



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon



July 8, 2019

DIVISION MEMORANDUM

No. 126, s. 2019

**DELIBERATION/RANKING FOR RECLASSIFICATION OF POSITIONS TO SCHOOL HEAD AND MASTER
TEACHER II & III PER DISTRICT IN THE ELEMENTARY**

TO: Public School District Supervisors
Elementary School Principals
All Others Concerned


1. The Schools Division will conduct a deliberation/ranking for reclassification of positions to School Head and to Master Teacher II & III per district in the elementary.
2. For reference and additional information regarding the criterion and computation of points for school head positions, all applicants are enjoined to refer to **DepEd Order No. 97, s. 2011**. Stipulated below are the minimum qualification standard/basic requirements for each position:

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
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
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. For Master Teacher II and III applicants, information as to the minimum qualification standards and basis for computation of points and are stated in MEC Order No. 10, s. 1979.
4. Attached as Annex A in this memorandum are the districts for reassessment and the number of Master Teachers needed per district and those who have no qualified applicants in the assessment conducted last June 19, 20 and 21, 2019.
5. The schedule for School Head positions is on July 22, 2019 and for Master Teacher positions on July 23, 2019. The venue for the deliberation will be at the Division Conference Hall from 8:00 AM to 5:00 PM.
6. Interested applicants are requested to submit two sealed envelopes marked "For Reclassification of Position to Master Teacher or to School Head Position". The *first envelope* is for *pre-assessment* and the *second envelope* is for ranking purposes. Both envelopes should include among others the *Copy of PRC License; Transcript of Records or certification of units earned in Masteral Studies; Service Record; Certificates of Trainings and Copy of Performance Rating (IPCRF) for the last three years.*
7. The deadline of submission is on June 17, 2019 in order to give ample time for the HRMO to pre-assess the documents. **No additional documents shall be accepted after the deadline.**
8. Public Schools District Supervisors and Officers-In-Charge to the office of the Public Schools District Supervisor are required to sit as member of the Division Personnel Selection Board when assessment of positions their respective districts are scheduled to be ranked. The President or Authorized Representative of ACT Bicol Sorsogon Chapter in the elementary shall also sit as member of the Division PSB.

9. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
10. Immediate and wide dissemination of this memorandum is enjoined.


LOIDA M. NIDEA, Ed. D., CESO V
Schools Division Superintendent 

ANNEX A

NUMBER OF NEEDED MASTER TEACHERS PER DISTRICT (FOR RECLASS)

DISTRICT	NO. OF NEEDED MTs		
	MT1	MT2	MT3
Barcelona District			2
Bulan I			3
Bulan II			1
Bulan III			2
Bulan IV		5	3
Bulusan			3
Castilla East			2
Castilla West			2
Castilla South		3	2
Casiguran			1
Donsol East			1
Donsol West I			2
Donsol West II		3	2
Gubat North			3
Gubat South			3
Irosin I			3
Irosin II		4	3
Juban		2	4
Magallanes North			1
Magallanes South			1
Matnog I			3
Matnog II		3	2
Pilar I			3
Pilar II		1	2
Pilar III		4	3
Sta. Magdalena			2

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