



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

15 December 2023

DIVISIONAL MEMORANDUM

No. **378** , s. 2023

CONDUCT OF SELECTION FOR RECLASSIFICATION FOR HEAD TEACHER II TO HEAD TEACHER IV (SECONDARY), MASTER TEACHER I (ELEMENTARY) AND PRINCIPAL II TO PRINCIPAL IV (SECONDARY) POSITIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Schools District Supervisor
 Public Elementary and Secondary School Heads
 All others concerned
 This Division

1. This Office calls for the submission of Applications for Reclassification for Head Teacher II to Head Teacher IV (Secondary), Master Teacher I (Elementary) and Principal II to Principal IV (Secondary) positions for this Division.
2. The ranking shall abide with the guidelines stipulated in MEC Order 10, s. 1979, otherwise known as *“Implementing Rules and Regulations for the System of Career Progression for Public School Teachers”* and DepEd Order No. 007, s. 2023, otherwise known as *“Guidelines in Recruitment, Selection and Appointment in the Department of Education”*, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Head Teacher II (Secondary)	15	Bachelor of Secondary Education (BEED) or Bachelor's degree plus 18 professional units in Education	24 hours relevant training	Head Teacher for 2 years; or Teacher in Charge for 2 years; or Teacher for 5 years	RA 1080 LET/PBET
Head Teacher III (Secondary)	16	BSED or BS plus 18 prof. units in Education with appropriate field of specialization	24 hours relevant training 24 hours relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 LET/PBET



Address: IBJT Compound, Carangan, Ozamiz City
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PANDONG
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Head Teacher IV (Secondary)	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	RA 1080 LET/PBET
Master Teacher I (Elementary)	18	Bachelor in Elementary Education (BEED) OR BS plus 18 professional units in Education and 24 units for a MAED or its equivalent	None Required	3 years of relevant experience	RA 1080 LET/PBET
Principal II (Secondary)	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	RA 1080 LET/PBET
Principal III (Secondary)	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	RA 1080 LET/PBET
Principal IV (Secondary)	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	RA 1080 LET/PBET

3. All interested applicants shall submit the following documentary requirements to this Division:



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- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;
- d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. All available and eligible pertinent documents as stipulated in DepEd Order No. 007 s. 2023 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/ Authorship and for having been a Resource Speaker.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anaclea A. Gacasan
	Eulalio S. Rupinta	Melanie G. Lagus
	Atty. Vincent Sheldon A. Zabala	Maricel D. Avila
	Dorothy Joy B. Yting	Ivy J. Cabual
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

9. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
January 4, 2024	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants, Personnel Unit and HRMPSB
January 12, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
January 16, 2024	Initial Evaluation of Documents	HRMO
January 19, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
January 22, 2024	Background Investigation	HRMPSB Secretariat



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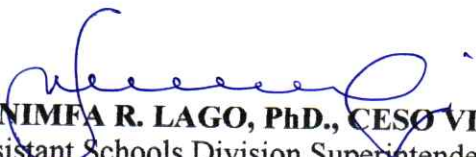


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January 24 , 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
January 26, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. Immediate dissemination and compliance of this Memorandum is enjoined.


NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index
under the following subjects:

HIRING RECLASSIFICATION SELECTION

AJS/DM –CONDUCT OF SELECTION FOR RECLASSIFICATION FOR HEAD TEACHER II TO HEAD TEACHER IV (SECONDARY), MASTER
TEACHER I (ELEMENTARY) AND PRINCIPAL II TO PRINCIPAL IV (SECONDARY)
___ /December 14 ,2023



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