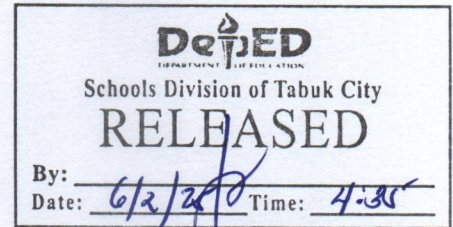




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Tabuk City, Kalinga



June 2, 2025

Division Memorandum

No. 229, s. 2025

REITERATION OF RM NO. 379 S. 2025 "DISSEMINATION OF DM-OUHROD-2025-1331 RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I POSITION"

To: Asst. Schools Division Superintendent
Members of the HRMP SB
All Others Concerned

1. Enclosed is RM 379 s. 2025 "Dissemination of DM-OUHROD-2025-1331 "Reclassification of Qualified Personnel to School Principal I Position", the following personnel are advised to submit documentary requirements for reclassification for School Principal I position subject to assessment based on existing issuances and guidelines:

1. Emilia G. Simeon
2. Daisy D. Banutan
3. Hener P. Abad
4. Melita M. Gamongan
5. Gina A. Gasadan
6. Loraine Anne B. Marcos
7. Dorothy A. Pacia

All identified personnel above must register and obtain their application code through this link: <https://tinyurl.com/sdotccodeapp-2>. Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.

2. Reclassable personnel for School Principal I position must meet the Basic Qualification Standards (QS) as follows:

Criteria	Qualification Standards
Education	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
Training	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
Experience	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
Eligibility	RA 1080 (Teacher)
School Heads Assessment	Principal's Test or NQESH Passer



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk Cit

3. Identified personnel are hereby instructed to submit four (4) sets of their documents, properly labeled and tabbed, enclosed in a **long YELLOW folder and submit not later than 3:00 p.m. of June 5, 2025 at the Records Section.** (See Annex 1). Each set must include the following:

a. Mandatory Documentary Requirements:

1. Letter of Intent addressed to the SDS containing the following information:
 - Statement of Purpose/Expression of interest
 - Position applied for

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

2. Checklist of Requirements with Omnibus Sworn Statement to be sworn by any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and further amended by RA 10755; *can be downloaded at <https://tinyurl.com/checklistcav25>.*
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,
4. Photocopy of valid and updated PRC License/ID,
5. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable.
6. NQESH Rating

b. Non-mandatory Documentary Requirements:

7. Copy of Certificate of Training or professional development programs attended,
8. Duly signed Service Records or Certificate of Employment,
9. Copy of the latest/current Performance Rating of at least one (1) year with at least a Very Satisfactory Rating,
10. Proof of Outstanding Accomplishments:
 - a. Certificate of Recognition for Awards and Recognition,
 - b. Research and Innovation,
 - c. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees,
 - d. Certificate of Recognition as Resource Speaker or Learning Facilitator with training matrix/letter of invitation/issuance/memorandum, and slide deck/session guide
 - e. Certificate of Recognition as NEAP Accredited learning Facilitator
11. Proof of Application of Education,
12. Proof of Application of Learning and Development



4. All proposals (Research, Innovation, Application of L& D, and Application of Education) must be duly approved 6 (six) months before the set deadline.

5. For uniformity and to ensure a seamless and efficient conduct of the comparative assessment, applicants are advised to be guided by the following criteria for assessment and its Means of Verification:

Criteria for Assessment	Documentary Requirement/Mean of Verification
Education	Copy of the Official Transcript of Records (TOR); Certification of units earned in the Masters or Doctorate Degree (<i>Certification of Grades will not be accepted</i>)
Training	Certificate of Participation/Attendance/Completion for the last five (5) years to relevant training on education, instructional supervision, school management and/or governance
Experience	Duly signed Service Records, or Certificate of Employment. (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)
Outstanding Accomplishment	Awards and Recognition. <i>Certificate of Outstanding Employee Award with issuance/memorandum/document showing the Criteria for the Search</i> Research and Innovation. <i>Duly approved proposal; Accomplishment Report; Certification of Utilization by the local office; Certificate of Adoption by another office; Proof of Citation by other researchers. The approved proposal/plan must be dated six (6) months before the deadline of submission of application for the vacant position.</i> Subject Matter Expert. <i>Memorandum showing membership in a National Technical Working Group (NTWG); Certificate of Participation/Attendance; Output/Adoption by the organization</i> Resource Speakership/Learning Facilitation. <i>Issuance/Memorandum/Invitation with training matrix, Certificate of Recognition/Appreciation as Resource Speaker/Facilitator, Slide decks or session guides used.</i> NEAP Accredited Learning Facilitator. <i>Certification of Recognition issued by the NEAP Regional or Central Office</i>
Performance Rating	Duly signed Individual Performance Commitment and Review Form (IPCRF) in the current position.
Application of Education	Action Plan; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of submission of application for the vacant position.</i>

Application of Learning and Development	Certificate of Training; Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of submission of application for the vacant position.</i>
---	--

6. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

7. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

8. The process of the comparative assessment for this application shall be covered by the following schedule:

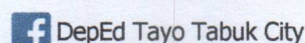
Activity	Inclusive Dates	Venue
1. Acceptance of applications	June 3-5, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	June 9, 2025	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	June 10, 2025	HRMPSB Bulletin Board
4. Conduct of Behavioral Events Interview (BEI)	June 13, 2025	Conference Hall/ Identified schools
5. Paper evaluation and conduct of the Open Ranking System	June 16, 2025	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	June 18, 2025	HRMPSB Bulletin Board

9. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



ANNEX A
Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT

Address

**RECLASSIFICATION FOR
SCHOOL PRINCIPAL I**

Application Code

Contact Number

Checklist of
Requirements,
Omnibus Sworn
Statement and CAV

Letter of Intent

Personal Data Sheet

PRC License

Education

Trainings

Experience

Performance Rating

Outstanding
Accomplishments

Application of
Education

Application of
Learning and Dev't

NQESH Rating



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk Cit