



**Republic of the Philippines**  
**Department of Education**  
 REGION X – NORTHERN MINDANAO

**DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION**

POSITION TITLE	BASIC REQUIREMENTS				ADDITIONAL REQUIREMENT	DOCUMENTARY REQUIREMENTS	REFERENCE
	EDUCATION	EXPERIENCE	TRAINING	PERFORMANCE RATING			
Head Teacher I	At least 12 MA units in the fields of administration, supervision, leadership or management	3 years teaching experience and TIC or OIC for at least 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification	a) Duly Accomplished Form 212 (Personal Data Sheet); b) Certified, Authenticated and Verified (CAV) Transcript of Records; c) Service Records, d) Performance Rating Sheet for the last three (3) consecutive years; e) Certificates/Proofs of Outstanding Accomplishment; f) Equivalent Records Form for HT positions; g) NEAP Certification as to the result of NQEP taken and Basic Training Course for School Heads attended; h) SBM Task Force's Certification as to the rating obtained in the internal and external stakeholders' assessment; i) Enrolment Data (Form 3) in the present school assignment, including the cluster schools handled, if any. j) Omnibus Sworn Statement that all documents submitted are true and correct duly signed by the applicant, duly sworn to by a lawyer (2 original copies)	DO 97, s.2011 REVISED GUIDELINES ON THE ALLOCATION AND RECLASSIFICATION OF SCHOOL HEAD POSITIONS
Head Teacher II	At least 24 MA units in the fields of administration, supervision, leadership or management	HT I for 1 year	24 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Head Teacher III	At least 36 MA units in the fields of administration, supervision, leadership or management	HT II for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Head Teacher IV	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT III for 2 years	32 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Head Teacher V	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Head Teacher VI	Master's degree in the fields of administration, supervision, leadership or management	HT V for 2 years	40 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Principal I	Master's degree in the fields of administration, supervision, leadership or management	Two (2) years as HT III for elementary; Two (2) years as HT VI for secondary	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Principal II	Master's degree in the fields of administration, supervision, leadership or management plus 6 doctoral units	One (1) year as Principal I	48 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Principal III	Master's degree in the fields of administration, supervision, leadership or management plus 12 doctoral units	Two (2) years as Principal II	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		
Principal IV	Master's degree in the fields of administration, supervision, leadership or management plus 24 doctoral units	Two (2) years as Principal III	56 hours of relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive Years	At least 60 points in leadership, potential and accomplishments/ prescribed criteria for HT and principal reclassification		

To be attached by HRMO w/ 3 copies of PAL for implementation

1. Score sheet of the employee for leadership, potential and accomplishments duly signed by the HRMPSE
2. Certification as to the total teachers supervised, with names and item numbers of teachers counted in the certification signed by the SDS
3. Position Description Form (PDF) for Head Teacher position for implementation