



March 9, 2020

Division Memorandum  
No. 041, s. 2020

**ASSESSMENT AND EVALUATION OF DOCUMENTS OF THOSE TEACHERS  
(TEACHER I, II or III) WHO WERE DESIGNATED AS TEACHER-IN-CHARGE (TIC)  
IN THE ELEMENTARY SCHOOLS FOR RECLASSIFICATION  
TO HEAD TEACHER I (HT-I) POSITION**

To: Assistants Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
Section/Unit Heads, Schools Division Office

1. This office announces the conduct of **Assessment and Evaluation of Documents of Those Teachers (Teacher I, II or III) Who Were Designated as Teacher-In-Charge (TIC) in the Elementary Schools for Reclassification to Head Teacher I (HT-I) Position**. They should meet the following qualifications per DepED Order No. 97, s. 2011:

Education	:	At least 12 MA units in the fields of administration, supervision, leadership or management
Experience	:	3 years teaching experience and TIC or OIC for at least 1 year
Training	:	24 hours relevant training initiated, sanctioned, approved/recognized by DepEd not used in the immediate previous promotion
Performance Rating	:	At least Very Satisfactory for the last 3 consecutive years; or Outstanding for the last 2 consecutive years

2. Applicant for reclassification to Head Teacher I position shall be **certified by the NEAP** to have attended the required trainings for the desired position.

3. The criteria in evaluating the documents of applicants per DepEd Order No. 97, s. 2011 are as follows:

Performance	-	20 pts.
Experience	-	10 pts.
Meritorious/Outstanding Accomplishment	-	30 pts.
Education and Training	-	15 pts.
Potential	-	10 pts.
Psycho-social Attributes	-	<u>15 pts.</u>
<b>TOTAL</b>	-	<b>100 pts.</b>

4. As stipulated in the department's order for reclassification (DO 97, s. 2011), a candidate must obtain at least **(60) points** to deserve the reclassification. It is advised that an applicant should have earned the minimum point for each criteria set, i.e. criteria on outstanding accomplishment shall have a minimum of **10 points**.

5. Interested qualified applicants should submit their application letter addressed to the Schools Division Superintendent together with other pertinent/required documents, thru the Office of the Administrative Officer IV (Personnel) not later than **March 31, 2020**.
6. Expenses to be incurred relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
7. For further inquiries or clarification, please see the Assistant Schools Division Superintendent (ASDS).
8. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

References: DepED Order No. 97, s. 2011