



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

February 23, 2021

**DIVISION MEMORANDUM**  
DM No. 078, s. 2021

**RECLASSIFICATION OF ELEMENTARY SCHOOL HEADS POSITION  
(PRINCIPAL IV)**

**To:** OIC-Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
PSB – Chairman, Members & Secretariat  
Elementary School Heads  
All Others Concerned

1. As a way of motivating our human resources to continuously improve their effectiveness and efficiency in delivering quality, accessible, relevant and liberating basic education, this Office announces to the field that the Office of of the Schools Division Superintendent through the HRMO is accepting application documents for **Reclassification to Principal IV in the Elementary Level**.
2. As stated in **DepEd Order 97, s.2011**, the following are the basic requirements for reclassification to Principal IV:

Position Title	SG	Education	Experience	Training	Performance Rating
Principal IV	22	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

3. Interested and qualified school heads are instructed to submit relevant documents for evaluation and assessment to the Records Section on or before **March 12, 2021**.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
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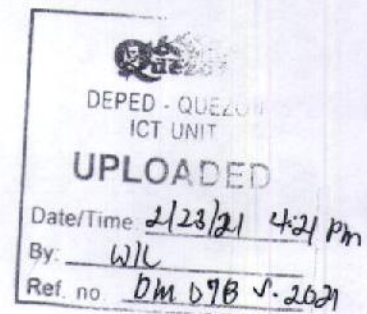




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4. Applicants who intend to apply are advised to submit the following documents:
  - a. Letter of Intent;
  - b. Duly accomplished Form 212 (Personal Data Sheet);
  - c. Transcript of Records (Certified True Copy of the Original)
  - d. Performance Rating for the last 3 consecutive years
  - e. Certificates / Proofs of Outstanding Accomplishment
  - f. Certificate of Participation in the School Heads Development Program (SHDP)
  - g. Certification of the school's latest SBM Level of Practice
5. Applicants are expected to be guided by DepEd Order 97, s.2011 in the preparation of their pertinent documents.
6. The field will be informed about the date of open ranking procedures, behavioral event interview and written examination through a separate memorandum.
7. Wide and immediate dissemination of this memorandum is desired.

**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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