



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmlyblycity@yahoo.com
Website: <http://depedmalaybalay.page4.me>



Division Memorandum:

No. 038 s, 2013

DepEd-MALAYBALAY CITY DIVISION
RELEASED

FOR: Education Program Supervisors (Designates)
Secondary School Principals
This Division

Date: 02/12/13 Time: 9:50 am
ONE

FROM: 
EDILBERTO L. OPLENARIA
OIC- Schools Division Superintendent

DATE: February 11, 2013

SUBJECT: Ranking for Reclassification of position from Secondary Schools Head
Head Teacher I to Head Teacher II Position from Secondary Schools

This is to inform the field office that application for Reclassification of position from Secondary School Head Teacher I to Head Teacher II position is now open for ranking. Applicants should meet the following basic qualifications per DepEd Order 97, s. 2011 "Revised Guidelines on the Allocation and Reclassification of School Head Positions":

- At least 24 MA units in the fields of administration, supervision, leadership or management
- Head Teacher I for 1 year
- 24 hours of relevant training initiated, sanctioned, approved/recognized by DepED not use in the immediate previous promotion.
- At least Very Satisfactory for the last 3 consecutive years; or outstanding for the last two consecutive year.

Further, Applicants for reclassification from HT 1 to HT II positions should bring also the NEAP Certification as to the result taken and Basic Training Course for School Heads attended; and SBM Task Force' Certifications to the rating obtained in the internal and external stakeholders 'assessment.

Deadline for the submission on applications is February 18, 2013. For more details see Ms. Novem A. Sescon, Human Resource Management Officer I.

Immediate and wide dissemination of the Memorandum is desired.