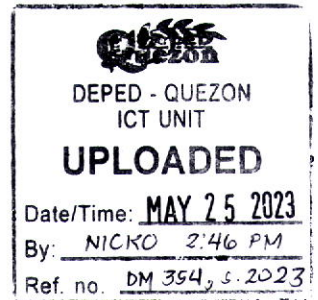




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



25 May 2023

DIVISION MEMORANDUM

DM No. 354, s. 2023

ADDENDUM AND CORRIGENDUM TO DM NO. 342 S. 2023 SUBMISSION OF DOCUMENTS FOR RECLASSIFICATION

To: Assistant Schools Division Superintendents
 Chief, Curriculum Implementation Division
 Chief, Schools Governance Operation Division
 HRMPSB-Chairman, Members and Secretariat
 Elementary and Secondary School Heads
 All Others

1. In connection with the Division Memorandum No. 342 S. 2023, Submission of Documents for Reclassification. The following details is corrected:

POSITION	EDUCATION		TRAINING	EXPERIENCE	ELIGIBILITY
	Elementary	JHS			
Master Teacher I	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 24 units for a Master's degree in Education or its equivalent	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	Teacher III for 3 years	RA 1080 /LET/ PBET





Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

2. This Office will also be accepting documents for reclassification of items to **Head Teacher and School Principal III** positions from qualified **secondary schools** with the following qualification standards as per DepEd Order No. 97 s. 2011:

Position Title	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
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
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
Head Teacher IV	Completed Academic Requirements	HT III for 2 years	32 hours of relevant training initiated, sanctioned,	At least Very Satisfactory for the last 3

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

	in the fields of administration, supervision, leadership or management		approved/recognized by DepEd not used in the immediate previous promotion	consecutive years; or Outstanding for the last 2 consecutive years
Head Teacher V	Completed Academic Requirements in the fields of administration, supervision, leadership or management	HT IV 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
Head Teacher VI	Completed Academic Requirements 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
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

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3. This Office also announces the extension of submission of pertinent papers until **May 31, 2023** to the nearest Sub-Office (Real, Catanauan, Gumaca) and at the Division Office in Pagbilao, Quezon through Records Section.
4. All other items stated in the Memorandum shall remain the same.
5. Immediate dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perajmo05/25/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph