



June 20, 2016

**DIVISION MEMORANDUM**  
No. 306, s. 2016

**ADDITIONAL GUIDELINES TO DEPED ORDER NO. 19, S. 2016**  
**(Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS))**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public Elementary & Secondary School Heads

1. Attached is DepEd Order No. 41, s. 2016, entitled, **ADDITIONAL GUIDELINES TO DEPED ORDER NO. 19, S. 2016 (Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS))**, for your reference and guidance.
2. All clarifications and queries shall be directed to the **School Effectiveness Division (SED)** and **Human Resource Development Division (HRDD)** under the **Bureau of Human Resource and Organizational Development (BHRD)**, Department of Education (DepEd) Central Office, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 633-5397 and (02) 470-6630 or email at [bhrdd@deped.gov.ph](mailto:bhrdd@deped.gov.ph).
3. Wide and immediate dissemination and strict compliance of this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/Legal: (032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



Republic of the Philippines  
**Department of Education**

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16 JUN 2016

DepEd O R D E R  
No. 41, s. 2016

**ADDITIONAL GUIDELINES TO DEPED ORDER NO. 19, S. 2016**  
(Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone  
and Integrated Public Senior High Schools (SHS))

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

1. In relation to the DepEd Order (DO) No. 19, s. 2016 entitled *Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS)*, the Department of Education (DepEd) issues the following additional guidelines and clarifications:

- a. All assistant school principal applicants must have passed the Principals' Test to be conducted by the National Educators Academy of the Philippines (NEAP);
- b. All schools division offices must follow the Civil Service Commission (CSC) – Revised 1997 Qualification Standards (QSs). Any provision stipulated in the Enclosure No. 2 of DO 19, s. 2016 not consistent with the CSC – Revised 1997 QSs is repealed.
- c. The following provisions in the abovementioned DO are reiterated:
  - i. The selection, promotion, and designation of school heads, including assistant school principals, shall continue to be guided by DO 42, s. 2007 entitled *Revised Guidelines on the Selection, Promotion, and Designation of School Heads*. It shall, likewise, be guided by the guidelines and staffing pattern stipulated in Section VI of DO 19, s. 2016; and
  - ii. Head teachers shall only be hired and designated when there are no more qualified applicants for the assistant school principal positions.

2. All clarifications and queries shall be directed to the **School Effectiveness Division (SED) and Human Resource Development Division (HRDD)** under the **Bureau of Human Resource and Organizational Development (BHROD)**, Department of Education (DepEd) Central Office, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 633-5397 and (02) 470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

3. Immediate dissemination of and strict compliance with this Order is directed.



**BR. ARMIN A. LUKSTRO FSC**  
Secretary

References:

DepEd Order: (Nos. 19, s. 2016 and 42, s. 2007)

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

CHANGE  
LEARNERS  
POLICY  
PROGRAMS  
OFFICIALS  
SENIOR HIGH SCHOOL  
STRAND: Governance and Operations

SMMA, DO Additional Guidelines to DO 19, s. 2016  
0413, June 10, 2016