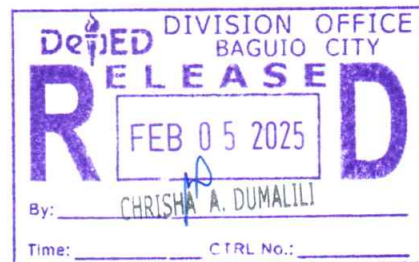




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



February 4, 2024

DIVISION MEMORANDUM

No. **099-2025**

SUBMISSION OF REQUIRED DOCUMENTS FOR SCHOOL HEAD RECLASSIFICATION

To: Chief Education Supervisor, SGOD
 Public School Heads
 School Administrative Officers
 SEF-Paid Non-Teaching Staff
 All Others Concerned

1. In reference to the directive from the higher office regarding the reclassification of school heads, and in recognition of their professional growth and contributions that ensure their positions align with the needs of the school, this Office directs the following Assistant School Principals II and Head Teacher NQESH passers currently serving as school heads to submit the required documents for reclassification:

NAME	POSITION	SCHOOL
Victor A. Fernandez	Assistant School Principal II	Dominican-Mirador NHS
Rosalia A. Ocyaden	Assistant School Principal II	Bakakeng NHS
Janet B. Pascua	Assistant School Principal II	Happy Hollow NHS
Jeffrey F. Aliga	Head Teacher I	Irisan NHS
Decky M. Beloken	Head Teacher I	Holy Ghost Extension ES
Marilyn D. Lucas	Head Teacher III	San Vicente NHS
Jason W. Pascaden	Head Teacher II	Sto. Tomas NHS
Genar P. Tacay	Head Teacher III	San Luis ES
Christopher Basing-at	Head Teacher I	Pinsao NHS

2. The following are the documentary requirements:
- Justification for the reclassification of position;
 - Duly Accomplished Form 212 (PDS);
 - Certified, Authenticated & Verified Transcript of Records;
 - Service Records;
 - Performance Rating Sheet for the last 3 consecutive years;
 - Certificates/Proofs of Outstanding Accomplishments
 (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship related to Education or School Improvement, Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia, training related to SBM/Leadership and Management)
 - ERF for HT positions, PDF for Principal Positions;
 - NEAP Certification as to the result of NQEP Taken & Basic Training Course for School Heads attended;
 - SBM Task force's certification as to the rating obtained in the stakeholders' assessment
 - Enrolment Data Form (Form 3) in the present school assignment, including the cluster schools handled, if any.
3. The required documents must be submitted on or before February 10, 2025.
4. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL P. MERIS
 Officer-in-Charge
 Assistant Schools Division Superintendent