



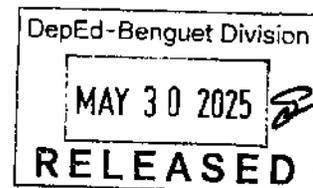
Republic of the Philippines
Department of Education
Schools Division of Benguet

May 30, 2025

DIVISION MEMORANDUM
No. 231 s. 2025

**Call for Submission of Requirements for Reclassification to Principal I
for Eligible NQESH Passers**

TO: Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors/In-charge
Elementary and Secondary School heads
All Others Concerned



- I. In line with Memorandum DM-OUHROD-2025-1331, and in anticipation of the implementation of Executive Order No. 174 and its Implementing Rules and Regulations (IRR), and pending the issuance of the Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education, **all Head Teachers, Assistant School Principals, and Teachers-in-Charge who meet the Qualification Standards for the School Principal I position** are directed to prepare and submit the following pertinent documentary requirements for reclassification to the School Principal I position on or before June 10, 2025.
- i. Reclassification Form for School Principal Positions (RFSP) can be downloaded in this link (<https://tinyurl.com/3d89646p>)
 - ii. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for
 - iii. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet;
 - iv. Photocopy of Voter's ID and/or any proof of residency;
 - v. Photocopy of valid and updated PRC License/ID;
 - vi. Certificate of Competency Level issued by Authorized body (if applicable)
 - vii. 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);
 - viii. Photocopy of duly signed Service Record;

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- ix. Photocopy of certificate/s of relevant training
- x. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test);
- xi. 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;
- xii. 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
- xiii. 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

II. 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 position, as shown in Table 1, shall apply.

Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	<p>Master's degree in Education, or Educational Management, or Educational Leadership; or</p> <p>Master's degree in relevant learning area with at least 9 units in Management</p>	<p>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</p>	<p>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</p>	<p>RA 1080 (Teacher)</p>	<p>Principal's Test or NQESH Passer</p>

III. Criteria and point system stipulated in Enclosure No. 3 to DepEd Order No. 007, s. 2023 and DepEd Order No. 21, s. 2024 shall be the basis of the comparative assessment in computing the scores for Education, Training, Experience, Performance, Outstanding Accomplishments, Application of Education, Application of Learning and Development, and Potential.

IV. All concerned are requested to ensure broad dissemination of this memorandum.

V. Dissemination of this Memorandum is enjoined.



Digitally signed by ESTELA P.
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ESTELA P. LEON-CARINO EdD, CESO III
Regional Director and
concurrent Officer-in-Charge
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