

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

July 15, 1991

DECS O R D E R
No. 79, s. 1991

MAINTENANCE OF A NATIONAL RANK LIST FOR SUPERINTENDENTS,
ASSISTANT SUPERINTENDENTS, AND VOCATIONAL
SCHOOL ADMINISTRATORS

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. The ranking system for the positions of superintendent, assistant superintendent, and vocational school administrator shall be made more responsive to the needs of the educational system by observing the following procedures effective immediately:

- a. Appointments to the positions of schools division superintendent, vocational school superintendent, assistant schools division superintendent, and vocational school administrator shall be by national ranking.
- b. A national rank list shall be maintained in the Central Office which shall be continually updated to include all those who will qualify each year and to include also additional qualifications obtained by those concerned. A copy of the rank list shall be furnished each regional office which shall be disclosed to candidates and other authorized personnel upon request. Complaints/questions as to its correctness shall be sent direct to the Office of the Assistant Secretary, Human Resource Development Service, this Department.
- c. Guided by MEC Order No. 52, s. 1980 and Civil Service Commission rules on appointment/promotion, whenever there is a vacancy in the positions of schools division superintendent/vocational school superintendent/assistant schools division superintendent/vocational school administrator,

the first five (5) highest ranking in the national rank list shall be considered for each position, respectively, and the most competent and qualified shall be recommended/appointed. For vocational school superintendents/administrators, appropriate specialization in the curriculum offered by the school shall be taken into consideration.

- d. Transfer/reassignment of superintendents/assistant superintendents/vocational school administrators every five (5) years shall be a policy of this Department.

2. For the information, guidance, and compliance of all concerned.

(SGD.) ISIDRO D. CARINO
Secretary

Reference:

MEC Order: (No. 52, s. 1980)

Allotment: 1-2-3--(M.O. 1-87)

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

- ✓ APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
- ✓ BUREAUS & OFFICES
- ✓ LIST
- ✓ OFFICIALS
- ✓ RULES & REGULATIONS
- ✓ SUPERINTENDENTS
- ✓ TRANSFER