

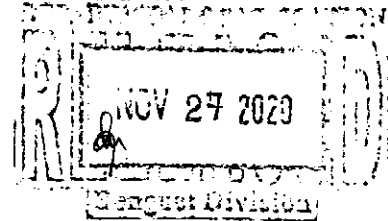


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Stockfarm, Wangal, La Trinidad, Benguet, 2601



Office of the SDSTel/Fax;(074) 422-6570;Admin/Personnel 422-3790;Accounting 422-7501;Supply 424-2863;Information/OD 422-2001

SDO Memorandum
No. 254 s. 2020



TO: All District Supervisors
School Principals I, II, III (Elem. And Secondary)
Teachers/TIC-Passers of the National Qualifying Examination
For Principals (NQEP), National Qualifying Examination
For School Heads (NQESH) and Principals' Test

DATE: November 27, 2020

FROM: 
BENILDA M. DAYTACA, EdD, CESO VI
OIC-Schools Division Superintendent

SUBJECT: ENJOINING THE SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
RECLASSIFICATION PURPOSES

1. Pursuant to DepEd ORDER NO. 97, s. 2011: "Revised Guidelines on the Allocation And Reclassification of School Head Positions", the above-named school officials are requested to submit pertinent documents for assessment and recommendation for possible reclassification of positions should they qualify.
2. The basic requirements for reclassification to the desired school head positions are stipulated in Section V (Basic Policies), letter B (On reclassification of School Head Positions or pages 3, 4, 5 of said D. O. No 97, s. 2011 for information and guidance.
3. Likewise, the pertinent documents for submission by the applicant are found on page 6 of same D.O., Nos. 11 -12. Other documents that are usually required for promotion should also be submitted for perusal by the Division HRMPSB. Conduct of interview shall be scheduled in a separate Memo.
4. The deadline for submission of documents and letter of request for reclassification addressed to the Schools Division Superintendent, labeled in a folder will be on or before December 9, 2020, through the Records Section, observing health protocols.
5. District Heads are requested to help in disseminating the contents of this Memo to all concerned.