



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

17 1 JUN 2025

DIVISION MEMORANDUM
No. 262 s. 2025

MEETING ON THE RECLASSIFICATION OF QUALIFIED PERSONNEL TO PRINCIPAL I POSITION

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to DM-OUHROD-2025-1331 titled ***“Reclassification of Qualified Personnel to Principal I Position”***, there will be a meeting on June 13, 2025, 1:00 o'clock in the afternoon at Capiz Division Multi-Purpose Hall.
2. Participants are the personnel who met the proposed new Qualification Standards (QS) for School Principal I positions, as shown in Table 1.

Table 1. *Proposed New Qualification Standards (QS) for School Principal I position.*

Position	Education	Experience	Training	Eligibility	School Heads Assessment
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: Learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management, and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)	Principal's Test or NQESH Passer



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

3. Participants are requested to register through the link <https://bit.ly/P1Recla2025> until 3:00 pm of June 12, 2025.
4. Expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Teaching personnel who will attend this meeting will be given service credits. It is understood, however, that these service credits shall be only used to offset absences and not for commutation of leave credits for monetization. This is granted under CSC and DBM Joint Circular No. 2, s. 2004 dated October 2004.
6. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

MEETING

DDB/ DM_P1ReclaMeeting
0029/ June 11, 2025



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>