



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 23, 2022

REGIONAL MEMORANDUM

No. **1084**, s. 2022

**DISSEMINATION OF THE DEPED SYSTEM OF RANKING POSITIONS (SRP)
DOCUMENTS FOR REGIONAL OFFICE AND SCHOOLS DIVISION OFFICE**

To: Schools Division Superintendents
Division HRMO
All Others Concerned

1. Attached is a Memorandum DM-OUHROD-2022-0086 dated 21 September 2022 with the subject: **Dissemination of the DepEd System of Ranking Positions (SRP) Documents for Regional Office and Schools Division Offices.**
2. Relative thereto, the Schools Division Superintendents through the Division HRMOs are requested to immediately comply with the following:
 - 2.1 facilitate signing of the SRP document by the HRMO and SDS;
 - 2.2 transmit signed RSP document to respective CSC Field Office; and
 - 2.3 maintain a soft copy of the SRP document.
3. A copy of the signed SRP shall be submitted to the Regional Office through email address: **personnel.region8@deped.gov.ph** for submission to BHROD-HRDD.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV

Regional Director

Enclosure: As stated

Reference: As stated

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

REGIONAL OFFICE
SCHOOLS DIVISION OFFICE

AD-PS-EDR



SYSTEM OF RANKING POSITION





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,
TEACHER EDUCATION COUNCIL SECRETARIAT, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

DEPARTMENT OF EDUCATION
RECEIVED
OFFICE NO. 11

SFP 2022 8194

TIME: 11:40 a

DATE: 9/22/22
REGIONAL

3:56

MEMORANDUM

DM-OUHROD-2022- 0086

OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
77 SEP 2022	
Date and Time Released	Signature
77 SEP 2022	

**TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

FROM: GLORIA JUMAMIL - MERCADO
*Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines,
Teacher Education Council Secretariat, and
DepEd Employees' Associations Coordinating Office*

**SUBJECT: Dissemination of the DepEd System of Ranking Positions (SRP)
Documents for Regional Office and School Division Office**

DATE: 21 September 2022

The recruitment, selection, placement, and induction (RSPI) system is a core component of the overall strategic Human Resource Management and Development system of the Department of Education (DepEd). Last April 22, 2022, the enhanced DepEd MSP has been officially issued through **DepEd Order (DO) No. 19, s. 2022** which prompted the transition from existing hiring and promotion process towards a competency based RSPI system.

Part of the alignment that has been put forward in the Agency MSP is the effective use of the *System of Ranking Positions (SRP)* as a tool in establishing and maintaining standardized documentation of positions that are next-in-rank to another vis-à-vis the organizational structure of the Department. Sec. 101 of the *2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018* provides that "all agencies are required to submit their SRP to CSC Regional or Field Offices" which shall bear implications on the validation of promotional appointments affected by the three (3) salary grade limitations and other provisions and exemptions requiring SRP.

In compliance with the aforementioned provision, the Department, through Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD), had conducted series of consolidation and validation workshops last June to July 2021 with representatives across all governance levels to revisit, review, and update the existing SRP documents of all DepEd offices. After the review of 231 SRP documents from Central Office (CO), Regional Offices (ROs), and Schools Division Offices (SDOs), the Department has been able to initially identify the nuances and similarities of all SRPs in reference to the approved staffing pattern of DepEd.

Handwritten initials and date: JM and 9/22/22

To this end, DepEd has already submitted the CO-SRP to CSC National Capital Region last October 15, 2021, in partial compliance to the provisions of Agency MSP and ORAOHRA. The remaining 230 SRP documents have been reviewed and finalized through the efforts and technical assistance from Organization Effectiveness Division (OED) and Personnel Division (PD) of BHROD and consequently resulted to the alignment of SRP for ROs and SDOs.

In this connection, we are transmitting the SRP of ROs and SDOs (*see attached documents*) to your office and requesting to perform the following:


1. Facilitate the signing of the SRP document by your respective Human Resource Management Officer (HRMO) and Regional Director (RO) or Schools Division Superintendent (SDO);
2. Transmit the signed SRP document to your respective CSC Field Office (FO) in compliance to the provisions of Agency MSP and ORAOHRA, copy furnished the BHROD-HRDD (bhrod.hrdd@deped.gov.ph);
3. Maintain a soft copy of the SRP document. Should there be a need for SRP to be revised or enhanced due to unforeseen circumstances in the future (*i.e. change or addition of positions in the approved staffing pattern of the RO and SDO*), the RO/SDO HRMPSB¹ shall develop, update, and revise the existing document and submit the updated and signed version to the respective CSC FO, copy furnished the BHROD-HRDD.

For further inquiries and clarifications, please contact BHROD-HRDD at telephone no.: (02) 8470-6630 or email address: bhrod.hrdd@deped.gov.ph

For your action. Thank you.

¹ Pursuant to Item 84(a) of the Department of Education Merit Selection Plan

DEPARTMENT OF EDUCATION SYSTEMS OF RANKING POSITIONS

	(CO/RO/SDO):	SDO
Region:		VIII
Schools Division Office:		
Contact Person:		
Contact Number:		
E-mail Address:		

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Administrative Assistant III	Senior Bookkeeper	9	SDO - Office of the Schools Division Superintendent - Finance Unit - Accounting	General Administrative Service/Financial Service	Open				
Administrative Assistant III	Secretary II	9	SDO - Office of the Schools Division Superintendent - Office of the SDS - Proper	General Administrative Service/Financial Service	Open				
Administrative Assistant III	None	9	SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	General Administrative Service/Financial Service	Administrative Assistant II	None	8	SDO - Office of the Schools Division Superintendent - Finance Unit - Accounting	
Administrative Assistant II	None	8	SDO - Office of the Schools Division Superintendent - Finance Unit - Accounting	General Administrative Service/Financial Service	Administrative Assistant I	None	7	SDO - Office of the Schools Division Superintendent - Finance Unit - Budget	
Administrative Assistant I	None	7	SDO - Office of the Schools Division Superintendent - Finance Unit - Budget	General Administrative Service/Financial Service	Administrative Aide VI	None	6	SDO - Office of the Schools Division Superintendent - Office of the SDS - Proper	

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
								SDO - Office of the Schools Division Superintendent - Administrative Unit - Cash	
								SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	
								SDO - Office of the Schools Division Superintendent - Administrative Unit - Property	
								SDO - Office of the Schools Division Superintendent - Administrative Unit - Records	
								SDO - Curriculum Implementation Division - Office of the Division Chief	
Administrative Aide VI	None	6	SDO - Office of the Schools Division Superintendent - Office of the SDS - Proper	General Administrative Service/Financial Service	Administrative Aide IV	Driver II	4	SDO - Office of the Schools Division Superintendent - Office of the SDS - Proper	
			SDO - Office of the Schools Division Superintendent - Administrative Unit						
			SDO - Office of the Schools Division Superintendent - Administrative Unit - Cash						
			SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel						

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
			SDO - Office of the Schools Division Superintendent - Administrative Unit - Property						
			SDO - Office of the Schools Division Superintendent - Administrative Unit - Records						
			SDO - Curriculum Implementation Division - Office of the Division Chief						
Administrative Aide IV	Driver II	4	SDO - Office of the Schools Division Superintendent - Office of the SDS - Proper	General Administrative Service/Financial Service	Open				

Prepared by:

[NAME]
[POSITION AND OFFICE]

Approved by:

[NAME]
[POSITION AND OFFICE]

*Provide the parenthetical title of the positions to be filled/next-in-rank based on the *approved staffing pattern*

**Based on the DBM Index of Occupational Services (IOS) 2018

DEPARTMENT OF EDUCATION SYSTEMS OF RANKING POSITIONS

(CO/RO/SDO):	SDO
Region:	
Schools Division Office:	
Contact Person:	
Contact Number:	
E-mail Address:	



POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Administrative Officer V	None	18	SDO - Office of the Schools Division Superintendent - Administrative Unit	General Administrative Service/Financial Service	Administrative Officer IV	Human Resource Management Officer II	15	SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	
					Administrative Officer IV	None	15	SDO - Office of the Schools Division Superintendent - Administrative Unit - Cash	
								SDO - Office of the Schools Division Superintendent - Administrative Unit - Property	
								SDO - Office of the Schools Division Superintendent - Administrative Unit - Records	
								SDO - Office of the Schools Division Superintendent - Procurement Unit	

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Administrative Officer V	Budget Officer III	18	SDO - Office of the Schools Division Superintendent - Finance Unit - Budget	General Administrative Service/Financial Service	Open				
Administrative Officer IV	Human Resource Management Officer II	15	SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	General Administrative Service/Financial Service	Administrative Officer II	Human Resource Management Officer I	11	SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	
Administrative Officer IV	None	15	SDO - Office of the Schools Division Superintendent - Administrative Unit - Cash	General Administrative Service/Financial Service	Administrative Officer II	Human Resource Management Officer I	11	SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	
			SDO - Office of the Schools Division Superintendent - Administrative Unit - Property						
			SDO - Office of the Schools Division Superintendent - Administrative Unit - Records						
			SDO - Office of the Schools Division Superintendent - Procurement Unit						
Administrative Officer II	Human Resource Management Officer I	11	SDO - Office of the Schools Division Superintendent - Administrative Unit - Personnel	General Administrative Service/Financial Service	Open				

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
-----------------------	----------------------	----	----------	--------------------	-------------------------	----------------------	----	----------	---------

Prepared by:

 [NAME]
 [POSITION AND OFFICE]


Approved by:

 [NAME]
 [POSITION AND OFFICE]

*Provide the parenthetical title of the positions to be filled/next-in-rank based on the approved staffing pattern

**Based on the DBM Index of Occupational Services (IOS) 2018

DEPARTMENT OF EDUCATION SYSTEMS OF RANKING POSITIONS

	Level	SDO
	Region:	
	Division	
	Person:	
	Number:	
	Address:	

POSITION TO BE FILLED	PARENTHEICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	TICAL TITLE*	SG	LOCATION	REMARKS
Chief Education Supervisor	None	24	SDO - Curriculum Implementation Division - Office of the Division Chief	Education Research, Planning and Supervision	Education Program Supervisor	None	22	SDO - Curriculum Implementation Division - Office of the Division Chief	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Instructional Management / District Instructional Supervision	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Learning Resources (LR) Management	
								SDO - School Governance and Operations Division - Office of the Division Chief	
Chief Education Supervisor	None	24	SDO - School Governance and Operations Division - Office of the Division Chief	Education Research, Planning and Supervision	Education Program Supervisor	None	22	SDO - Curriculum Implementation Division - Office of the Division Chief	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Instructional Management / District Instructional Supervision	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Learning Resources (LR) Management	

POSITION TO BE FILLED	PARENTHEICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	TICAL TITLE*	SG	LOCATION	REMARKS
								SDO - School Governance and Operations Division - Office of the Division Chief	
Education Program Supervisor	None	22	Implementation Division - Office of the Division Chief - Instructional Management /	Education Research, Planning and Supervision	School Principal IV	None	22	School-based	
					School Principal III	None	21	School-based	
					School Principal II	None	20	School-based	
					School Principal I	None	19	School-based	
					Head Teacher VI	None	19	School-based	
					Head Teacher V	None	18	School-based	
					Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
Education Program Supervisor	None	22	Implementation Division - Office of the Division Chief - Learning Resources (LR) Management	Education Research, Planning and Supervision	School Principal IV	None	22	School-based	
					School Principal III	None	21	School-based	
					School Principal II	None	20	School-based	
					School Principal I	None	19	School-based	
					Head Teacher VI	None	19	School-based	
					Head Teacher V	None	18	School-based	
					Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	

POSITION TO BE FILLED	PARENTHEICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	TICAL TITLE*	SG	LOCATION	REMARKS
Education Program Supervisor	None	22	SDO - School Governance and Operations Division - Office of the Division Chief	Education Research, Planning and Supervision	School Principal IV	None	22	School-based	
					School Principal III	None	21	School-based	
					School Principal II	None	20	School-based	
					School Principal I	None	19	School-based	
					Head Teacher VI	None	19	School-based	
					Head Teacher V	None	18	School-based	
					Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
Public Schools District Supervisor	None	22	Implementation Division - Office of the Division Chief -	University and Training Center Administration	School Principal IV	None	22	School-based	
					School Principal III	None	21	School-based	
					School Principal II	None	20	School-based	
					School Principal I	None	19	School-based	
Senior Education Program Specialist	None	19	SDO - School Governance and Operations Division - Office of the Division Chief - School Management M&E	Education Research, Planning and Supervision	Education Program Specialist II	None	16	SDO - School Governance and Operations Division - Office of the Division Chief - School Management M&E	
								SDO - School Governance and Operations Division - Office of the Division Chief - Social Mobilization and Networking	
								SDO - School Governance and Operations Division - Office of the Division Chief - Human Resource Development	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Instructional Management / District Instructional Supervision	

POSITION TO BE FILLED	PARENTHERICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	TICAL TITLE*	SG	LOCATION	REMARKS
Senior Education Program Specialist	None	19	Operations Division - Office of the Division Chief - Social Mobilization and Networking	Education Research, Planning and Supervision	Education Program Specialist II	None	16	Operations Division - Office of the Division Chief - Social Mobilization and Networking	
								SDO - School Governance and Operations Division - Office of the Division Chief - Human Resource Development	
								SDO - School Governance and Operations Division - Office of the Division Chief - School Management M&E	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Instructional Management / District Instructional Supervision	
Senior Education Program Specialist	None	19	SDO - School Governance and Operations Division - Office of the Division Chief - Human Resource Development	Education Research, Planning and Supervision	Education Program Specialist II	None	16	SDO - School Governance and Operations Division - Office of the Division Chief - Human Resource Development	
								SDO - School Governance and Operations Division - Office of the Division Chief - School Management M&E	
								SDO - School Governance and Operations Division - Office of the Division Chief - Social Mobilization and Networking	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Instructional Management / District Instructional Supervision	
Senior Education Program Specialist	None	19	SDO - School Governance and Operations Division - Office of the Division Chief - Planning and Research	Education Research, Planning and Supervision	Education Program Specialist II	None	16	SDO - School Governance and Operations Division - Office of the Division Chief - Human Resource Development	

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	TICAL TITLE*	SG	LOCATION	REMARKS
								SDO - School Governance and Operations Division - Office of the Division Chief - School Management M&E	
								SDO - School Governance and Operations Division - Office of the Division Chief - Social Mobilization and Networking	
								SDO - Curriculum Implementation Division - Office of the Division Chief - Instructional Management / District Instructional Supervision	
Education Program Specialist II	None	16	Operations Division - Office of the Division Chief - Human Resource Development	Education Research, Planning and Supervision	Open				
Education Program Specialist II	None	16	Operations Division - Office of the Division Chief - School Management M&E	Education Research, Planning and Supervision	Open				
Education Program Specialist II	None	16	Operations Division - Office of the Division Chief - Social Mobilization and Networking	Education Research, Planning and Supervision	Open				
Education Program Specialist II	None	16	Implementation Division - Office of the Division Chief - Instructional Management /	Education Research, Planning and Supervision	Open				

Prepared by:

[NAME]
[POSITION AND OFFICE]


Approved by:

[NAME]
[POSITION AND OFFICE]

*Provide the parenthetical title of the positions to be filled/next-in-rank based on the approved staffing pattern

**Based on the DBM Index of Occupational Services (IOS) 2018

DEPARTMENT OF EDUCATION SYSTEMS OF RANKING POSITIONS

	Level	SDO
	Region:	
	Division	
	Person:	
	Number:	
	Address:	

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Attorney III	None	21	SDO - Office of the Schools Division Superintendent - Legal Unit	Attorneys	Open		-		
Legal Assistant I	None	10	SDO - Office of the Schools Division Superintendent - Legal Unit	Legal Assistance	Open		-		
Medical Officer III	None	21	SDO - School Governance and Operations Division - Office of the Division Chief - School Health and Nutrition	Medical	Open		-		
Dentist II	None	17	SDO - School Governance and Operations Division - Office of the Division Chief - School Health and Nutrition		Open		-		
Nurse II	None	16	SDO - School Governance and Operations Division - Office of the Division Chief - School Health and Nutrition		Open		-		
Engineer III	None	19	SDO - School Governance and Operations Division - Office of the Division Chief - Education Facilities	Engineering	Open		-		
Information Technology Officer I	None	19	SDO - Office of the Schools Division Superintendent - ICT Unit	Information Technology	Open		-		

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Accountant III	None	19	SDO - Office of the Schools Division Superintendent - Finance Unit - Accounting	Financial Service	Open				
Planning Officer III	None	18	SDO - School Governance and Operations Division - Office of the Division Chief - Planning and Research	Planning	Open				
Project Development Officer II	None	15	SDO - School Governance and Operations Division - Office of the Division Chief - Social Mobilization and Networking	Project Development and Evaluation	Open				
			SDO - Curriculum Implementation Division - Office of the Division Chief - Learning Resources (LR) Management		Open				
Librarian II	None	15	SDO - Curriculum Implementation Division - Office of the Division Chief - Learning Resources (LR) Management	Library Services	Open				

Prepared by:


[NAME]
[POSITION AND OFFICE]

Approved by:

[NAME]
[POSITION AND OFFICE]

*Provide the parenthetical title of the positions to be filled/next-in-rank based on the approved staffing pattern
**Based on the DBM Index of Occupational Services (IOS) 2018

DEPARTMENT OF EDUCATION SYSTEMS OF RANKING POSITIONS

	Level	SDO
Region:	Schools Division Office:	
Contact Person:	Contact Number:	
E-mail Address:		

POSITION TO BE FILLED	TICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
School Principal IV	None	22	School-based	and Training Center Administration	School Principal III	None	21	School-based	
					School Principal II	None	20	School-based	
					School Principal I	None	19	School-based	
					Assistant School Principal II	None	19	School-based	
School Principal III	None	21	School-based	and Training Center Administration	School Principal II	None	20	School-based	
					School Principal I	None	19	School-based	
					Assistant School Principal II	None	19	School-based	
School Principal II	None	20	School-based	and Training Center Administration	School Principal I	None	19	School-based	
					Assistant School Principal II	None	19	School-based	
School Principal I	None	19	School-based	and Training Center Administration	Assistant School Principal II	None	19	School-based	
					Head Teacher VI	None	19	School-based	
					Head Teacher V	None	18	School-based	
					Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	

POSITION TO BE FILLED	TICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
					Special Education Teacher III	None	16	School-based	
					Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
					Special Science Teacher I	None	13	School-based	
					Teacher III	None	13	School-based	
					Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	
Assistant School Principal II	None	19	School-based	and Training Center Administration	Head Teacher VI	None	19	School-based	
					Head Teacher V	None	18	School-based	
					Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
					Special Education Teacher III	None	16	School-based	
					Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
					Special Science Teacher I	None	13	School-based	
					Teacher III	None	13	School-based	
					Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	
Head Teacher VI	None	19	School-based	University Teaching	Head Teacher V	None	18	School-based	
					Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	

POSITION TO BE FILLED	ACADEMIC TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
Head Teacher V	None	18	School-based	University Teaching	Head Teacher IV	None	17	School-based	
					Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
Head Teacher IV	None	17	School-based	University Teaching	Head Teacher III	None	16	School-based	
					Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Master Teacher IV	None	21	School-based	
					Master Teacher III	None	20	School-based	
					Master Teacher II	None	19	School-based	
					Master Teacher I	None	18	School-based	
Head Teacher III	None	16	School-based	University Teaching	Head Teacher II	None	15	School-based	
					Head Teacher I	None	14	School-based	
					Special Education Teacher III	None	16	School-based	
					Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
					Special Science Teacher I	None	13	School-based	
					Teacher III	None	13	School-based	
					Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	
Head Teacher II	None	15	School-based	University Teaching	Head Teacher I	None	14	School-based	
					Special Education Teacher III	None	16	School-based	
					Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
					Special Science Teacher I	None	13	School-based	
					Teacher III	None	13	School-based	
					Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	

POSITION TO BE FILLED	TICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Head Teacher I	None	14	School-based	University Teaching	Special Education Teacher III	None	16	School-based	
					Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
					Special Science Teacher I	None	13	School-based	
					Teacher III	None	13	School-based	
					Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	
Master Teacher IV	None	21	School-based	University Teaching	Master Teacher III	None	20	School-based	
					Teacher III	None	13	School-based	
Master Teacher III	None	20	School-based	University Teaching	Master Teacher II	None	19	School-based	
					Teacher III	None	13	School-based	
Master Teacher II	None	19	School-based	University Teaching	Master Teacher I	None	18	School-based	
					Teacher III	None	13	School-based	
Master Teacher I	None	18	School-based	University Teaching	Special Education Teacher III	None	16	School-based	
					Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
					Special Science Teacher I	None	13	School-based	
					Teacher III	None	13	School-based	
					Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	
Special Education Teacher III	None	16	School-based	School, College and University Teaching	Special Education Teacher II	None	15	School-based	
					Special Education Teacher I	None	14	School-based	
Special Education Teacher II	None	15	School-based	School, College and University Teaching	Special Education Teacher I	None	14	School-based	
					Open				
Special Education Teacher I	None	14	School-based	School, College and University Teaching	Open				
Special Science Teacher I	None	13	School-based	School, College and University Teaching	Open				
Teacher III	None	13	School-based	University Teaching	Teacher II	None	12	School-based	
					Teacher I	None	11	School-based	

POSITION TO BE FILLED	TICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN- PARENTHETICAL TITLE*	RANK	SG	LOCATION	REMARKS
Teacher II	None	12	School-based	University Teaching	None	Teacher I	11	School-based	
Teacher I	None	11	School-based	University Teaching		Open			

Prepared by: _____
 [NAME]
 [POSITION AND OFFICE]

Approved by: _____
 [NAME]
 [POSITION AND OFFICE]

*Provide the parenthetical title of the positions to be filled/next-in-rank based on the approved staffing pattern
 **Based on the DBM Index of Occupational Services (IOS) 2018

DEPARTMENT OF EDUCATION SYSTEMS OF RANKING POSITIONS

(CO/RO/SDO):	SDO
Region:	
Schools Division Office:	
Contact Person:	
Contact Number:	
E-mail Address:	



POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Guidance Counselor III	None	13	School-based	School, College and University Teaching	Guidance Counselor II	None	12	School-based	
					Guidance Counselor I	None	11	School-based	
Guidance Counselor II	None	12	School-based	School, College and University Teaching	Guidance Counselor I	None	11	School-based	
Guidance Counselor I	None	11	School-based	School, College and University Teaching	Open				
School Librarian III	None	13	School-based	Library Services	School Librarian II	None	12	School-based	
					School Librarian I		11	School-based	
School Librarian II	None	12	School-based	Library Services	School Librarian I	None	11	School-based	
School Librarian I	None	11	School-based	Library Services	Open				
Nurse II	None	16	School-based	Nursing	Open				
Librarian II	None	15	School-based	Library Services	Librarian I	None	11	School-based	
Librarian I	None	11	School-based	Library Services	Open				
Administrative Officer II	None	11	School-based	General Administrative Service/Financial Service	Open				

POSITION TO BE FILLED	PARENTHETICAL TITLE*	SG	LOCATION	FUNCTIONAL GROUP**	POSITION/S NEXT-IN-RANK	PARENTHETICAL TITLE*	SG	LOCATION	REMARKS
Project Development Officer I	None	11	School-based	Project Development and Evaluation	Open		-		
Registrar I	None	11	School-based	School, College, University and Technical Center Administrative Services	Open		-		
Administrative Assistant III	Senior Bookkeeper	9	School-based	General Administrative Service/Financial Service	Open		-		
Administrative Assistant II	None	8	School-based	General Administrative Service/Financial Service	Open		-		
Security Guard II	None	5	School-based	Civil Security Services	Security Guard I	None	3	School-based	
Security Guard I	None	3	School-based	Civil Security Services	Open		-		
Administrative Aide IV	Clerk II	4	School-based	General Administrative Service/Financial Service	Open		-		
Watchman II	None	4	School-based	Civil Security Services	Watchman I	None	2	School-based	
Watchman I	None	2	School-based	Civil Security Services	Open		-		
Administrative Aide I	Utility Worker I	1	School-based	General Administrative Service/Financial Service	Open	None	-		

Prepared by:

[NAME]
[POSITION AND OFFICE]

Approved by:

[NAME]
[POSITION AND OFFICE]

*Provide the parenthetical title of the positions to be filled/next-in-rank based on the approved staffing pattern

**Based on the DBM Index of Occupational Services (IOS) 2018