



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM

No. 001, s. 2020

RELEASED
DEPED
DATE: 1-7-2020
BY: 1:20 PAB
71 0071

To : **Asst. Schools Division Superintendent
Chiefs of Functional Divisions
Heads of Units
School Administrators
School Head Designates
Principal Test Passers
All Other Concerned**

From : **MARIA CELIA JUNIO FERNANDEZ, Ed.D., MDM-SEC**
Maria Celia Junio Fernandez
Schools Division Superintendent

Subject: **APPOINTMENT/TRANSFER/RE-ASSIGNMENT OF SCHOOL HEADS**

Date: **January 6, 2020**

DEPED
RECEIVED
DATE: 1/7/2020
TIME: 1:25 PM
REYNANTE B. INFANTE
IT OFFICER I

1. The Office of the Schools Division Superintendent hereby issues this memorandum on the Department Order No. 7, s. 1999, *Policy on Appointment, Reassignment, Transfer of Principals*, in reiteration and strict compliance.
2. This reiteration is done in the exigency of the service as we enforce much needed reforms particularly the full implementation of ISO systems and processes in strict compliance to the ISO 9001:2015 certification granted the Schools Division Office, the 34 public elementary schools and 8 secondary schools
3. Anent to this division memorandum is the observance of DepEd Order No. 97, s. 2011 also known as the Revised Guidelines on the Allocation and Reclassification of School Head Positions, that ought to guide the field in the designation of personnel to school head positions.
4. Reiteration of DECS Order No. 39, s. 1990 (*Deployment and Assignment of Public-School Teachers*) is also called for.
5. In the matter of assigning Principal Test Passers as Officer In-Charge of Schools, Teacher III and Master Teachers are excluded, for the obvious reason of their incumbency, that they are needed in the classroom/delivery of instruction. However, when there is a vacant position for Principal I, they are qualified to join the ranking, only when they are appointed will they assume the position.
6. Designations to Principal I position of Teachers/Master Teachers I-II, is hereby recalled, and the vacant Principal I positions shall be immediately filled up by qualified applicants, after going through the Promotion Selection Process. Recall orders shall be issued to concerned individuals. Status quo remains until the recall order shall have been served.
7. Designations of Teachers as OIC-Head Teachers of subject areas shall also be dealt with as stated in item No. 6.
8. All OIC - Designates who are Principal Test Passers are hereby advised to submit their application to the HRO for ranking not later than January 27, 2020 to fill - up a residual Principal I item caused by a chain of promotions.
9. Wide dissemination of this memorandum is hereby enjoined.