



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

August 10, 2023

DIVISION MEMORANDUM

OSDS No. 118 s. 2023

**DISSEMINATION OF MEMORANDUM AD-2023-027 TITLED OMNIBUS
CLARIFICATION FOR SCHOOL ADMINISTRATION POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Cluster Heads and School Heads
Division HRMPSB
All Others Concerned
This Division

1. Attached is **Region Memorandum AD-2023-027 titled OMNIBUS CLARIFICATION AND GUIDANCE ON THE IMPLEMENTATION OF RECLASSIFICATION FOR SCHOOL ADMINISTRATION POSITIONS**, for the information, guidance and compliance of all concerned.

2. Wide dissemination of this Memorandum is highly enjoined.


GIEDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.
Reference: DO 007, s. 2023; DO 7, s. 2011; DO 35, s. 2004
Allotment: None
To be indicated in the *Perpetual Index* under the following subjects:

GUIDELINES HUMAN RESOURCES RECLASSIFICATION

ZBP/ADMIN/OSDS/DM/ DISSEMINATION OF MEMORANDUM AD-2023-027 TITLED OMNIBUS CLARIFICATION FOR SCHOOL ADMINISTRATION POSITIONS/ August 10, 2023



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



July 24, 2023

REGION MEMORANDUM
AD-2023-027

**OMNIBUS CLARIFICATION AND GUIDANCE ON THE IMPLEMENTATION OF
RECLASSIFICATION FOR SCHOOL ADMINISTRATION POSITIONS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers V and IV
Division HRMPSB
Regional Reclassification Committee
All Other Personnel Concerned

1. This has reference to Memorandum DM-OUHROD-2023-0922 titled **“Omnibus Clarification and Guidance on DepEd Order 007, s. 2023 and Other Matters on Hiring Arrangements of Teachers,”** which provides a clear interpretation and guidance to ensure a uniform understanding of some provisions on the reclassification processes, procedures, and guidelines for school administration positions.
2. **Section 79 of Enclosure 1 of DO 007, s. 2023** provides that *“the existing promotion and reclassification guidelines to higher teaching positions in the Elementary and Secondary levels, including SHS, shall remain in effect unless otherwise modified or amended by subsequent policies.”* Hence, the existing reclassification guidelines for School Heads, as stipulated under **DO 97, s. 2011** or the *“Revised Guidelines on the Allocation and Reclassification for School Head Positions”* **shall remain in effect until further guidelines are issued.**
3. Consistent with the existing guidelines under DO 97, s. 2011, this office adheres to the governing policy on the criteria and assessment, documented information on the application, and approval process of the reclassification of school administration positions. Thus, **Region Memorandum AD-2023-021 titled DepEd SOCCSKSARGEN Region Revised Guidelines on the Implementation of Reclassification for Administration Positions, is hereby repealed.**
4. Refer to the enclosure for additional relevant information.
5. All other related issuances, and/or provisions therein, which are inconsistent with this guideline and its provisions, are repealed, rescinded, or amended accordingly.
6. For the guidance, wide dissemination, and strict compliance of all concerned.


CARLITO D. ROCAFORT
Director IV





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enc.: Additional Relevant Information

Reference: DO 007, 2023; DO 7, 2011; DO 35, 2004

Allotment: None

To be indicated in the Perpetual Index under the subject:
Human Resource Reclassification

KHL-JRF-JSH-EBA/AD-P/RM/OMNIBUS CLARIFICATION AND GUIDANCE ON THE IMPLEMENTATION OF RECLASSIFICATION FOR SCHOOL ADMINISTRATION POSITIONS/026/July 22, 2023



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure to Region Memorandum AD-2023-027

ADDITIONAL RELEVANT INFORMATION

1. The schools division offices are directed to fill out all natural vacancy positions and regularly update, on a monthly basis, the PSIPOP before proceeding to the reclassification process. Hence, **all applications with required documented information from the school to the division and regional offices shall be submitted every month.**
2. Accountable personnel and committee involved in the process must be guided with the Reclassification Evaluation and Approval Process Flow and Timelines. See enclosed Annex 1 for reference.
3. All division office HRMPSBs shall use the appropriate guidelines for the selection and hiring of the following positions:

Position	Policy Guidelines/Reference
Head Teachers I -VI Principals I - IV and other School Administration positions	<ul style="list-style-type: none">• DepEd Order No. 97, s. 2011• Quality Standard per CSC-approved QS

4. The assessment criteria and computation of point system for **promotion** to school administration positions shall adhere to the existing Revised Guidelines on the Allocation and Reclassification of the department using the following:
 - a. **A candidate must obtain at least sixty (60) points to deserve the reclassification.** It is advised that an applicant should have earned the minimum point for each criterion set, for example - criteria on outstanding accomplishment shall have minimum points of 10.
 - b. The specific points assigned for each criterion in the rating for Head Teacher/Principal and other School Administration Positions are as follows:

DO 97, s. 2011	
Criteria	Maximum No. of Points
Performance Rating	20
Experience	10
Outstanding Accomplishments	30
Education and Training	15
Potential	10
Psychosocial Attributes and Personality Traits	15
TOTAL	100





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

5. To adhere to the timeline for the evaluation and re-validation of the Regional Reclassification Committee on the submitted application documents from division offices, the regional office shall adopt a quota of a total of **20 application documents** to be processed per month. Should there be excess in quota, the application shall still be accepted and prioritized for processing the following month.

6. All concerned are advised to note the following timelines:

Deadline of submission for reclassification fund requirement based on the approved ERF and reclassification application to the Finance Division of the Regional Office	every 4th week of January
Issuance of Sub-Aro by the regional office to the divisions	1st week of February
Submission of the Plantilla Allocation List (PAL), Sub-ARO, and approved ERF and Reclassification from the division to the regional office	4th week of February

7. To track the turn-around time of the application and approval process and determine the progress of actions taken, an online tracking tool shall be created using google form. The reclassification shall adopt the **Document Tracking System** where individual application documents are assigned each with a unique tracking number. The improved process allows easy access and monitoring of submitted applications.

8. For easy traceability of documents, color coding of applicants' pertinent documents by folder shall be assigned per division. Refer to the table below.

Schools Division Offices	Color of folder
General Santos City	Gold
Kidapawan City	Green
Koronadal City	Cream
North Cotabato	Sky Blue
Sarangani	Pink
South Cotabato	Yellow
Sultan Kudarat	Red
Tacurong City	Tangerine

9. All applicants must comply with the basic documentary requirements for each position and ensure uniformity and conformity with the department's existing guidelines for reference.

10. In compliance with DO 97, s. 2011, the following annexes shall be used as prescribed forms and other references:

- Annex B - Requirements for Head Teacher I-VI and Principal I-IV
- Annex C – ERF Form Head Teacher and Principal positions; and
- Annex D - Screening/Evaluation Form for Head Teacher and Principal Positions Comparative Assessment Result (CAR)
- Annex E - Checklist of Requirements and Omnibus Sworn Statement (Template)





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

11. Only the basic documentary requirements specified in **Annex B** intended for this Office shall be submitted to the Regional Office ERF/Reclassification Committee for evaluation and re-validation.

12. In adherence to DepEd Order 35, s. 2004 otherwise known as the Revision of Grievance Machinery of the Department of Education, should there be instances of non-implementation of policies, practices and procedures which affect employees promotion and other related issues such as undue delay in the processing of the evaluation of documents and failure to observe screening and selection process in the reclassification/conversion and appointment, the affected employee/s may refer their concerns to the Grievance Committee of their respective Schools Division Office subject to the standard operating procedures set by the department.





Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Annex A: Reclassification Evaluation and Approval Process Flow and Timelines

	ACTIVITY	DURATION	TIMELINE	RESPONSIBLE PERSON
1	School-based Orientation on Teacher's Career Pathing and Progression	1 week	1st or 2nd week of December	Division SGOD
2	Publication of Notice of Submission on Reclassification - Required Documents Application	1 working day	3 rd to 4 th week of December	
3	Submission of Reclassification required documents to the School Head for potential Elementary and Secondary Schools - Head Teacher	1 working day	Every 1 st Monday of the month	Teacher applicant
4	Verification of correctness and completeness of documents submitted by the teacher applicants	1 working day	1 st week of every month	School Head
5	Submission of Reclassification application by the School Heads to the Division Office	1 working day	1 st week of every month	School Head
	Submission of Reclassification of application documents for Principals II-IV items			
6	Acceptance of applications for Reclassification from School Heads	1 working day	1 st week of every month	SDO AO IV-Records Officer
Verification and validation of Reclassification Applications by the Division Office				
7	7.1 HRM OFFICE - Verification on the completeness of the application documents and recording	2 working days	2nd week of Every Month	SDO AO IV- Personnel
	7.2 Authentication of photocopied documents	1 working day		Administrative Officer V - Admin





Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

	7.3 Evaluation of documents by the HRMPSB for reclassification of Principal and HT items			Division HRMPSB
	7.4. Approval of the Schools Division Superintendent on the results of the Evaluation & screening of the SDO HRMPSB	1 working day		Schools Division Superintendent
8	Submission of SDO to the Regional Office the validated Reclassification application documents and the comparative matrix results Note: All submission to the regional office shall be through the AD-Records Section	1 working day	3 rd week of Every month	SDO AO IV- Personnel
9	Evaluation and re-validation of the Regional Office ERF/ Reclassification Committee on the submitted application documents and comparative matrix results for Principal and HT from the SDO	10-20 working days		Teacher Credentials Evaluator/Regional ERF/Recla Committee
10	Retrieval of the approved application documents on Reclassification of the SDO from the Regional Office Likewise, applications that do not meet the minimum and basic requirements shall be returned to the SDO without action	1 working day	2 nd week of every month	SDO AO IV- Personnel
11	Submission of the total amount from the approved Reclassification by SDO to the Finance Division, Regional Office	5 working days	1 st week of January	SDO AO IV- Personnel
12	Release of Sub-ARO	1 working day	2 nd week of January	Regional Budget Officer





Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

13	<p>Preparation and Submission of Plantilla Allocation List (PAL) to the Regional Office</p> <p>Documentary Requirements:</p> <p>ERF (Elementary, Secondary, and Senior High School)</p> <ul style="list-style-type: none"> • Endorsement • PAL (Plantilla Allocation List Elementary & Secondary) • Sub-Aro • Approved ERF <p>School Principal II-IV/Assistant School Principal II-III</p> <ul style="list-style-type: none"> • Approved ERF • Justification for Reclassification of positions • Actual Duties and Responsibilities • List of Teachers under his/her supervision <p>Head Teacher I-VI</p> <ul style="list-style-type: none"> • Approved ERF • Justification for Reclassification of position • Actual Duties and Responsibilities • List of Teacher under his/her supervision 	10 working days	3 rd week of January to 3 rd week of February	Division HRMO
14	<p>Submission of Plantilla Allocation List (PAL), Sub-ARO, and approved Reclassification from the DepEd SOCCSKSARGEN RO to DBM RO</p>	3 working days	4 th week of February	Regional Office





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

15	Preparation and releasing of NOSCA	Not to exceed 15 calendar days for more than 10 positions (DBM standards)		DBM Processor/TWG
16	Releasing of NOSCA from DepEd RO to SDO	1 working day		Regional Office
17	Send Memo and issuance of Appointment	5 working days after the issuance of NOSCA		Division HRMO
18	Appointment attestation	10 working days		CSC Field Office
19	Updating and integration in the Payroll	15 working days after appointment attestation		Payroll Unit





Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Annex B: Requirements for Head Teacher I - VI & Principal II, III & IV

RECLASSIFICATION OF SCHOOL HEAD POSITIONS (HEAD TEACHER I, II, III & IV) (PRINCIPAL II, III & IV)			
REFERENCES/LEGAL BASIS			
➤ D.O. No. 97, s. 2011			
NO.	DOCUMENTARY REQUIREMENTS	DOCUMENTS TO BE SUBMITTED TO	
		SDOs (By the Applicant)	RO
1	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy attached form of School Records (Annex C), notarized by authorized official	✓	✓
2	Letter of Intent addressed to the Head of Office	✓	✓
3	Four (4) copies of duly accomplished ERF (computer generated and notarized)	✓	✓
4	Endorsement from Division Office	✓	✓
5	Comparative Assessment of School Head Applicants duly signed by the Division Selection Committee (HRMPSB)	✓	✓
6	Justification letter for Reclassification of position	✓	✓
7	Actual Duties and Responsibilities	✓	✓
8	Duly accomplished PDS (CS Form 212, Revised 2017)	✓	✓
9	Omnibus Certification of Authenticity and Veracity of School Records (HEIs, LUCs and SUCs by Division HRMO)	✓	✓
10	Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR), Diploma and Special Order, including completion of graduate and post-graduate units/degrees (Masteral and Doctoral duly certified as true copy from the original by the School attended (CAV))	✓	✓
11	Photocopy of latest appointment	✓	✓
12	Updated and comprehensive Service Record	✓	✓
13	Photocopy of valid and updated PRC License/ID	✓	✓
14	Performance Rating Sheet for the last 3 consecutive years	✓	✓
15	Certificates/Proofs of Outstanding Accomplishments	✓	✓
16	NEAP Certification as to the result of NQESH/Principal's test or a similar standardized examination nationally administered by DepEd <ul style="list-style-type: none"> • For HT positions (if any) • For higher school principal positions – NQESH/Principal's test or similar standardized 	✓	✓





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

	examination nationally administered by DepEd or a result from the written examination developed by the HRMPSB		
17	Certificate of Completion/Participation/Attendance to DepEd/NEAP-recognized and other relevant educational leadership trainings aligned to the PPSSH domains	✓	✓
18	SBM Task Force's Certification as to the rating obtained in the internal and external, if applicable	✓	✓
19	School Form 7 – School Personnel Assignment List of Basic Profile	✓	✓
20	List of teachers under his/her supervision with item number duly certified by the Schools Division Superintendent	✓	✓

NOTE:

For easy tracking and validation of documents per applicant kindly attach:

- a. Checklist of Requirements (Certified Complete – Division HRMO);
- b. Table of Contents; and
- c. All documentary requirements should be in order and properly earmarked.





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Division of _____
EQUIVALENT RECORD FORM (ERF)

School: _____ District: _____

Name: _____ Date of Birth: _____ Gender: _____
(Surname) (Given) (Middle)

Employee No. _____ Authorized Position Title: _____

Item No. _____ Authorized Salary: _____ Present SG rcvd: _____ Step: _____

I. EDUCATIONAL ATTAINMENT AND CIVIL SERVICE ELIGIBILITY:

Titles, Degree Highest Grade Attained	Name of Institution	Year Received	Civil Service Examination	Rating	Date

II. SERVICE RECORDS

(ATTACH DULY CERTIFIED SERVICE RECORD)

III. EQUIVALENT UNITS

A. Total number of years teaching: (Public only) _____ Equivalent _____

B. Degree to Degree Equivalent: Present Degree _____ Equivalent _____

C. Areas of Equivalents:

1. Professional Study:

2. Teaching Experiences:

a. Public Schools

b. Private Schools

3. Adm. Supervisory Experience:

a. Public Schools

b. Private Schools

4. Others (Seminars, Workshops, etc.)

TOTAL

SCHOOL YEAR	NO OF UNITS	DESCRIPTION

LATEST EFFICIENCY Numerical: _____

RATING: Adjectival: _____

Conforme: _____

Teacher's Name and Signature _____

(Schools Division Superintendent)

Note: **TEACHERS**-Do not write below.

IV. DIVISION ACTION

Classification	Date Processed	Range Assignment	Salary Range	Scheduled Salary	Remarks

CERTIFIED CORRECT:

RECOMMENDING APPROVAL:

Schools Division Evaluator

Schools Division Superintendent

V. DepEd-REGIONAL OFFICE ACTION:

EVALUATED BY:

LEONARDO B. MISSION PhD

Education Program Supervisor-Chairman

NATHANIEL F. BANGOC II

Education Program Supervisor-Member

JOVEL S. HUNAS

Teacher Credentials Evaluator II

CERTIFIED CORRECT:

APPROVED:

KATHRINE H. LOTILLA

Chief Administrative Officer

CARLITO D. ROCAFORT

Director IV

JSH/AD-P/SH/_____/_____

PLEASE FILL-UP AT THE BACK



VI. DepEd PROPER ACTION

Republic of the Philippines

I hereby certify that under oath that I have actually enrolled in the school or schools in the accompanying transcript of records that I have earned the units and/or graduated as indicated therein.

Department of Education
SOCCSKSARGEN REGION

As required, the Bureau of Public Schools or the Department of Education has been furnished with authentic of the Sworn Statement and its enclosures.

(Teacher's Printed Name and Signature)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ affiant exhibiting his/her Residence Certificate No. _____ at _____ on _____.

Signature of Person Administering Oath

Doc No.: _____
Page No.: _____
Book No.: _____
Series of: _____
DO/Page: _____



Republic of the Philippines
Department of Education
 REGION XII

Annex D: Comparative Assessment

Name of SDO
 School Head (Head Teacher/Principal)
COMPARATIVE ASSESSMENT FORM

No.	NAME OF CANDIDATES	AGE	No. of Years in Service as School Head	Performance	Experience	Outstanding Accomplishments	Education	Training	Potential	Psycho-Social Attributes and Personality Traits	Total Points (100%)	RANK	Remarks
				20	10	30	10	5	10	15		1	
												2	
												3	
												4	
												5	
												6	
												7	
												8	

x x x nothing follows x x x

CERTIFICATION

This is to certify that we have interviewed the above candidates for School Principal/Head Teacher and that we have thoroughly screened, examined and evaluated their pertinent papers and the points earned by each indicated above are true and correct.

Member

Member

Member

Member

Member

Member

Member

Approved:

Noted:

Secretary

Assistant Schools Division Superintendent

Schools Division Superintendent

Date

HRMPSB Chairman



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Annex E

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Document Tracking System (DTS): _____
 Position Applied For: _____
 Division Office Name: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Gender: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy attached form of School Records (Annex C), notarized by authorized official			
b. Letter of Intent addressed to the Head of Office			
c. Four (4) copies of duly accomplished ERF (computer generated and notarized)			
d. Endorsement from Division Office			
e. Comparative Assessment of School Head Applicants duly signed by the Division Selection Committee (HRMPSB)			
f. Justification letter for Reclassification of position			
g. Actual Duties and Responsibilities			
h. Duly accomplished PDS (CS Form 212, Revised 2017)			
i. Omnibus Certification of Authenticity and Veracity of School Records (HEIs, LUCs and SUCs by Division HRMO)			
j. Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR), Diploma and Special Order, including completion of graduate and post-graduate units/degrees (Masteral and Doctoral duly certified as true copy from the original by the School attended (CAV)			
k. Photocopy of latest appointment			
l. Updated and comprehensive Service Record			
m. Photocopy of valid and updated PRC License/ID			
n. Performance Rating Sheet for the last 3 consecutive years			
o. Certificates/Proofs of Outstanding Accomplishments			
p. NEAP Certification as to the result of NQESH/Principal's test or a similar standardized examination nationally administered by DepEd <ul style="list-style-type: none"> • For HT positions (if any) • For higher school principal positions - NQESH/Principal's test or similar standardized examination nationally administered by DepEd or a result from the written examination developed by the HRMPSB 			
q. Certificate of Completion/Participation/Attendance to DepEd/NEAP-recognized and other relevant educational leadership trainings aligned to the PPSSH domains			
r. SBM Task Force's Certification as to the rating obtained in the internal and external, if applicable			



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Department of Education
 SOCCSKSARGEN REGION

s.	School Form 7 – School Personnel Assignment List of Basic Profile			
t.	List of teachers under his/her supervision with item number duly certified by the Schools Division Superintendent			

Checked and Attested by:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

ENTRY NO. _____
 PAGE NO. _____
 BOOK NO. _____
 SERIES OF _____

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Effectivity	07.26.2023	Page	2 of 3