



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

**Office of the Schools Division
Superintendent**

June 30, 2023

DIVISION MEMORANDUM

No. 239, s. 2023

**RANKING OF HEAD TEACHER POSITIONS/VACANCIES FOR THE CALENDAR YEAR
2023**

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

1. The Office hereby informs the field of the submission of application documents for the **Head Teacher II to IV** for elementary level and **Head Teacher I to VI** in the secondary level of the **existing vacancies** or for **reclassification of head teacher positions (if no existing vacancy)** for the **Calendar Year 2023**.

2. All interested applicants for promotion shall submit the following documentary requirements to the Division HR Unit **on or before July 5, 2023** (Wednesday):

- a) Letter of intent addressed to the Schools Division Superintendent;
- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c) Certified true copy of valid and updated PRC ID/License;
- d) Certified true copy of eligibility/**board rating**;
- e) Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post-graduate units/degrees;
- f) Certified true copies of certificates of **relevant** training on leadership and management or instructional supervision (**at least 24 to 40 hours depending on the position being applied for**), if applicable, taken/attended in the **last five (5) years reckoned from the date/deadline of submission, preferably NEAP accredited training certificates**);
- g) Certified true copies of Certificate of Employment, Contract of Service, or duly signed **Service Record**, whichever is/are applicable;
- h) **Certified true copy of the latest CSC-approved appointment/last promotion (mandatory requirement)**;
- i) Certified true copy of the Performance Ratings in the last three (3) rating periods/calendar or school years covering three-year performance/s in the current or latest position prior to the deadline of submission (preferably for **reclassification** purposes);



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

j) 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/Waiver** pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by an authorized official;

k) Photocopy of NBI clearance and PSA/NSO/Birth and/or Marriage Certificate (for female applicants) must also be submitted; and

l) Other supporting documents related to awards, research, innovations, outstanding accomplishments, **duly-approved application of education, and L & D must also be inserted in the application folder (based on RPMS ratee-rater/approving authority), impertinent and irrelevant, and other documents without approval from the head of agency/authority should not be inserted in the application folders.**

3. Photocopy of Transcript of Records (TOR) must be certified by the college or university registrar; PRC ID, and Board Rating results shall be certified by the issuing agency; other documents may be certified by the PSDS, ASDS or a notary public.

4. Applicants shall submit one (1) folder containing all the documents mentioned above to the HR Unit with proper tabbing.

5. Applicants will be assessed using **DO No. 19, s. 2022 (DepEd New Merit Selection Plan)** and **DO No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, particularly on School Administration Category.** Please refer to the attachments or enclosures. All concerned are advised to download the above-cited memos at www.deped.gov.ph.

6. The point system for Comparative Assessment for the School Administration Position is indicated below:

Criteria	Maximum Points Possible
a) Education	10
b) Training	10
c) Experience	10
d) Performance	25
e) Outstanding Accomplishments	10
f) Application of Education	10
g) Application of Learning & Development	10
f) Potential (Written Test, Skills Test, BEI)	15
TOTAL	100

7. Individuals who failed to submit complete mandatory documents as herein mentioned on the set deadline indicated in this memo shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline, as indicated in this memorandum.**

8. Applicants shall be guided by the following qualification standards:

Position Title	QS as Per DO No. 39, s. 2007 (Natural Vacancy)	QS as per DO No. 97, s. 2011 for Reclassification	Remarks
Head Teacher I (Elem/Sec)	Education: Bachelor's degree in Elementary/Secondary	At least 12 units MA in the fields of administration,	The applicant may be recommended

	<p>Education or Bachelor's degree with 18 professional units in education</p> <p>Training: 24 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer (RA 1080);</p> <p>Experience: TIC for 1 year or teacher for 3 years</p>	<p>supervision, and leadership or management</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p> <p>Training: 24 hours of relevant training/NEAP accredited</p>	<p>for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
Head Teacher II (Elem/Sec)	<p>Education: Bachelor's degree in Elementary Education/Secondary or Bachelor's degree with 18 professional units in education</p> <p>Training: 24 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer (RA 1080);</p> <p>Experience: HT/TIC for 1 year or teacher for 4 years</p>	<p>Education: At least 24 units in the MA degree in the fields of administration, supervision, and leadership or management</p> <p>Experience: HT 1 for one year</p> <p>Training: 24 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
Head Teacher III (Elem/Sec)	<p>Education: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in education</p> <p>Experience: HT/TIC for 2 years or Teacher for 5 years;</p> <p>Training: 24 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer (RA 1080)</p>	<p>Education: At least 36 units in the MA degree in the fields of administration, supervision, and leadership</p> <p>Experience: HT II for 2 years</p> <p>Training: 32 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>

<p>Head Teacher IV (Secondary)</p>	<p>Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with an appropriate field of specialization</p> <p>Experience: HT for 3 years or MT for 2 years</p> <p>Training: 24 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer/RA 1080</p>	<p>Education: CAR in the Master's degree in the fields of administration, supervision, and leadership or management</p> <p>Experience: HT III for 2 years</p> <p>Training: 32 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
<p>Head Teacher V (Secondary)</p>	<p>Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with a field of specialization</p> <p>Experience: HT for 4 years or MT for 3 years</p> <p>Training: 24 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer/RA 1080</p>	<p>Education: CAR in the Master's degree in the fields of administration, supervision, and leadership or management</p> <p>Experience: HT IV for 2 years</p> <p>Training: 40 hours of relevant NEAP-accredited training not used in the last promotion</p> <p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
<p>Head Teacher VI (Secondary)</p>	<p>Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional units in education with appropriate fields of specialization management</p> <p>Experience: HT for 5 years or MT for 4 years</p>	<p>Education: Master's degree in the fields of administration, supervision, and leadership or management</p> <p>Experience: HT V for 2 years</p> <p>Training: 40 hours of relevant NEAP-accredited training not used in the last promotion</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>

	<p>Training: 24 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer/RA 1080</p>	<p>Performance: VS for the last 3 consecutive years or Outstanding for the last 2 consecutive calendar/school years</p> <p>Note: Training certificates are valid for the last five (5) years and not credited or counted in the last or previous promotion (counting from the date of assessment or evaluation of documents, as the reckoning date/backward).</p>	
<p>Head Teacher IV (Elementary) as per the 1997 Position Manual of the CSC</p>	<p>Education: Bachelor's degree in Elementary Education or its equivalent</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer/RA 1080</p>	<p>Same criteria with secondary level (HT IV) as per DO No. 97, s. 2011</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
<p>Head Teacher V (Elementary) as per the 1997 Position Manual of the CSC</p>	<p>Education: Bachelor's degree in Elementary Education or its equivalent</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training/NEAP accredited</p> <p>Eligibility: LET/PBET Passer/RA 1080</p>	<p>Same criteria with secondary level (HT V) as per DO No. 97, s. 2011</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies, subject to validation and background investigation.</p>
<p>Head Teacher VI (Elementary) as per the 1997 Position Manual of the CSC</p>	<p>Education: Bachelor's degree in Elementary Education or its equivalent</p> <p>Experience: 2 years of relevant experience</p>	<p>Same criteria with secondary level (HT VI) as per DO No. 97, s. 2011</p>	<p>The applicant may be recommended for reclassification if there are no natural vacancies,</p>

	Training: 8 hours of relevant training/NEAP accredited Eligibility: LET/PBET Passer/RA 1080		subject to validation and background investigation.
--	--	--	---

9. The indicative timeline of the school administration/promotional recruitment process/es is hereby indicated:

Activities	Persons Responsible	Timeline/ Dates	Remarks
-Submission of application folders to the HR Unit	HR/HRMPSB staff, applicants	July 1-5, 2023	5 calendar days
-Assessment, and review/checking of the documents submitted by the applicants	HRMPSB members, HR Unit/Secretariat; Subcommittee members	July 6-8, 2023	3 days
-Conduct of the written examination and BEI	HRMPSB mandatory members	July 10, 2023	1 day
-Checking/grading of the written tests given to the applicants	HRMPSB mandatory members	July 11, 2023	1 day
-Consolidation of points or scores for the posting	HRMPSB mandatory members/Secretariat	July 12, 2023	1 day
-Posting of the Tentative Rank List	HRMPSB/HR Secretariat	July 12-22, 2023	The Tentative Rank List will be uploaded to the official Division website adhering to the ten-day posting period as per DO No. 19, s. 2022; Applicants are given five (5) calendar days to raise corrections on the tentative rank list, after the lapse of the 10-day posting period, the rank list will be ready for implementation.
Issuance of Assignment Advice/Proposals or Appointments	HRMPSB/SDS Office/HR Secretariat	July 24, 2023 and onwards	

10. Members of the HRMPSB/HR Unit/Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered on or during Saturdays/holidays or on the services rendered beyond the regular office hours (8AM to 5PM), particularly for the HR Unit staff or Secretariat.

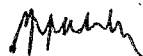
11. Applicants must consider complying or meeting the qualifications standards as stipulated in DO No. 97, s. 2011 since there are only a few existing natural vacancies in the positions earlier mentioned.

12. Expenses that will be incurred in this activity/undertaking shall be at the personal/own expense/s of the members of HRMPSB particularly, snacks or meals, however, the traveling expenses incurred by the other members of the subcommittees (school or district-based staff) who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules or regulations.

13. The evaluation, review, or assessment of the documents submitted by the applicants shall be done at the Division's Conference Hall/Room to avoid any expense at Ecotech Center.

14. This Memorandum serves as "Authority to Travel" for those stationed in the schools or districts.

15. Please see the attachments/enclosures for further details. Wide dissemination of and strict compliance with this Memorandum is hereby directed/desired.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

sds/asds/vay/2023



Address: IPHO Building, Sudlon, Lahug, Cebu City
Tel. No.: (032) 255-6405; Email Ad.: cebu.province@deped.gov.ph