

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

January 25, 1984

MEMO ORDER
No. 2, s. 1984

REITERATING THE REQUIREMENTS IN FILLING UP OF VACANT POSITIONS
OF SUPERINTENDENT, ADMINISTRATOR AND PRINCIPAL
IN VOCATIONAL SCHOOLS AND COLLEGES

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Vocational School Superintendents/Administrators

1. For the information and guidance of the field, quoted here-
under is the qualification standard requirements for the positions of
vocational college/school superintendent, vocational school adminis-
trator and vocational school principal as embodied in the 1975 Qual-
ification Standard of the Ministry (pages 83-89).

a. Vocational/Technical College Superintendent, Range 77

Experience Requirements

- 1 year experience as Vocational School
Superintendent II
- 2 years as Vocational School Superintendent I
- 8 years experience in school administration
and/or educational planning and supervision

Education Requirements

Master's degree in Education or its equivalent
with appropriate major preparation in vocational
education in the undergraduate or graduate level
including or supplemented by 12 units in public
administration/management, or 12 units in the
doctoral program.

C.S. Eligibility

Vocational School Superintendent
Public Schools Division Superintendent
Schools Superintendent
Superintendent of Private Schools
Superintendent of Arts and Trades
Superintendent of Agricultural Instruction

b. Vocational School Superintendent II, Range 76

Experience Requirements

1 year experience as Vocational School Superintendent I
2 years as Vocational School Administrator
7 years of experience in school administration and/or educational planning and supervision

Education Requirements

Master's degree in Education or its equivalent with appropriate major preparation in vocational education in the undergraduate or graduate level including or supplemented by 12 units in public administration/management.

C.S. Eligibility

Vocational School Superintendent
Public Schools Division Superintendent
Schools Superintendent
Superintendent of Private Schools
Superintendent of Arts and Trades
Superintendent of Agricultural Instruction

c. Vocational School Superintendent I, Range 75

Experience Requirements

1 year experience as Vocational School Administrator; or
6 years experience in school administrator and/or educational planning and supervision

Education Requirements

Master's degree in Education or its equivalent with appropriate major preparation in vocational education in the undergraduate or graduate level including or supplemented by 12 units in public administration/management.

C.S. Eligibility

Vocational School Superintendent
Public Schools Division Superintendent
Schools Superintendent
Superintendent of Private Schools
Superintendent of Arts and Trades
Superintendent of Agricultural Instruction

d. Vocational School Administrator III, Range 74

Experience Requirements

- 1 year experience as Vocational School Administrator II
- 2 years as Vocational School Administrator

Educational Requirements

Master's degree in Education or its equivalent with appropriate major preparation in vocational education in the undergraduate or graduate level including or supplemented by 12 units in public administration/management.

C.S. Eligibility

- Vocational Teacher
- Senior Teacher of Arts and Trades
- Senior Teacher of Industrial Arts
- Senior Teacher of Agriculture
- Senior Teacher
- Teacher

e. Vocational School Administrator II, Range 72

Experience Requirements

- 1 year experience as Vocational School Administrator I
- 2 years as Vocational Department Head (collegiate)

Education Requirements

Master's degree in Education or its equivalent with appropriate major preparation in vocational education in the undergraduate or graduate level including or supplemented by 12 units in public administration/management

C.S. Eligibility

- Vocational Teacher
- Senior Teacher of Arts and Trades
- Senior Teacher of Industrial Arts
- Senior Teacher of Agriculture
- Senior Teacher
- Teacher

f. Vocational School Administrator I, Range 70

Experience Requirements

- 2 years as Vocational Education Supervisor II or Private School Area Supervisor II (vocational)
- 3 years as Vocational Education Supervisor I or Private School Area Supervisor I (vocational)
- 4 years as Vocational School Principal

Education Requirements

Master's degree in Education or its equivalent with appropriate major preparation in vocational education in the undergraduate or graduate level including or supplemented by 12 units in public administration/management.

C.S. Eligibility

Vocational Teacher
Senior Teacher of Arts and Trades
Senior Teacher of Industrial Arts
Senior Teacher of Agriculture
Senior Teacher
Teacher

g. Vocational School Principal II, Range 67

Experience Requirements

- 1 year experience as Vocational School Principal I or Secondary School Head Teacher IV, (vocational) or Vocational Instruction Supervisor II
- 2 years as Assistant Vocational School Principal or Vocational Instruction Supervisor I
- 3 years as Secondary School Head Teacher III or II (vocational)
- 4 years as Secondary School Head Teacher I (vocational)

Education Requirements

Bachelor's degree in Education or its equivalent under R.A. 4670 with appropriate major preparation supplemented by 18 graduate units.

C.S. Eligibility

Vocational Teacher
Senior Teacher of Industrial Arts
Senior Teacher of Arts and Trades
Senior Teacher of Agriculture
Senior Teacher
Teacher

- h. Vocational School Principal I, Range 65 .

Experience Requirements

1 year experience as Assistant Vocational School
Principal or Vocational Instruction Supervisor I
2 years as Secondary School Head Teacher
III or II (vocational)
3 years as Secondary School Head Teacher I
(vocational)
4 years as Instructor II (vocational)

Education Requirements

Bachelor's degree in Education or its equivalent
under R.A. 4670 with appropriate major preparation
supplemented by 9 graduate units

C.S. Eligibility

Vocational Teacher
Senior Teacher of Arts and Trades
Senior Teacher of Industrial Arts
Senior Teacher of Agriculture
Senior Teacher
Teacher

2. Accordingly, in accordance with MEC Order No. 52, s. 1980 entitled MEC Merit Promotion System, the policies and procedures indicated therein shall be strictly adhered to in the matter of filling up the administrative position of vocational school superintendent, vocational school administrator and vocational school principal.
3. It is requested that this Order be brought to the attention of all concerned for their information and guidance.
4. Strict compliance is desired.

(SGD.) JAIME C. LAYA
Minister

Reference:

MEC Order: No. 52, s.1980

Allotment: 1-2-3--(D.O. 1-76)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
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