



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

June 06, 2025

DIVISION MEMORANDUM

No. 148, s. 2025

**SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION OF QUALIFIED
PERSONNEL TO SCHOOL PRINCIPAL I POSITIONS**

TO: Assistant Schools Division Superintendent
SGOD/CID Chiefs
Public School District Supervisors
OIC-Public Schools District Supervisors
Concerned Elementary and Secondary School Administrators
All Others Concerned

1. In reference to DM-OUHROD-2025-1331 titled ***“Reclassification of Qualified Personnel to School Principal I Position”***, this Office announces the commencement of submission of pertinent documents for Reclassification of Items to School Principal I Positions from Qualified Elementary and Secondary Schools.
2. The appraisal of credentials for Principal I position will be based on DepEd Order No. 7 s. 2023 titled *“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”* and DepEd Order No. 21, s. 2024 titled *“Amendments to DepEd Order No. 007; Section 7.4 – Pre-requisites for classification of positions and 7.5 – Reclassification of Positions of the DBM-DepEd Joint Circular No. 001, s. 2025”*.
3. This Office strictly adheres to the Equal Employment Opportunity Principle (EEOP). Selection of employees for designation shall be open to all men and women according to the principle of merit and fitness. There shall be no discrimination in the selection process on account of gender, civil status, disability, religion, ethnicity, political affiliation and or any other characteristics protected by law.
4. All interested applicants in the aforesaid position shall meet the ***minimum qualification standards (QS)*** before they can be shortlisted to proceed with the comparative assessment and indorsement process. The qualification standard for the aforesaid reclassification are as follows:



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Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer

5. Attached herewith as **Annex 1** is the list of eligible personnel (profiled HTs, Aps, and TICs) from the Central Office – subject to validation of qualification. Other personnel not listed, but who are currently eligible for Principal I position- NQESH/ Principal's Test passers and meet existing CSC-approved QS abovementioned shall be included in the list of pool of applicants and are encouraged to apply.
6. The pertinent documents to be submitted shall include the following:
 - A. Reclassification Form for School Principal Positions (RFSPP)- (**see Annex A**)
 - B. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/ Expression of interest
 - Position Applied for
 - C. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
 - D. Photocopy of Voter's ID and/or any proof of residency;
 - E. Photocopy of valid and updated PRC Licence/ID;
 - F. Certificate of Competency Level issued by Authorized body (if applicable)
 - G. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
 - H. Photocopy of duly signed Service Record;
 - I. Photocopy of certificate/s of relevant training
 - J. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
 - K. Photocopy of the Performance Rating:
 - Performance rating of at least Very Satisfactory in the last rating period



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- covering one complete (1) performance cycle in the current position;
- L. 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), using the attached form and
- M. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
- Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
7. All interest applicants must submit their documents fastened on the left side with table of contents and documents arranged as per checklist of requirements with tabbing from **A-M**. Only applicants who submitted the complete hard copies of their documents on the set deadline will be considered included in the **pool of official applicants**.
8. Applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Certification of Authenticity and Veracity of documents (CAV). However, it may be noted that DepEd Order No 21 s. 2024, item no. 10 states that *"To relieve the applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of documents submitted, shall no longer be required to be notarized. **Any false and fraudulent document submitted shall be grounds for disqualification.**"*
9. The deadline of submission of complete documents to the Personnel Unit - Division Office is set on **June 10, 2025 on or before 03:00 P.M.** for initial evaluation. The Comparative assessment of shortlisted applicants shall be on **June 11, 2025, 08:00 A.M to 05:00 P.M.**
10. For information, guidance and strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)

DBM-DepEd JC 01, s.2025_Form No. 2-B

Republika ng Pilipinas
Department of Education**RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)**

Name: _____ Current Position: _____
Position Applied: _____ Item Number: _____
Station/School: _____ SG/Annual Salary: _____
Level: _____ Kindergarten _____ Junior High School
Elementary _____ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	To be filled-out by the HRMO	To be filled-out by the HRMO	
Training			
Experience			
Eligibility			

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

☐ Eligible Score _____
☐ Not Eligible

III. PERFORMANCE RATING:Must be at least **Very Satisfactory**

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCR) form, (which ever is applicable) in the last rating period

IV. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme:

Attested by:

Applicant

HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Administrative Officer IV (HRMO)

Certified Correct

Administrative Officer V (Admin Services)

Recommending Approval:

Schools Division Superintendent

VI. DEPED REGIONAL OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

Teachers Credential Evaluator

Certified Correct:

Chief, Administrative Division

Approved:

Regional Director

INVENTORY OF RECLASSIFIABLE
PERSONNEL FOR SP1 POSITION
REGION 5

QUICK GUIDE

Protected Cells
(Not editable)

For updating

NO	SDO	FULL NAME	CURRENTLY DESIGNATED AS SCHOOL HEAD (YES = TIC/OIC; No = Without Designation)	POSITION TITLE	SCHOOL ID	SCHOOL
201	Sorsogon	GAMBA, ELIJAH PANI	YES	HEAD TEACHER III	113986	Layog Elementary School
202	Sorsogon	ESTILLER, GARY RESERVA	YES	HEAD TEACHER III	113992	San Antonio Elementary School
203	Sorsogon	FONTELAR, GERALD GOMESERIA	YES	TEACHER I	113994	San Ramon Elementary School
204	Sorsogon	HIZARSA, NILDA FALCOTELO	YES	HEAD TEACHER II	113995	Sta. Cruz Elementary School
205	Sorsogon	GRATIL, ALLAN MORRO	YES	MASTER TEACHER I	114014	Inararan ES
206	Sorsogon	GILANA, ALVIN GIMENA	YES	HEAD TEACHER II	114017	Lahong ES
207	Sorsogon	PALACIO, CYRIL GLORIANE	YES	TEACHER III	114026	Scabang ES
208	Sorsogon	LATONERO, RONALD GOTTIS	YES	HEAD TEACHER III	302239	San Juan Bag-o National High School
209	Sorsogon	FRANCISCO, PLARIDEL GUIM	YES	HEAD TEACHER III	114052	San Vicente ES
210	Sorsogon	MAGCAYAN, CHRISTY ROSARE	YES	HEAD TEACHER III	114055	TAROMATA I
211	Sorsogon	DESABAYLA, RYAN DE LOS REYES	YES	HEAD TEACHER II	302210	Faustino G. Glua National High School
212	Sorsogon	CATACUTAN, BABY LYN FORTIN	YES	TEACHER III	114063	Lolud ES
213	Sorsogon	VILLA, LENIE OPEMIA	YES	HEAD TEACHER III	114084	Colambis ES
214	Sorsogon	DINO, RICA HAGAD	YES	HEAD TEACHER I	114086	Gogon ES
215	Sorsogon	JINTALAN, MA. TERESA PERALTA	YES	HEAD TEACHER II	114107	Libtong Elementary School
216	Sorsogon	ORTILE, FRANCIA FRANCA	YES	TEACHER III	114116	Tomalaytay ES
217	Sorsogon	BERJA, CRISTITO BEGARDON	YES	TEACHER I	114120	Caburacan ES
218	Sorsogon	CEDENO, SONIA MACANDOG	YES	HEAD TEACHER II	114137	Alin Elementary School
219	Sorsogon	PALLES, RODEL SALVADOR	YES	TEACHER III	114140	Baras Elementary School
220	Sorsogon	PALENCIA, TEDDY MIRABUENO	YES	HEAD TEACHER III	114142	Cristo Elementary School
221	Sorsogon	CADAG, LALAINA MAGDAMIT	YES	MASTER TEACHER II	114146	Gura Elementary School
222	Sorsogon	LLABRES, GLENDA HERRERA	YES	HEAD TEACHER III	114151	San Antonio ES
223	Sorsogon	GABARDA, MARILOU ESPERA	YES	HEAD TEACHER III	114154	San Vicente ES

INVENTORY OF RECLASSABLE PERSONNEL FOR SP1 POSITION REGION 5

QUICK GUIDE

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NO	SDO	FULL NAME	CURRENTLY DESIGNATED AS SCHOOL HEAD (YES = TIC/OIC; No = Without Designation)	POSITION TITLE	SCHOOL ID	SCHOOL
224	Sorsogon	ORENCIADA, DARYL RABULAN	YES	HEAD TEACHER III	3022209	Donsol Vocational High School - GOGON ANNEX
225	Sorsogon	SY, ADAM AVISADO	YES	HEAD TEACHER II	5022337	Tongdol Integrated School
226	Sorsogon	AREVALO, MA. LUISA CADAG	YES	ASSISTANT SCHOOL PRINCIPAL II	144771	Parina ES
227	Sorsogon	AVISADO, VALDEMAR MAGDAMIT	YES	TEACHER III	144766	San Rafael ES
228	Sorsogon	ESTABAYA, PATERNA RAPATALO	YES	HEAD TEACHER III	1422033	Ariman ES
229	Sorsogon	CODON, ALVIN ENCINARES	YES	TEACHER III	1422044	Benguet ES
230	Sorsogon	ESTADOLA, SHIRLEY LEIS	YES	HEAD TEACHER II	1442383	Naagtan Elementary School
231	Sorsogon	FUENSALIDA, ALDIN SANTIAGO	YES	HEAD TEACHER I	1442223	Bagasangon ES
232	Sorsogon	ROJO, NARDITO GALOS	YES	HEAD TEACHER I	1442385	Irosin Central School
233	Sorsogon	FORNELLOS, EJENO BATALLER	YES	HEAD TEACHER I	144241	Salvacion ES
234	Sorsogon	RODRIGUEZ, RHEA RELATA	YES	TEACHER III	1760066	Severino E. Fortes Mem. School ES
235	Sorsogon	VILLA, NICKY HANTAL	YES	HEAD TEACHER I	3022222	Mogallanes National High School
236	Sorsogon	HICOM, JERRAN PETONGERA	YES	HEAD TEACHER I	1442387	Aguada Elementary School
237	Sorsogon	HUAB, HAZEL ENCINARES	YES	TEACHER II	1443392	Sua ES
238	Sorsogon	MARFIL, REV ANN LOVENARIO	YES	TEACHER III	1443353	Tingco Elementary School
239	Sorsogon	TAD-O, JANE CONDA	YES	HEAD TEACHER II	1443366	Cabiguan ES
240	Sorsogon	DIO, JEANNEBETH DESTAJO	YES	MASTER TEACHER II	1444044	Sta. Lourdes ES
241	Sorsogon	BAYTING, MARY JOY GABELO	YES	HEAD TEACHER III	1444177	Uson ES
242	Sorsogon	ANONUEVO, MARIVIC ARIATE	NO	ASSISTANT SCHOOL PRINCIPAL II		
243	Sorsogon	BALONA, JENNY BONGALOSA	NO	ASSISTANT SCHOOL PRINCIPAL II		
244	Sorsogon	DIESTA, ROMMEL NOGALES	NO	ASSISTANT SCHOOL PRINCIPAL II		
245	Sorsogon	ONTORIA, AUGUSTUS PERTEZ	NO	ASSISTANT SCHOOL PRINCIPAL II		
246	Sorsogon	RICAFORT, JOSE JR. DICHOSO	NO	ASSISTANT SCHOOL PRINCIPAL II		