



Republic of the Philippines
Department of Education

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 Any provision stipulated in the Enclosure No. 2 of DO 19, s. 2016 not consistent with the CSC – Revised 1997 QSs is repealed.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.

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



BR. ARMIN A. LUISTRO 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