



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

February 15, 2021

DIVISION MEMORANDUM
No. 049, s. 2021

**RANKING OF APPLICANTS FOR THE POSITIONS OF PUBLIC SCHOOLS DISTRICT
SUPERVISOR (PSDS), ELEMENTARY & SECONDARY SCHOOL PRINCIPAL I-IV,
ELEMENTARY HEAD TEACHER I-IV AND SECONDARY HEAD TEACHER I-VI**

To: Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Public Schools District Supervisors/District In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the ranking of applicants for the positions of Public Schools District Supervisor (PSDS), Elementary and Secondary School Principal I-IV, Elementary Head Teacher I-IV, Secondary Head Teacher I-VI for School Year 2021-2022 following the basic qualification standards and screening procedure contained in:

Deped Order 26, s.2016 – Revised Qualification Standards for the Position of Public Schools District Supervisor (PSDS)

Deped Order 42, s.2007 – The Revised Guidelines on Selection, Promotion and Designation of School Heads

Deped Order 39, s.2007 – Modified Qualification Standards for the Positions of Head Teachers and School Principals

Note: Please refer to enclosure of this memorandum.

2. Applicants who do not meet the qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.

3. Applicants for Principal I position must pass the National Qualifying Examination for School Heads (NQESH)/Principals' Test.

4. Shifting of career line from being a Master Teacher to a School Principal is allowed once as provided for in Deped Order 82, s. 1997, *"Revised Guidelines on Shifting from Master Teacher Position to Administrative Position and Vice-versa"*.

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5. The total number of teachers supervised must be met as stipulated in DECS Manual 2002 as follows:

- Head Teachers: 7 to 9
- Principal I: 10-29
- Principal II: 30 to 59
- Principal III: 60 to 99
- Principal IV: 100 and more

6. The pertinent documents are to be arranged and fastened in a folder with proper tabbing and table of contents based on the list, as an attachment.

7. Applicants should prepare at least three (3) folders containing pertinent documents which are certified true copy and the original copies, if required.

8. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.

9. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate claims of applicants.

10. Enclosed are the schedule of activities for the ranking of vacant positions.

11. Applicants and the HRMPSB Committee shall strictly comply at all times all precautionary measures in reporting to the office and going back home such as but not limited to social distancing, wearing of masks, gloves and shield, frequent handwashing of hands, etc.

12. Applicants and the HRMPSB Committee shall be responsible in securing a quarantine/border pass from respective local government units for presentation in the different checkpoints.

13. Expenses incurred during the conduct of the workshop shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.

14. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.

15. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES, EdD CESO V
Schools Division Superintendent 

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**SCHEDULE OF ACTIVITIES FOR THE RANKING OF APPLICANTS FOR THE POSITION OF
PSDS, PRINCIPAL I-V AND HEAD TEACHER I-VI FOR SCHOOL YEAR 2021-2022**

Date	Venue	Time	No. of Working Days	ACTIVITIES
February 22 – March 9, 2021	Anywhere with internet connection	24 hours	10 days	Online Application by the Applicants www.depedcebuprovince.ph (http://112.198.193.182/)
February 18, 2021	Division Office/ Virtual	8:00 a.m.- 5:00 p.m.	1 day	Orientation of the members of the Division Personnel Selection Board
February 22 – March 9, 2021	District Office	8:00 a.m.- 5:00 p.m.	10 days	Submission and initial evaluation of the applicants' pertinent documents in a folder with tabs including <i>confirmation from the online application for the</i> (a) conduct of preliminary evaluation of the qualification of all applicants; (b) verification against the original documents; and (c) certification as to the veracity, accuracy and authenticity of documents. The Office shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant.
March 10-12 & 15-16, 2021	Division Office	8:00 a.m.- 5:00 p.m.	5 days	Submission of folders per district to the Division Personnel Selection Board Secretariat with attached transmittal and Prepare shortlist of applicants. <i>Note: Late submission of folders will not be entertained.</i>
March 22-24, 2021	Division Office/ Virtual	8:00 a.m. - 5:00 p.m.	3 days	Documents Review, Orientation, Confirmation of Preliminary Points, and Interview of <u>Elementary School Principal I-IV</u> applicants by the HRMPSB
March 25-26 & 29, 2021	Division Office/ Virtual	8:00 a.m. - 5:00 p.m.	3 days	Documents Review, Orientation, Confirmation of Preliminary Points, and Interview of <u>Secondary School Principal I-IV</u> applicants by the HRMPSB
March 30 – April 1, 2021	Division Office/ Virtual	8:00 a.m. - 5:00 p.m.	3 days	Documents Review, Orientation, Confirmation of Preliminary Points, and Interview of <u>Elementary Head Teacher I-IV</u> applicants by the HRMPSB
April 5-7, 2021		8:00 a.m. - 5:00 p.m.	3 days	Documents Review, Orientation, Confirmation of Preliminary Points, and Interview of

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April 8 & 12-13, 2021	Division Office/ Virtual	8:00 a.m. - 5:00 p.m.	3 days	<u>Secondary Head Teacher I-VI applicants by the HRMPSB</u> Documents Review, Orientation, Confirmation of Preliminary Points, and Interview of <u>Public Schools District Supervisor (PSDS)</u> applicants by the HRMPSB
April 14-16 & 19-20, 2021	Division Office	8:00 a.m. - 5:00 p.m.	5 days	Consolidation of points of the different criteria by the HRMPSB Secretariat
April 16 – May 11, 2021	Division Office & 2 other conspicuous places	8:00 a.m. - 5:00 p.m.	15 days	Posting of the Initial Ranklist in the Division Office. <i>Note: Request for corrections shall only be entertained during posting period.</i>
May 12, 14 & 17-18, 2021	Division Office	8:00 am- 5:00 pm	4 days	Consolidation of points after correction and submission of RQA to the Office of the SDS for approval.
May 19, 2021 onwards	Division Office	8:00 a.m.- 5:00 p.m.		Implementation Schedule

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(Enclosure to Division Memorandum No. ____, s.2021)

**LIST OF DOCUMENTARY REQUIREMENTS FOR APPLICATION
OF PSDS, PRINCIPAL I-IV AND HEAD TEACHER I-VI**

1. Application letter indicating the position applied for.
2. CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture
3. Transcript of Records (TOR) in Bachelor's degree (Certified/Authenticated by issuing agency)
4. Latest Service Record
5. Certificates of Relevant Training
6. Certificate of Eligibility (PBET/LET/RA1080 – Certified/Authenticated by issuing agency)
7. Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
8. Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
9. Transcript of Records (TOR) in graduate or post graduate school (Certified/Authenticated by issuing agency)
10. Certificates of specialized training, scholarship grants, chair/ co-chair in technical committee



Republic of the Philippines
Department of Education

02 MAY 2016

DepEd ORDER
No. **26** s. 2016

**REVISED QUALIFICATION STANDARDS (QS) FOR THE POSITION
OF PUBLIC SCHOOLS DISTRICT SUPERVISOR**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

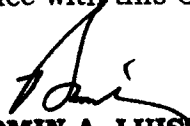
1. The Civil Service Commission (CSC) has approved the Qualification Standards (QS) for the position of Public Schools District Supervisor (Salary Grade 22) in the Department of Education (DepEd) based on the Resolution No. 1600324 dated March 29, 2016 as follows:

Education : Master's Degree in Education or other relevant
Master's Degree;
Experience : Five years cumulative experience in instructional
supervision and school management;
Training : Sixteen hours of relevant training; and
Eligibility : Republic Act No. 1080 (Teacher)

2. The modification to the existing QS for the abovementioned position is anchored on the functions of the position pursuant to RA 9155, otherwise known as *Governance of Basic Education Act of 2001* and the approved Rationalization Plan of the Department.

3. Subsequent appointees to said position should meet the requirements stated in the enclosed newly approved QS, subject to the guidelines on the appointment and promotion of other teaching, related teaching, and non-teaching positions.

4. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: None

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

APPOINTMENT	POLICY
CHANGE	QUALIFICATIONS
OFFICIALS	STRAND: Governance and Operations
PROMOTION	

SMA, DO Revised Qualification Standards (Public Schools District Supervisor)
0268, April 8/19, 2016



QUALIFICATION STANDARDS

Re: Amended; Public Schools District Supervisor
Position, Department of Education

X-----X

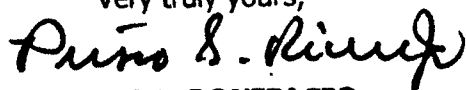
NOTICE OF RESOLUTION

Sir/Madam:

The Commission promulgated on **March 29, 2016 Resolution No. 1600324** on the above-cited matter, copy attached. Its original is on file with this Commission.

March 30, 2016.

Very truly yours,


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

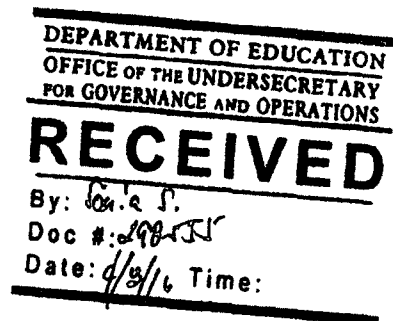
Copy furnished:

Undersecretary Rizalino D. Rivera
Department of Education
DepEd Complex, Meralco Avenue
1600 Pasig City

Director II Dick N. Echavez
Civil Service Commission Field Office – Makati
7/f Building 2, Makati City Hall
Poblacion
1200 Makati City

Director IV Judith D. Chicano
Civil Service Commission - National Capital Region
No. 25 Kaliraya St., Banawe
1100 Quezon City

csls/SSD/SRP/vcc



In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



QUALIFICATION STANDARDS

Re: Amendment; Public Schools District Supervisor
Position, Department of Education

Number: 1600324

Promulgated: 29 MAR 2015

X-----X

RESOLUTION

Rizalino D. Rivera, Undersecretary, Department of Education (DepEd) submitted to the Commission for approval the following amended Qualification Standards (QS) for the Public Schools District Supervisor (PSDS) position in the DepEd:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant master's degree	5 years cumulative experience as Master Teacher, Head Teacher or Principal	16 hours of relevant training	RA 1080 (Teacher)/ PBET

In his letter request dated 10 June 2015, Undersecretary Rivera mentioned that PSDS, a unique position in the DepEd, has QS approved by then CSC-NCR Director Nelson L. Acebedo on 19 June 1996 where the minimum qualification requirements are the following:

Education : Master's in Education or its equivalent
Experience : Two (2) years as Elementary School Principal III or
Four (4) years as Elementary School Principal II
Training : 16 hours of relevant training
Eligibility : PBET; Teacher

Moreover, Undersecretary Rivera underscored that DepEd "is currently implementing the Rationalization Program which was approved by the Department of Budget and Management in November 2013. xxx In the rationalized structure, the Schools Division Office will have two (2) functional divisions, Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD). The PSDS will be part of the CID."

Under the 1997 Revised Qualification Standards Manual, the PSDS position is further classified into three (3) types which have the following QS:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor - (Elementary Grades)	19	Bachelor's degree in Elementary Education (BSEED) or its equivalent	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080

Original True Copy:

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

SEYMOUR B. PAJARES
Chief Personnel Specialist

Commissioning Secretary & Liaison Officer

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor - (Secondary Grades)	19	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080
Public Schools District Supervisor - (Vocational and Two Years Technical Courses)	19	Bachelor's degree in the field of specialization or its equivalent with at least eighteen (18) units in professional education	2 years of relevant experience	8 hours of relevant training	PBET/ Teacher/ RA 1080

Under DBM-DepEd Joint Circular No. 1, s. 2003 dated November 3, 2003, there was a two-stage salary grade adjustment for PSDS, Education Supervisor I and II positions. Thus, the PSDS position was upgraded from SG-19 to SG-20 in July 2003 and SG-21 in July 2004. Under National Budget Circular No. 521 dated July 1, 2009, the PSDS position was reallocated from SG-21 to SG-22.

Item D (Schools District Level), Section 7 (Power, Duties and Functions) Chapter I (Governance of Basic Education) of RA No. 9155, which is also known as "Governance of Basic Education Act of 2011", provides for the following duties and responsibilities of the PSDS:

"The schools district supervisor shall be responsible for:

- (1) Providing professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the district or cluster thereof;*
- (2) Curricula supervision; and*
- (3) Performing such other functions as may be assigned by proper authorities."*

Moreover, Item C (5) Division Level of the same law states that district supervisors are considered subject area specialists, to wit:

"(5) Ensuring compliance of quality standards for basic education programs and for this purpose strengthening the role of division supervisors as subject area specialists;"

Undersecretary Rivera further added that *"the PSDS shall be assisting the SGOD in supporting the schools and learning center to provide the conducive learning environment for all types of learners."*

Confirmed True Copy:

SEYMOUR R. PAJARES

Chief Personnel Specialist
Commission Secretariat & Liaison Office

The Position and Competency Profile of the PSDS which is provided by the DepEd states that the PSDS position "is responsible for providing relevant and timely service to schools and learning centers through:

- "the conduct of instructional supervision;
- "provision of technical assistance in school management and curriculum implementation;
- "establishing a conducive physical environment for learners and school workers;
- "sustaining strong and harmonious partnerships and collaboration among stakeholders."

While the Commission notes that the Administrative Code of 1987 provides that the education requirement for second level positions in the Career Service to be at least four (4) years of collegiate work, R.A. No. 9155 instructs as provided above that the PSDS be empowered as subject area specialists tasked to provide professional and instructional advice to school heads and teachers. In light of the foregoing, the Commission finds that a Master's Degree is warranted as minimum education requirement for the position.

In addition, **Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292** provides that:

- (2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office.
(underscoring supplied)

Paragraph 3, Item No. 2, Part I – General Policies of CSC Resolution No. 030962 dated September 12, 2003 provides that "Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

Further evaluation of the above proposed QS for the PSDS position shows that the experience requirement is based on the cumulative experience gained in holding specific position titles in public schools. This is consistent with the ladderized career progression of teaching personnel adopted in the Department. However, the proposed experience requirement limits the recruitment within the Department and precludes those coming from private schools who may have similar work experience but do not necessarily have the same or similar position titles. In effect, it impedes the competition for said career position that should be open for those inside and outside the service.

Given the foregoing, the Commission deemed it essential that the proposed experience requirement for the PSDS position be modified to specifically state the nature of work experience predictive of able performance of the duties and responsibilities of the position (e.g. 5 years cumulative experience in curricula supervision, school administration and/or instruction advice/support). Thus, in a letter dated January 11, 2016, Undersecretary Rivera acceded and proposed the revised experience requirement for the subject position to read as "5 years cumulative experience in instructional supervision and school management."

It should be noted, however, that the amended QS for the PSDS position in the DepEd shall be applied to promotional or regular appointments to residual vacant PSDS positions after placement to comparable positions or after the implementation of the DBM-approved Rationalization Plan. This is consistent with the provisions of CSC MC No. 3, s. 2014

~~Continued from Copy:~~

SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

(Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies.)

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the following amended qualification standards for the Public Schools District Supervisor position in the Department of Education:

Position Title	SG	Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)

The Commission **FURTHER RESOLVES** that the amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other personnel actions for the subject position in the Department of Education after the implementation of the DBM-approved Rationalization Plan.

Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Offices concerned.

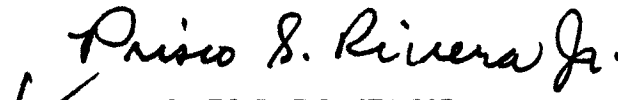
Quezon City.

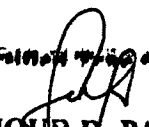

ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner


NIEVES L. OSORIO
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office


SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office



Republic of the Philippines
Department of Education

3242
DepED
DEPARTMENT OF EDUCATION

Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2007

DEPED ORDER
No. **42**, s. 2007

THE REVISED GUIDELINES ON SELECTION, PROMOTION
AND DESIGNATION OF SCHOOL HEADS

To: Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Selection, Promotion and Designation of School Heads were promulgated under DepED Order No. 85, s. 2003 in pursuance to RA 9155 on the basis of merit, competence, fitness and equality.

2. To further achieve the principles of merit and fitness, and strengthen the selection process for School Heads, several significant revisions are hereby adopted.

A. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls:
As stated

Reference:
DepED Order (No. 85, s. 2003)

Allotment: 1 - (D.O. 50-97)

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

OFFICIALS
POLICY
PROMOTION

THE REVISED GUIDELINES ON SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. LEADERSHIP FRAMEWORK

There shall be a school head for all public elementary and secondary schools or a cluster thereof, pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001). A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership** is the ability to craft and pursue a shared school vision and mission, as well as develop and implement curriculum policies, programs and projects.
2. **People Leadership** is the ability to work and develop effective relationships with stakeholders and exert a positive influence upon people.
3. **Strategic Leadership** is the ability to explore complex issues from a global perspective, manage an educational enterprise and maximize the use of resources.

II. BASIC POLICIES

In addition to those stated in the Merit Selection Plan (MSP), the following basic policies shall be adopted.

1. Applicants to Principal I position must pass a qualifying test. He/she must have an experience of at least five (5) years in the aggregate as Head Teacher, Teacher-In-Charge, Master Teacher and Teacher III.
 - 1.1 The test shall evaluate the applicants in terms of the three (3) leadership dimensions to measure executive and managerial competence. It may consist of paper and pencil, simulation and other modes.
 - 1.2 The test shall be developed by the National Educator's Academy of the Philippines (NEAP) in coordination with the National Education Testing and Research Center (NETRC).
 - 1.3 The Regional Office shall simultaneously administer the test once a year in designated venues.
2. The appointment of a school principal shall be non-station specific.
3. Any vacancy for Principal position shall be open to all qualified candidate from within and outside the division where the vacancies exist.
4. The Schools Division Superintendent shall designate Teachers-In-Charge in schools without Principal items.

To become a Teacher-In-Charge, one must have at least three (3) years teaching experience and undergo a screening process to be conducted by the Division Office.

5. Assignment of Head Teachers shall be one per subject area with priority on the core subject areas, namely: English, Math, Science, Filipino and Araling Panlipunan.

III. COMPUTATION OF POINTS

Specific points are assigned for each criterion in the ranking for Head Teacher/Principal positions, as follows:

<i>Criteria</i>	<i>Maximum No. of Points</i>
Performance Rating	30
Experience	10
Outstanding Accomplishments	30
Education and Training	20
Potential	5
Psychosocial Attributes and Personality Traits	5
TOTAL	100

A. Performance Rating (30 points)

The performance rating of the appointee for the last three (3) rating periods prior to screening should be at least Very Satisfactory. The average of the numerical ratings shall be given points as follows:

<i>Numerical Rating</i>	<i>Points</i>
9.4 - 10	30
8.7 - 9.3	25
8.0 - 8.6	20
7.3 - 7.9	15
6.6 - 7.2	10

B. Experience (10 points)

Experience must be relevant to the duties and functions of the position to be filled, with every year given a point but not to exceed ten (10) points. Every month of service in excess of one year shall be given corresponding point.

Example: 1 yr. & 5 mos. $1 \frac{5}{12} = 1.4$ points
 5 yrs. & 11 mos. $5 \frac{11}{12} = 5.9$ points

C. Outstanding Accomplishments (30 points)

a. Outstanding Employee Award (5 points)

Awardee in the school	- 1 pt.
Nomination in the division/awardee in the district	- 2 pts.
Nomination in the region/awardee in the division	- 3 pts.
Nomination in the Department/awardee in the region	- 4 pts.
National awardee	- 5 pts.

b. Innovations (5 points)

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

1. Conceptualized - 1 pt.
2. Started the implementation - 2 pts.
3. Fully implemented in the school - 3 pts.
4. Adopted in the district - 4 pts.
5. Adopted in the division - 5 pts.

c. Research and Development Projects (10 points)

- Action research conducted in the school level - 6 pts.
- Action research conducted in the district level - 8 pts.
- Action research conducted in the division level - 10 pts.

d. Publication/Authorship (5 points)

- Articles published in a journal/newspaper/magazine of wide circulation - 2 pts.
(per article but not to exceed 4 pts.)
- Co-authorship of a book - 4 pts.
(shall be divided by the number of authors)
- Sole authorship of a book - 5 pts.

e. Consultant/Resource Speaker in Trainings/Seminars/ Workshops/Symposia (5 points)

- District level - 1 pt.
- Division level - 2 pts.
- Regional level - 3 pts.
- National level - 4 pts.
- International level - 5 pts.

D. Education and Training (20 points)

a. Education (10 points)

- Complete Academic Requirements for Master's Degree - 6 pts.
- Master's Degree - 7 pts.
- Complete Academic Requirements for Doctoral Degree - 9 pts.
- Doctoral Degree - 10 pts.

b. Training (10 points)

- Participant in a specialized training - 10 pts.

e.g. Scholarship Programs, Short Courses, Study Grants shall be given one (1) point for every month of attendance but not to exceed ten (10) points.

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level - 8 pts.
- International Level - 10 pts.

Chair/Co-chair in a technical/planning committee

- District Level - 2 pts.
- Division Level - 4 pts.
- Regional Level - 6 pts.
- National Level - 8 pts.
- International Level - 10 pts.

E. Potential (5 points)

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills - 1 pt.
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas - 1 pt.
Presents well-organized and precise ideas with marked command of the language used.
3. Alertness - 1 pt.
Manifests presence of mind and awareness of the environment.
4. Judgment - 1 pt.
Demonstrates sound judgment.
5. Leadership Ability - 1 pt.
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits (5 points)

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations (2 pts.)

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization - 0.4 pt.
2. Internalizes work changes with ease and vigor - 0.4 pt.
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors - 0.4 pt.
4. Observes proper decorum in relating with superiors and peers - 0.4 pt.
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 0.4 pt.

b. Decisiveness (2 pts.)

- | | |
|---|-----------|
| 1. Thinks logically and acts accordingly | - 0.4 pt. |
| 2. Considers alternatives and recommends solutions when faced with problem situations | - 0.4 pt. |
| 3. Gives convincing recommendations and suggestions | - 0.4 pt. |
| 4. Acts quickly and makes the best decision possible | - 0.4 pt. |
| 5. Exercises flexibility | - 0.4 pt. |

c. Stress Tolerance (1 pt.)

- | | |
|--|-----------|
| 1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc. | - 0.2 pt. |
| 2. Uses coping mechanisms to handle creatively tensions resulting from one's work. | - 0.2 pt. |
| 3. Controls negative manifestations of emotions. | - 0.2 pt. |
| 4. Performs satisfactorily his duties and functions in a tension-laden situation. | - 0.2 pt. |
| 5. Channels negative emotions to positive and constructive endeavors. | - 0.2 pt. |

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. SANCTIONS

Anyone found guilty of violating the provisions of these revised guidelines or parts thereof shall be dealt with accordingly.

VI. EFFECTIVITY

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary



Republic of the Philippines
Department of Education



JUN 15 2007

DepED ORDER
No. 39, s. 2007

**MODIFIED QUALIFICATION STANDARDS FOR THE POSITIONS
OF HEAD TEACHERS AND PRINCIPALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under Resolution No. 070520 dated March 19, 2007 has approved further modification to the Qualification Standards (QS) for Head Teachers and Principals in the elementary and secondary schools.
2. The modified Qualification Standards for the positions of Head Teacher I to III and Principal I to IV (for elementary level); Head Teacher I to VI and Principal I to IV (for secondary level) of this Department shall take effect immediately.
3. Subsequent appointees to said positions should meet the herein newly approved qualification standards, subject to the guidelines on selection and promotion of school heads, which include the passing of the Principalship test for aspirants to Principal I positions.
4. All other existing issuances which are inconsistent herewith are deemed repealed or amended.
5. For your guidance and compliance.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 20, s. 2005
and 48, s. 2004

Allotment: 1- (D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

**OFFICIALS
TEACHERS**

Reformatted by: Maricar/Sally - Modified QS HT & Principal
05-04-07/comp. madel

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
For Elementary Schools						
Principal I	18	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools

Principal I	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	40 hours of relevant training	RA 1080 (Teacher)
Principal II	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 yr. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal III	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)
Principal IV	21	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	3 yrs. as Principal	40 hours of relevant training	RA 1080 (Teacher)

(Enclosure No. 2 to DepEd Order No. 39, s. 2007)

MODIFIED QUALIFICATION STANDARDS

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
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For Elementary Schools:

Head Teacher I	13	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

For Secondary Schools:

Head Teacher I	13	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 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)
Head Teacher IV	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 3 years; or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	17	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher VI	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)