



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
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DepEd ORDER
No. **85** s. 2003

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**GUIDELINES ON THE SELECTION, PROMOTION
AND DESIGNATION OF SCHOOL HEADS**

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. Pursuant to the Implementating Rules and Regulations of R.A. 9155, the selection, promotion and designation of school heads shall be based on merit, competence, fitness and equality. It is based on these principles that the enclosed guidelines are hereby issued.
2. Immediate dissemination of and compliance with this Order is directed.


EDILBERTO C. DE JESUS
Secretary

Encl.:
As stated

Reference:
DepEd Order No. 1, s. 2003

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
POLICY
PROMOTION

GUIDELINES ON THE SELECTION, PROMOTION AND DESIGNATION OF SCHOOL HEADS

I. Leadership Framework

Pursuant to Section 6.1, Rule VI of the Implementing Rules and Regulations of Republic Act No. 9155 (Governance of Basic Education Act of 2001) there shall be a school head for all public elementary and secondary schools or a cluster thereof.

A school head is a person responsible for the administrative and instructional supervision of the school or cluster of schools. As such, a school head is expected to possess the following leadership dimensions:

1. **Educational Leadership.** The ability to lead in crafting a shared school vision including the development of curriculum policies and practices which provide success for all students;
2. **People Leadership.** The ability to work with various stakeholders; develop effective relationships with diverse individuals and groups; inspire the respect and cooperation of people and promote the development and effectiveness of people within the organization;
3. **Strategic Leadership.** The ability to explore complex issues from a global perspective, to manage an educational enterprise, to focus resources and motivate people in the realization of the shared school vision.

It is within this framework of leadership that the succeeding guidelines on the selection, promotion, and designation of school heads have been formulated.

II. Basic Policies

1. The selection, promotion and designation of school heads shall be anchored on the principles of merit, competence, fitness and equality.

2. Applicants for Head Teacher and Principal positions must possess executive and managerial competence, in addition to the following criteria:

- i. Performance
- ii. Experience and Outstanding Accomplishments
- iii. Education and Training
- iv. Potential
- v. Psycho-social Attributes and Personality Traits

Annex I presents the details on these criteria.

3. Policies pertaining to Principals

3.1 Aspirants for Principalship must pass a test to be considered for selection and promotion.

- a. To qualify for the test, the aspirant must be any of the following:
 - Master Teacher I for at least two (2) years
 - Master Teacher II for at least one (1) year
 - Head Teacher for at least one (1) year
 - Teacher-In-Charge for at least two (2) years
 - Teacher III for at least three (3) years
 - Teacher II for at least four (4) years
 - Teacher I for at least five (5) years
 - b. The test shall serve as a mechanism for evaluating the aspirants in terms of the 3-dimensional leadership qualifications. It may consist of paper & pencil, simulation, etc.
 - c. The Department Central Office will set the standards for testing.
 - d. Test development and quality assurance will be provided by the Regional Office. The test administration will be division-based.
- 3.2 Those who pass the test shall form the pool of qualifiers from which shall be drawn those who will undergo the training for Principalship.
 - 3.3 Pending the development of the test, those who have successfully completed the Basic School Management Course (BSMC) and the Strategic Management and Instructional Leadership Course for School Administrators (SMILE-CSA) being conducted by the National Educators Academy of the Philippines (NEAP) will be exempted from the test requirement for a one year period reckoned from the date of the issuance of this Order.
 - 3.4 The ranking of candidates for Principal position shall be open to all qualified applicants/candidates.
 - 3.5 The appointment of a school principal shall be non-station specific.
4. Policies pertaining to Head Teachers
 - 4.1 Promotion to higher Head Teacher positions shall likewise be on an open ranking basis.
 - 4.2 The ranking of candidates to a Head Teacher position shall be open to all qualified applicant/candidates.

5. Policies pertaining to Teacher-In-Charge

5.1 The Schools Division Superintendent shall designate Teachers-In-Charge.

5.2 To be designated as Teacher-In-Charge, a teacher must have teaching experience of at least three (3) years.

5.3

III. Computation of Points

1. In computing the number of points for purposes of ranking the Head Teacher/Principal, a specific number of points is assigned to each criterion as follows:

Criteria	Maximum No. of Points	Total
Performance Rating	40	40
Experience/Outstanding Accomplishments	10/25	35
Education/Training	10/10	20
Potential	2.5	2.5
Psychosocial attributes and personality traits	2.5	2.5
TOTAL		100

2. In the evaluation of accomplishment/s, the following matrix is suggested:

Outstanding Accomplishment/s	Measure/s	Maximum No. of Points
Outstanding Employee Award	} See Annex II	5
Innovations		5
Research and Dev. Projects		4
Publication/Authorship		4
Consultancy/Resource Speakership		4
Linkages & Resource Mobilization		3
TOTAL		25

Annex II presents the details on computation of points.

Following are the basic qualifications required of:

I. Head Teacher

Criteria	HTI	HTII	HTIII	HTIV	HTV	HTVI
Education	BEEd/BSE or its equivalent or Bachelors degree w/ 18 professional education units	BEEd/BSE or its equivalent or Bachelors degree w/ 18 professional education units	BEEd/BSE or its equivalent or Bachelors degree w/ 18 professional education units	BEEd/BSE or its equivalent or Bachelors degree w/ 18 professional education units	BEEd/BSE or its equivalent or Bachelors degree w/ 18 professional education units	BEEd/BSE or its equivalent or Bachelors degree w/ 18 professional education units
Training	8 hrs. of relevant training	8 hrs. of relevant training	8 hrs. of relevant training	8 hrs. of relevant training	8 hrs. of relevant training	8 hrs. of relevant training
Experience	1 year as TIC or 3 yrs. teaching experience	1 year as HT	2 years as HT	3 years as HT	4 years as HT	5 years as HT
Performance	VS for the last 3 rating periods	VS for the last 3 rating periods	VS for the last 3 rating periods	VS for the last 3 rating periods	VS for the last 3 rating periods	VS for the last 3 rating periods

Note: Promotion to higher Head Teacher (HT) positions shall be on an open ranking basis where merit and fitness shall be the main consideration and not the position

II. Principal

Criteria	PI	PII	PIII	PIV
Education	BEEd/BSE with 18 professional units in education or its equivalent	BEEd/BSE +6 units of Management	BEEd/BSE +6 units of Management	BEEd/BSE +9 units of Management
Training	8 hrs. of relevant training;	8 hrs. of relevant training;	8 hrs. of relevant training;	8 hrs. of relevant training;
Experience	MT I for at least 2 yrs.; or MT II for at least 1 yr.; or HT for at least 1 yr.; or TIC for at least 2 years; or T III for at least 3 years; or T II for at least 4 years; or T I for at least 5 years	1 yr. as Principal	2 yrs. as Principal	3 yrs. as Principal
Performance	VS for the last 3 yrs.	VS for the last 3 yrs.	VS for the last 3 yrs.	VS for the last 3 yrs.

Note For Head Teacher and Principal: Training credited in the previous promotion will not be considered in succeeding promotion.

COMPUTATION OF POINTS

I. Performance Rating (40 points)

Numerical Rating result multiplied by forty (40) per cent

II. Experience (10 points)

Relevant experience consists of the performance of duties and functions relevant to the next higher position over a period expressed in years with every year given a point but not to exceed ten (10) points equivalent to 10 years.

III. Outstanding Accomplishments (25 points)

A. Outstanding Employee Award (5 points)

- Awardee in the school - 1 pt.
- Nomination in the division/awardee in the district - 2 pts.
- Nomination the region/awardee in the division - 3 pts.
- Nomination in the Department/awardee in the region - 4 pts.
- National awardee (Kapwa Award/Pagasa Award/
Presidential Award) - 5 pts.

B. Innovations (5 points)

- Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official - 1 pt.
- Implementation of work plan has been started - 2 pts.
- Work plan has been implemented with documented outputs - 3 pts.
- Work plan or essential parts thereof adapted for wider implementation - 5 pts.

C. Research and Development Projects (5 points)

- Conducted research at other levels - 3 pts.
- Conducted research at the school level - 4 pts.
- Conducted research at the division level - 5 pts.

D. Publication/Authorship (5 points)

- Sole authorship of a book - 5 pts.
- Co-authorship of a book - 4 pts.
(Shall be divided by the number of authors)
- Articles published - 1 pt.
(Per article but not to exceed 4 pts.)

E. Consultancy/Resource Speakership in Trainings/Seminars/
Workshops/Symposia (5 points)

- | | |
|---------------------|----------|
| District level | - 1 pt. |
| Division level | - 2 pts. |
| Regional level | - 3 pts. |
| National level | - 4 pts. |
| International level | - 5 pts. |

IV. Education and Training (20 points)

A. Education (10 points)

- | | |
|---|-----------|
| Bachelors degree in Education | - 4 pts. |
| MA units | |
| 18 units | - 6 pts. |
| 24 units or completion of academic requirements | - 8 pts. |
| MA degree | - 10 pts. |

B. Training (10 points)

- | | |
|--|-----------|
| Participant in 3 or more training activities for at least 2 days | - 2 pts. |
| Co-chairmanship of a technical committee | - 4 pts. |
| Chairmanship of a technical committee | - 6 pts. |
| Co-chairmanship of a planning committee | - 8 pts. |
| Chairmanship of a planning committee | - 10 pts. |

V. Potential (2.5 points)

VI. Psychosocial attributes and physical characteristics (2.5 points)