Photocopy of scholastic/academic record** such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. **Photocopy of Certificate/s of Training**, acquired after the last promotion but within the last five years;
7. **Photocopy of Certificate of Employment**, Contract of Service, or duly signed Service Record, relevant to the position to be filled, whichever is/are applicable;
8. **Photocopy of latest appointment**, if applicable;
9. **Photocopy of the Performance Ratings** in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable;
10. **Duly accomplished Checklist of Requirements and Omnibus Sworn Statement** on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) (under oath) ; and
11. **Other documents as may be required by the HRMPSB**, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment (*refer to pages 47-53 of the DO 007, s. 2023 for the full list of MOVs required*);
 - ii. Portfolio for non-classroom observable indicators of the PPST (for teachers); and;
 - iii. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled.



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