



Republic of the Philippines  
**Department of Education**



**Tanggapan ng Kalihim**  
*Office of the Secretary*

JUN 13 2008

DEPED ORDER  
No. 48, s. 2008

UPGRADING/RECLASSIFICATION OF INCUMBENT HEAD  
TEACHERS TO PRINCIPALS

To: Undersecretaries  
Assistant Secretaries  
Bureau/Center/Service Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. In compliance with the attached Memorandum from the President to the Secretaries of the Department of Education and the Department of Budget and Management dated May 27, 2008 directing the promotion of incumbent Head Teachers to Principal I, herein promulgated are the following guidelines:

- a. Only incumbent Head Teachers of elementary schools or Officers-In-Charge of secondary schools who occupy Head Teacher positions are to be reclassified to Principal I positions.
- b. Candidates for reclassification must meet all the three (3) requirements indicated in the Memorandum of the President.
- c. Schools Division Superintendents shall immediately determine the qualified candidates for reclassification to Principal I, whose upgrading shall be effective July 1, 2008, for processing and submission to the Regional Director not later than June 30, 2008.
- d. The Regional Director shall review and approve the requests for reclassification. The consolidated requests shall be submitted to the DBM Regional Office concerned not later than July 8, 2008. The necessary follow-up with the DBM to ensure that the initiative is complete before the end of July 2008 must likewise be done.

2. A report showing the names of those who qualified for reclassification, as well as the total funding requirements until December 31, 2008 must be submitted to the Central Office through the Personnel Division on or before July 11, 2008.

3. New Principal I and Head Teacher positions are forthcoming for deployment to schools which are presently headed by personnel who are not Head Teachers.

4. Enclosed is the number of elementary and secondary school heads per region qualified for possible reclassification as of May 26, 2008.

5. For immediate compliance.

  
JESLI A. LAPUS  
Secretary

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS  
POLICY  
PROMOTION  
TEACHERS

(Enclosure to No. 1 to DepED Order No. 48, s. 2008)

MALACAÑANG  
MANILA

**MEMORANDUM FROM THE PRESIDENT**

TO : **SECRETARY JESLI A. LAPUS**  
Department of Education

**SECRETARY ROLANDO G. ANDAYA**  
Department of Budget and Management

SUBJECT : **Upgrading/Reclassification of Incumbent Head Teachers to Principals**

DATE : 27 May 2008

In recognition of the critical role of school principals in the management of schools and the fact that many public schools are headed by Head Teachers who are qualified but who can not be promoted to full-fledged Principals owing to the limited number of Principal positions created every year, you are hereby directed to initiate the promotion of incumbent Head Teachers to Principal I through the reclassification of their positions, provided they meet the following qualification requirements:

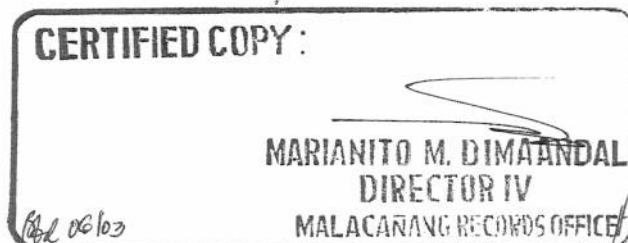
1. Passed the Principalship Test;
2. Presently assigned as a school head of an elementary school or designated as Officer-In-Charge of a secondary school for at least one (1) year; and
3. Must have received a Very Satisfactory performance rating for the past two (2) appraisal periods.

A report on the implementation of this directive shall be submitted to the Office of the President within sixty (60) days.

For immediate compliance.



*Glenn M. Arago*



## SCHOOL HEADS/OIC's QUALIFIED FOR POSSIBLE RECLASSIFICATION

as of May 26, 2008

REGION	Elementary		Secondary		Elementary		Secondary		Difference	Principal 1 Step 1 x (2)	Difference
	(1)	(2)	Head Teacher SG 13 x (1)	Principal 1 Step 1 x (1)	Head Teacher SG 13 x (1)	Principal 1 Step 1 x (1)	Head Teacher SG 13 x (2)	Principal 1 Step 1 x (2)			
CAR	33	42	472,659.00	632,544.00	601,566.00	805,056.00	159,885.00	203,490.00			
NCR	12	8	171,876.00	230,016.00	114,584.00	153,344.00	58,140.00	38,760.00			
I	0	0	-	-	-	-	-	-			
II	78	37	1,117,194.00	1,495,104.00	529,951.00	709,216.00	377,910.00	179,265.00			
III	82	32	1,174,486.00	1,571,776.00	458,336.00	613,376.00	397,290.00	155,040.00			
IV-A	165	95	2,363,295.00	3,162,720.00	1,360,685.00	1,820,960.00	799,425.00	460,275.00			
IV-B	19	21	272,137.00	364,192.00	300,783.00	402,528.00	92,055.00	101,745.00			
V	130	39	1,861,990.00	2,491,840.00	558,597.00	747,552.00	629,850.00	188,955.00			
VI	89	42	1,274,747.00	1,705,952.00	601,566.00	805,056.00	431,205.00	203,490.00			
VII	160	72	2,291,680.00	3,066,880.00	1,031,256.00	1,380,096.00	775,200.00	348,840.00			
VIII	97	40	1,389,331.00	1,859,296.00	572,920.00	766,720.00	469,965.00	193,800.00			
IX	85	26	1,217,455.00	1,629,280.00	372,398.00	498,368.00	411,825.00	125,970.00			
X	95	37	1,360,685.00	1,820,960.00	529,951.00	709,216.00	460,275.00	179,265.00			
XI	106	101	1,518,238.00	2,031,808.00	1,446,623.00	1,935,968.00	513,570.00	489,345.00			
XII	32	42	458,336.00	613,376.00	601,566.00	805,056.00	155,040.00	203,490.00			
XIII	46	22	658,858.00	881,728.00	315,106.00	421,696.00	222,870.00	106,590.00			
<b>TOTAL</b>	<b>1,229</b>	<b>656</b>	<b>17,602,967.00</b>	<b>23,557,472.00</b>	<b>9,395,888.00</b>	<b>12,574,208.00</b>	<b>5,954,505.00</b>	<b>3,178,320.00</b>			

Head Teacher SG - 13 14,323.00

Principal 1 SG - 18 19,168.00