



APR 27 2010

DepEd MEMORANDUM  
No. **180**, s. 2010

ORIENTATION WORKSHOP ON THE NEW GUIDELINES ON THE ALLOCATION  
AND RECLASSIFICATION OF SCHOOL HEAD POSITIONS

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, the Guidelines on the Allocation and Reclassification of School Head Positions pursuant to Republic Act No. 9155, is hereby issued. Please see Enclosure. The Department of Education (DepEd) Central Office shall conduct and organize a five (5)-cluster orientation-workshop nationwide on the dates (inclusive of travel time) and venues stated below:

Cluster	Regions	Date (tentative)	Venue
1	NCR, IV-A, IV-B and V	June 18, 2010	To be announced
2	I, II, III and CAR	June 24, 2010	To be announced
3	VI, VII and VIII	July 8, 2010	Cebu City
4	IX, X and XI	July 15, 2010	Davao City
5	XII, XIII and ARMM	Jul6 16, 2010	Davao City

2. The allotted number of participants per region/division/school are as follows:

- a. **Regional Office** – one (1) Chief Administrative Officer (AO) and one (1) Human Resource Management Officer (HRMO);
- b. **Division Office** – one (1) AO and one (1) HRMO;
- c. **District Office** – one (1) representative of Regional Public Schools District Supervisors' Association (RPSDSA), preferably its President;
- d. **Schools** – one (1) representative of the Philippine Association of Secondary School Administrators (PASSA) or National Association of Philippine Secondary School Heads, Inc. (NAPSSHI); and one (1) representative of the Philippine Elementary Schools Principals' Association (PESPA), preferably the Presidents of the said associations.

3. For confirmation of attendance, please submit the names of the participants to Ms. Ching Cruz/Tesa Gaila Ricafort, Management Division, DepEd Central Office, Meralco Avenue, Pasig City at telefax no.: (02) 633-7248 not later than May 31, 2010.



4. Incidental expenses and honorarium incurred relative to the said activity including the traveling expenses of the Central Office personnel and Department of Budget and Management – Technical Working Group (DBM – TWG) shall be charged against OSEC funds. Traveling expenses of the participants from the different regions, divisions and schools shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**MONA D. VALISNO**  
Secretary

Encl.:

As stated

Reference:

N o n e

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

OFFICIALS  
RULES & REGULATIONS  
WORKSHOPS

Madel:Reclassification of Head Teachers  
4-21-10

## **GUIDELINES ON THE ALLOCATION AND RECLASSIFICATION OF SCHOOL HEAD POSITIONS**

### **I. PURPOSE**

These **guidelines** are issued to provide rules and criteria on the allocation of school head positions and promotion of school heads through reclassification of positions.

### **II. LEGAL BASIS**

The Secretary of Education shall create a promotions board, at the appropriate levels, which shall formulate and implement a system of promotion for schools division supervisors, schools district supervisors, and school heads. Promotion of school heads shall be based on educational qualification, merit and performance rather than on the number of teachers/learning facilitators and learners in the school. (Section 7E, last paragraph, Republic Act 9155, otherwise known as the Governance of Basic Education Act of 2001).

### **III. COVERAGE**

1. These guidelines shall cover:

1.1 Allocation of school head positions for schools division/school district/cluster of schools in the elementary, secondary, integrated, special education, special science and technical-vocational education.

1.2 Promotion of school heads through reclassification of the incumbent's plantilla item, who in a current position has mastered all job elements to the point where he meets the requirements of a higher level position, **but no vacancy exists** in the Personal Services Itemization and Plantilla of Personnel of the division/school.

2. The school head positions shall refer to the following plantilla items:

2.1 Head Teacher I to VI (SG 14 to 19)

2.2 Principal I to IV (SG 19 to 22)

3. Reclassification of Head Teacher position for secondary schools serving as Academic Department Head is excluded from these guidelines. The said position may only be allowed to be reclassified, provided the incumbent shall assume the responsibilities of a School Head.

### **IV. DEFINITION OF TERMS**

1. **Allocation** - refers to distribution of plantilla items for school heads in accordance with these guidelines.
2. **Reclassification** - refers to the change in the position title requiring the issuance of an appointment with a corresponding increase in rank and salary.
3. **Cluster of schools** – is a group of schools contiguously located and brought together to improve learning outcomes.
4. **Integrated school** – is a school that offers a complete basic education (elementary and secondary levels) in one school site with unified instructional programs under one (1) school head.
5. **School Head** – is a person responsible for the administrative and instructional supervision of the school or cluster of schools.
6. **Qualification Standards** - is a statement of the minimum qualifications for a position which shall include education, experience, training and civil service eligibility.
7. **Merit and performance** – refers to the instructional and administrative competencies based on the levels of School-based Management (SBM) practices, including physical and psycho-social fitness of a person.
8. **Outstanding Accomplishments** – means exceptional and/or meritorious achievements resulting to the improvement of service delivery and its impact in the school and community.
9. **Relevant Experience** - means the performance of the duties and functions required for the higher position.

## V. BASIC POLICIES

### A. On Allocation/Creation of School Head Positions

1. Existing school or cluster of schools without school head positions shall be provided with Head Teacher or Principal positions.
2. The allocation of positions of school head per school or cluster of schools are as follows:
  - 2.1 Head Teacher (HT)
    - 2.1.1 One (1) HT position per school with at least 6 teachers;
    - 2.1.2 One (1) HT position in a cluster of at least 3 schools with an aggregate of at least six (6) teachers; and
    - 2.1.3 In case of far-flung areas, a cluster of schools shall be entitled to one (1) HT position as determined by the SDS.

## 2.2 Principal (P)

2.2.1 One (1) P position for every complete elementary or secondary school with at least nine (9) teachers; and

2.2.2 One (1) P position for every cluster of at least 3 schools with an aggregate of at least nine (9) teachers.

2.3 Schools with at least sixty (60) teachers shall be provided with a Head Teacher to assist the School Head. Integrated schools with at least thirty (30) teachers shall be allowed to have a Head Teacher position.

3. Clustering of at least three (3) neighboring schools within the school district which includes primary and multi-grade schools may be allowed, provided there are no other available school heads to handle the schools to be clustered.
4. Creation of HT I and P I positions may also be allowed, in case a certain region/division is determined to have a shortage of school head positions by using the criteria stipulated in Items 2 and 3 above.

## B. On Reclassification of School Head Positions

1. Reclassification of school head positions shall no longer be anchored on the number of teachers but based on merit and performance as indicated in the requirements for the position.
2. Reclassification may only be resorted to if there is no available vacant School Head position.
3. Further reclassification can be allowed only every three (3) consecutive years of at least Very Satisfactory or two (2) consecutive years of Outstanding performance from the effectivity of the latest appointment.
4. The basic requirements for reclassification to the desired school head positions shall be as follows:

Position Title	SG	Education	Experience	Training	Performance Rating
Head Teacher I	14	At least 6 MA units in Management and Leadership or its equivalent	3 years teaching experience and TIC or OIC for 1 year or an aggregate of 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Performance Rating</b>
Head Teacher II	15	At least 12 MA units in Management and Leadership or its equivalent	HT I for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher III	16	At least 18 MA units in Management and Leadership or its equivalent	HT II for 2 years	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher IV	17	At least 24 MA units in Management and Leadership or its equivalent	HT III for 2 years	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	18	Completed Academic Requirements in <u>Management and Leadership</u> or its equivalent	HT IV for 2 years	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 years; or Outstanding for the last 2 consecutive years
Head Teacher VI	19	Completed Academic Requirements in Management and Leadership or its equivalent	HT V for 2 years	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal I	19	Completed Academic Requirements in Management and Leadership or its equivalent	HT VI for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

<b>Position Title</b>	<b>SG</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Performance Rating</b>
Principal II	20	Completed Academic Requirements in Management and Leadership or its equivalent	One (1) year as Principal I	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal III	21	MA or MA Equivalent	Two (2) years as Principal II	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years
Principal IV	22	MA or MA Equivalent	Two (2) years as Principal III	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

5. The required experience of the applicant must be relevant to the position such as designated as Teacher-In-Charge who had served at least one (1) year in public schools.
6. Citation awards granted to the Head Teacher or Principal due to outstanding accomplishments such as moving the school to a higher level of SBM practices/accreditation like Brigada Eskwela Awardee and APPES and/or Sterling, etc. are given consideration.
7. In addition, the applicant shall be certified by the NEAP to have passed the qualifying process which includes the following:
  - a. Written examination for principals
  - b. Internal and external stakeholders' psychosocial attribute and personality assessment
  - c. Basic Training Course for Head Teacher I/required accredited training program
8. The pertinent documents for submission by the applicant are as follows:
  - a. Certificate of Eligibility for School Head Issued by National Educators Academy of the Philippines (NEAP) that he/she has passed the qualifying test, has passed the psychological attribute and personality assessment and undergone school head Basic

- Training Course and/or required accredited training program for the desired level of school head position
  - b. Duly Accomplished Form 212 (Personal Data Sheet)
  - c. Certified True Copy of Transcript of Records
  - d. Service Records
  - e. Performance Rating Sheet for the last three (3) consecutive years
  - f. Certificates/Proofs of Outstanding Accomplishments
  - g. Enrolment data (Form 3) in the present school assignment, including the cluster schools handled, if any.
  - h. Justification for the reclassification of position.
9. The Division Office shall also submit the following documents to support the reclassification:
- a. Copy of the latest post-audited Personal Services Itemization and Plantilla of Personnel (PSIPOP) where his item is reflected
  - b. List of teachers under supervision, with the identification of their respective plantilla item number per latest post-audited PSIPOP
  - c. Copy of the latest post-audited PSIPOP wherein the names of the teachers under supervision are reflected.
10. The school assignment of the candidate school head for reclassification is non-station specific (DepED Order 42 s. 2007) but within the same schools division.
11. Exception to the above requirements may also be allowed, provided the applicant has superior qualifications than his fellow school heads, such as:
- 11.1 Supervising a school that belongs to top 10 Performing Schools in the region/division/elementary or secondary level for the last 2 school years based on any three (3) of the following: a) National Achievement Test; b) Participation Rate; c) Completion Rate; d) Cohort Survival Rate; e) Drop Out Rate; f) Learning Achievement Test; or g) those who have achieved the maturity level of School-based Management practice.
  - 11.2 With innovations introduced, adopted and/or implemented in line with curriculum and instruction (i.e. documented Outstanding Accomplishments) certified by the Schools Division Superintendent.
12. All requests for reclassification of positions that met all the requirements must be forwarded and recommended by the Schools Division Superintendent (SDS) to the Regional Office. Processing of requests shall be in the Regional Office for onward recommendation to the DBM Regional Office.

## **VI. PROCEDURE**

### **A. On Allocation of School Head Positions**

1. Every start of Budget Preparation Phase of the year, the Division Human Resource Management Officer (HRMO) shall prepare and submit to the Regional



Office, as endorsed by the SDS, the School Head Positions Requirement Analysis, for purposes of determining the required number of Head Teacher I and Principal I positions for creation in the division [*i.e. Number of schools including cluster of schools requiring school head positions less the division's existing number of school head positions based on PSIPOP for the Fiscal Year and number of Teacher positions with DBM-approved reclassification to Head Teacher I/II/III and Principal I positions for the year*].

2. The Regional HRMO shall validate and consolidate the School Head Positions Requirement Analysis per division, for inclusion in the Budget Proposal of the region for the year.

## **B. On Reclassification of School Head Positions**

1. The applicant shall file his request for reclassification, providing therein all relevant information of his position to the Personnel Section of the Schools Division Office (duly recommended and endorsed by the District Office for elementary level). The applicant shall submit the original or certified true copies of the documents required under Item V.8. The applicant shall be accountable on the authenticity of the documents submitted.
2. The Division HRMO shall perform the initial evaluation as to the completeness and veracity of the submitted documents and qualifications of the applicants, and shall prepare the matrix indicating the qualifications of each applicant.
  - 2.1 Only applications with complete documents under these guidelines may be considered for reclassification.
  - 2.2 Failure of the applicant to provide the complete documents as required within a period set by the SDS may result in the rejection of his request. The SDS may disqualify applicant based upon false information in his application for reclassification, without prejudice to the filing of an appropriate action against him, administrative and/or criminal, as evidence may warrant.
  - 2.3 The SDS may reject the application of any applicant who does not possess the minimum qualifications required for the desired position.
  - 2.4 A letter of notification shall be served by the SDS to the applicants of the action taken on their requests.
3. The Division HRMO shall forward the initial evaluation report duly signed by the Division Administrative Officer together with the application for reclassification and their attachments to the SDS.
4. The Division Personnel Selection Board shall assist the SDS in the following:
  - 4.1 Conduct thorough interviews of applicants based upon the position description of the job to be reclassified; and

- 4.2 Prepare a duly signed statement summarizing the result of the process done, attesting to the fact that the applicant/s is/are qualified for promotion to school head.
5. After a thorough review of the qualified applications, the SDS shall then submit his recommendation to the DepEd Regional Office for re-evaluation/validation.
6. After validation of submitted documents and determination of funds availability, the Regional Office shall recommend approval to the Regional DBM.
7. The Regional Director shall also inform the recommendees through the SDS of the action taken by the DBM Regional Office on their requests/applications.

## VII. COMPUTATION OF POINTS

Specific points assigned for each criterion in the rating for Head Teacher/Principal positions, which must be in relation to School-Based Management scale of practice, among others, are as follows:

<i>Criteria</i>	<i>Maximum No. of Points</i>
Performance Rating	20
Experience	10
Outstanding Accomplishments	30
Education and Training	15
Potential	10
Psychosocial Attributes and Personality Traits	15
<b>TOTAL</b>	<b>100</b>

### a. PERFORMANCE RATING (20 points)

The average performance rating of the applicant for the last three (3) consecutive years prior to screening should be at least Very Satisfactory for the last 3 consecutive years or Outstanding for the last 2 years. The average of the numerical ratings shall be given points as follows:

<i>Numerical Rating</i>	<i>Points</i>
9.4 – 10	20
8.7 – 9.3	16
8.0 – 8.6	12
7.3 – 7.9	8
6.6 – 7.2	4

### b. EXPERIENCE (10 points)

Experience must be relevant to the duties and functions, including the mentoring and coaching experiences, of the position as reclassified,

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 5/12 = 1.4 points  
                          5 yrs. & 11 mos.    5 11/12 = 5.9 points

**c. OUTSTANDING SBM RELATED ACCOMPLISHMENTS (30 points)**

c.1. 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.

c.2 Innovations (5 points)

Innovations work plan properly documented, approved by immediate chief and attested by authorized regional/division official, and focused on instructional leadership, educational management and curriculum innovations:

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

c.3 Research and Development Projects (10 points)

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

c.4 Publication/Authorship related to Education or School Improvement (5 points)

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

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

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

**d. EDUCATION AND TRAINING RELATED TO SBM/LEADERSHIP AND MANAGEMENT - (15 points)**

d.1 Education (10 points)

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

d.2 Training (5 points)

Participant in a specialized training - 5 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	- 1 pt.
Division Level	- 2 pts.
Regional Level	- 3 pts.

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

National Level	- 4 pts.
International Level	- 5 pts.

Chair/Co-chair in a technical/planning committee

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

**e. POTENTIAL (10 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 positions.

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

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

**f. PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS (15 points)**

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

**f.1 Human Relations (5 pts.)**

- i. Adjusts to the variety of personalities, ranks and informal groups present in the organization (including external groups) - 1 pt.
- ii. Internalizes work changes with ease and vigor - 1 pt.
- iii. Accepts constructive criticisms objectively whether from his subordinates, peers, superiors or external stakeholders - 1 pt.
- iv. Observes proper decorum in relating with superiors, peers and external stakeholders - 1 pt.
- v. Takes the initiative to organize work groups, adopt procedures and standards in his own level - 1 pt.

**f.2 Decisiveness (5 pts.)**

- i. Thinks logically and acts accordingly - 1 pt.
- ii. Considers alternatives and recommends solutions when faced with problem situations - 1 pt.
- iii. Gives convincing recommendations and suggestions - 1 pt.

- iv. Acts quickly and makes the best decision possible - 1 pt.
- v. Exercises flexibility - 1 pt.

**f.3 Stress Tolerance/Management (5 pts.)**

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

**VIII. REPEALING CLAUSE**

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

**IX. PENALTY CLAUSE**

Violation of any provision of these revised guidelines or parts thereof shall be dealt with accordingly.

**X. EFFECTIVITY**

These guidelines shall take effect immediately.



**MONA D. VALISNO**  
*Secretary*