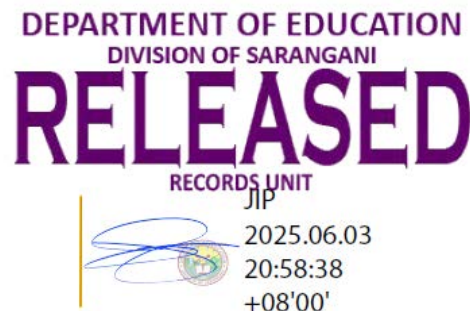




Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



02 Jun 2025

**DIVISION MEMORANDUM**

No. **080** , s. 2025

**SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION OF SCHOOL PRINCIPAL I**

To: Assistant Schools Division Superintendent  
Division HRMPSB and Sub-Committee Members  
All Public Elementary and Secondary School Heads  
All Interested Applicants

1. In relation to DepEd Memorandum OUHROD-No. 1331, s. 2025, titled "Reclassification of Qualified Personnel to School Principal I position, please be informed that the submission of pertinent documents shall be on June 9, 2025.

2. For the purposes of initial evaluation and computation of corresponding points for Education, Training and Experience (ETE) the proposed new QS for School Principal I as shown in table below shall apply:

Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer

3. The position is open to all qualified Head Teachers, Assistant School Principal, and Teacher-in-Charge with current designation as School Head.



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone No.:** (083) 508-2039  
**Website:** www.depedsarangani.com  
**Email Address:** sarangani@deped.gov.ph



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4. Please refer to DepEd Order (DO) No. 007, s. 2023 and DO 21, s. 2024 for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.
5. Interested applicants must submit his/her pertinent papers in one (1) hard pink folder duly fastened with tabbing and arrange documents according to the order mentioned in the Checklist of Requirements. Enclosed is the list of requirements for easy reference.
6. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
7. For the information, guidance and compliance of all concerned

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

**RECRUITMENT**

RDB/OSDS-PU/DM – submission of documents for reclassification of school principal i  
0000/June 2, 2025



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Enclosure

**A. APPLICATION REQUIREMENTS**

- a. Reclassification Form for School Principal Positions (RFSPP)- (See Annex A)
- b. Letter of intent address to:  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent  
DepEd Sarangani Division Office  
Alabel, Sarangani Province  
The letter of intent shall also contain the following information:
  - i. Statement of purpose/expression of interest; and
  - ii. Learning area/subject group they intend to teach, if applicable;
- c. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- d. Photocopy of Voter's ID and/ or any proof of residency;
- e. Photocopy of valid and updated PRC License/ID;
- f. Certificate of Competency Level issued by Authorized body (if applicable)
- g. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- h. Photocopy of duly signed Service Record;
- i. Photocopy of certificate/s of relevant training
- j. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
- k. Photocopy of the Performance Rating:
  - Performance rating of at least Very Satisfactory in the last rating period covering one complete (1) performance cycle in the current position;
- l. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex G); and
- m. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
  - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.



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ANNEX A - RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)

DBM-DepEd JC 01, s.2025\_Form No. 2-B



Republika ng Pilipinas  
Department of Education

RECLASSIFICATION FORM FOR SCHOOL PRINCIPAL POSITIONS (RSFPP)

Name: \_\_\_\_\_ Current Position: \_\_\_\_\_  
Position Applied: \_\_\_\_\_ Item Number: \_\_\_\_\_  
Station/School: \_\_\_\_\_ SG/Annual Salary: \_\_\_\_\_  
Level: \_\_\_\_\_ Kindergarten \_\_\_\_\_ Junior High School  
\_\_\_\_\_ Elementary \_\_\_\_\_ Senior High School

I. QUALIFICATION STANDARDS

Elements	QS of the Position	QS of the Applicant	Remarks
Education	To be filled-out by the HRMO	To be filled-out by the HRMO	
Training			
Experience			
Eligibility			

Note: Indicate the QS of the Position Applied for based on the CSC-Approved QS

II. SCHOOL HEADS ASSESSMENT (or its equivalent)

☐ Eligible Score \_\_\_\_\_  
☐ Not Eligible

III. PERFORMANCE RATING:

Must be at least **Very Satisfactory**

Attach certified true copy of School's Office Performance Commitment and Review (OPCR) Form or Individual Performance Commitment and Review (IPCR) form, (which ever is applicable) in the last rating period

IV. COMPARATIVE ASSESSMENT RESULT

Education	Training	Experience	Performance	Outstanding Accomplishments	Application of Education	Application of L&D	Potential	Total Score

Conforme:

Attested by:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
HRMPSB Chair

V. DEPED SCHOOLS DIVISION OFFICE ACTION

Reclassification of Position				Date Processed	Remarks
From	Salary Grade	To	Salary Grade		

Evaluated by:

\_\_\_\_\_  
Administrative Officer IV (HRMO)

Certified Correct

\_\_\_\_\_  
Administrative Officer V (Admin Services)

Recommending Approval:

\_\_\_\_\_  
Schools Division Superintendent



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province  
Telephone No.: (083) 508-2039  
Website: www.depedsarangani.com  
Email Address: sarangani@depd.gov.ph