



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

Office of the Schools Division
Superintendent

March 6, 2021

DIVISION MEMORANDUM
No. 075, s. 2021

**CORRIGENDUM/ADDENDUM TO DIVISION MEMORANDUM NO. 43, 44 and 45,
s2021, "RANKING OF APPLICANTS FOR THE POSITIONS OF SGOD CHIEF, PSDS,
SCHOOL PRINCIPAL I-IV AND HEAD TEACHER 1-VI"**

To: Assistant Schools Division Superintendents
Division Chief Supervisor
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed of the following updated policies relative to the ranking for promotion to the positions of Chief, Schools Governance and Operations Division, Public Schools District Supervisors, Elementary and Secondary School Principals, Elementary and Secondary Head Teachers and Teachers-in-Charge as contained in Division Memorandum No. 43, s2021, "Ranking of Applicants for the Position of SGOD Chief", Division Memorandum No. 44, s2021, "Ranking of Applicants for the Positions of PSDS, Elementary and Secondary Principals and Elementary and Secondary Head Teachers", and Division Memorandum No. 45, 2021, "Ranking of Applicants for Teachers-in-Charge" to wit:

1.1. For appointment by promotion or transfer, the Performance Rating of the appointees in the last rating period prior to the date of assessment or screening should be at least Very Satisfactory as provided for in Section 95, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018 instead of requiring them prior to assessment one (1) complete RPMS cycle of the present position before they can apply for advancement.

1.2. Applicants for promotion to Head Teacher and Principal positions may apply regardless of the number of teachers currently handled but should they be appointed to the positions, the total number of teachers under them must meet the required number of supervised personnel as stipulated in DECS Manual 2002 as follows:

Head Teachers	7-9
Principal I	10-29
Principal II	30-59
Principal III	50-99
Principal IV	100 and more

2. The schedule of the Orientation for the Division HRMPSB Committee is moved from the original schedule of February 18, 2021 to March 15, 2021.

3. All other provisions stipulated in the previous memorandum shall remain in effect.

4. Widest dissemination of this Memorandum is desired.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

