



Republic of the Philippines
Department of Education

06 APR 2016

DepEd O R D E R
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 and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Organizational Structures and Staffing Patterns of Stand-alone and Integrated Public Senior High Schools (SHS)**. It aims to provide comprehensive guidelines, standards, and procedures that clearly define the organizational structures and staffing patterns of different types of public senior high schools, as well as clarify the roles and functions of their teaching and non-teaching staff.
2. The organizational structures, staffing patterns, and procedures set therein shall be used as a guide by the DepEd central and field offices/units as well as external stakeholders to ensure that the governance and management of public senior high schools are in accordance with DepEd quality standards, and ultimately lead to the enhanced delivery of basic education.
3. All provisions of DepEd rules, regulations, and issuances, which are inconsistent with these guidelines, are hereby repealed or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUJASTRO FSC
Secretary

Encl.: As stated

References: DepEd Order Nos.: 3, s. 2016; 66 and 42, s. 2007

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

LEARNERS
POLICY
PROGRAMS

SCHOOLS
SECONDARY EDUCATION
STRAND: Governance and Operations

SMA, DO Guidelines on the Organizational Structures
0226, March 22/April 1, 2016

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**GUIDELINES ON THE ORGANIZATIONAL STRUCTURES AND STAFFING
PATTERNS OF STAND-ALONE AND INTEGRATED
PUBLIC SENIOR HIGH SCHOOLS (SHS)**

I. RATIONALE

The promulgation of Republic Act No. 9155 (RA 9155), or the *Governance of Basic Education Act of 2001*, provided the framework for decentralizing the governance of education to the field. The Department of Education, through its key reform thrust of School-Based Management (SBM), has continuously strived to empower schools and learning centers to effectively address access and quality issues in basic education.

In 2013, Republic Act No. 10533 or the *Enhanced Basic Education Act of 2013* provided the Department of Education with the mandate to embark on the landmark K to 12 reform, developing a system of basic education that would produce learners who are ready for work, entrepreneurship, and higher education. The introduction and implementation of the additional two (2) years of Senior High School (SHS) completes the Department's shift into the new K to 12 Basic Education Program.

To ensure the successful implementation of SHS, the Department has formulated guidelines on the organizational structures and staffing patterns for all public senior high schools. Through this policy, it is envisioned that the principles of shared governance and efficient and effective School-Based Management (SBM) will be applied in all public senior high schools, ensuring the delivery of quality education that is relevant to the context and needs of every learner.

II. LEGAL BASES

This policy is guided primarily by the *Governance and Basic Education Act of 2001*, which mandates the establishment of schools that are empowered to make decisions based on the needs and contexts of the learners they serve. The said act also provides that in addition to the powers of the Secretary of DepEd under existing laws, he/she shall have the authority, accountability, and responsibility to formulate national educational policies and promulgate national educational standards.

In order to achieve the vision of well-governed schools, particularly senior high schools, this policy is likewise guided by Section 30 of the Implementing Rules and Regulations (IRR) of the *Enhanced Basic Education Act of 2013* which states that DepEd shall formulate the appropriate strategies and mechanisms needed to ensure smooth transition to the K to 12 Basic Education Program. These strategies include, among others, those aimed at improving human resource management and organizational and structural concerns. In this regard, this policy aims to support the implementation of senior high school by providing comprehensive guidelines on its organizational structures and staffing patterns.

III. SCOPE

1. These guidelines shall apply to public senior high schools. It shall cover the organizational structure and staffing patterns of stand-alone and integrated public senior high schools.
2. Hiring and appointment of teaching staff in public senior high schools shall continue to be guided by DepEd Order No. 3, s. 2016 or *Hiring Guidelines for Senior High School (SHS) Teaching Positions For School Year (SY) 2016-2017*.
3. For the hiring, appointment, and promotion of non-teaching positions for SY 2016-2017, including Youth Formation Coordinators, DepEd Order No. 66, s. 2007 or the *Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions* shall apply. It shall likewise be guided by the guidelines and staffing pattern (Section VI) stipulated in this DepEd Order.
4. Finally, the selection, promotion, and designation of school heads for SY 2016-2017, including Assistant Principals, shall continue to be guided by DepEd Order No. 42, s. 2007 or the *Revised Guidelines on the Selection, Promotion, and Designation of School Heads*. It shall likewise be guided by the guidelines and staffing pattern (Section VI) stipulated in this DepEd Order.

IV. DEFINITION OF TERMS

1. **Senior High School (SHS)** – completes the third stage of compulsory basic education. It consists of two (2) years (Grades 11 and 12) of high school education following the completion of four (4) years of Junior High School (JHS). It shall serve as a specialized higher level secondary education, consisting of different tracks, strands and specializations that learners may choose from depending on their aptitude and interests, and school capacity.
2. **Stand-alone SHS** – is a school situated in a new site separate from a JHS or Integrated School (IS) and has its own School Head.
3. **Integrated SHS** – is a school situated within an existing JHS or IS and shares a School Head with the JHS or IS.
4. **Track** – refers to the specific program in SHS a learner may choose based on his/her interests and aspirations. SHS has four tracks, namely: Academic, Technical-Vocational Livelihood, Arts and Design and Sports. A track is further sub-classified into strands.
5. **Strand** – refers to the specialized curricular offerings under a particular track.
6. **SHS Subject Group** – related SHS subjects grouped according to needed teacher specialization, training, and preparation such that all subjects in any track/strand offered by a school can be taught by qualified teachers. The SHS Subject Groups are as follows:

- Group I. HUMSS and the following subject groupings:
I-A: Oral Communication; Reading and Writing; English for Academic and Professional Purposes; Practical Research

- I-B: Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino; Pagbasa at Pagsusuri ng Iba't Ibang Teksto sa Pananaliksik; Pagsulat sa Filipino sa Piling Larangan
 - I-C: 21st Century Literature from the Philippines and the World; Contemporary Philippine Arts from the Region; Understanding Culture, Society and Politics; Introduction to the Philosophy of the Human Person; and related specialized HUMSS subjects
 - I-D: Media and Information Literacy; Empowerment Technologies (for the Strands)
- Group II. Accountancy, Business and Management (ABM); Entrepreneurship; Research and Work Immersion
- Group III. Science, Technology, Engineering and Math (STEM) and the following subject groupings:
- III-A: General Mathematics; Statistics and Probability; and related specialized STEM subjects
 - III-B: Earth Science; Earth and Life Science; Physical Science; and related specialized STEM subjects
- Group IV. Technical-Vocational Livelihood (TVL) and the following specializations:
- IV-A: Specialized TVL/Agri-Fisheries
 - IV-B: Specialized TVL/Industrial Arts
 - IV-C: Specialized TVL/ICT
 - IV-D: Specialized TVL/Home Economics
- Group V. Sports and the following subjects:
- V-A: Physical Education and Health; Personal Development; and related specialized Sports Subjects
- Group VI. Arts and Design

7. **Learner Support** – refers to the programs and services of the school that target the holistic development of the learners, and serve as a complement to the curricular offerings of the school.

V. POLICY STATEMENT

The Department of Education recognizes that schools and learning centers are the heart of the educational system, and are at the core of the delivery of quality basic education to all Filipino children. Enabling schools to be effective delivery systems of the curriculum entails the alignment of several components, including leadership and management; direction and strategy; pedagogy, technology, systems, and processes; people and people systems; organizational culture; and organizational structure.

In implementing the key reforms of the K to 12 basic education program, it is vital that sufficient support is provided to newly established or expanded senior high schools. This policy aims to ensure that these schools are enabled to produce graduates who are prepared for further education, employment and

entrepreneurship, through sound organizational structures, efficient and competent staffing, and effective leadership, management, and operations.

VI. GUIDELINES AND PROCEDURES

A. Classification/Typology of Schools

1. In consideration of the varying needs and contexts of our schools and learners, the organizational structures and staffing patterns of each school shall depend on its typology. Senior High Schools may either be a Stand-Alone SHS or an Integrated SHS.

2. Senior High Schools shall be further classified according to size using projected enrollment data. Projected enrollment shall be computed using the previous year's enrollment or pre-registration data, **whichever is larger**. The following criteria shall be used in determining school size:

School Size	Projected Enrollment <i>(Based on previous year's enrollment or pre-registration data, whichever is larger)</i>
Small	less than 440
Medium	441-840
Large	841-1,240
Very Large	1,240 and above

3. For the first two years following a school's implementation of the SHS program, school size shall be reevaluated by the Schools Division Office (SDO) annually. After the first two years, school size shall be reevaluated every 3 years.

3.a. The SDO shall forward its recommendation to the Regional Office (RO) for recommending approval, which shall in turn provide an analyses and recommendations to Central Office (CO).

3.b. In the CO, classification and reclassification of school size shall be approved and monitored by the School Effectiveness Division of the Bureau of Human Resource and Organizational Development, in coordination with the Planning and Programming Division of the Planning Service.

B. ORGANIZATIONAL STRUCTURES AND STAFFING PATTERNS OF STAND-ALONE AND INTEGRATED SENIOR HIGH SCHOOLS (SHS)

The corresponding organizational structures and staffing of small, medium, large, and very large, stand-alone and integrated senior high schools are detailed in the following pages:

Department of Education
 SHS Organizational Structure Overview Sheet
Stand-alone Senior High School

This overview sheet illustrates the differences of staff among the different SHS typologies. A check (✓) indicates the complementary staff per typology.

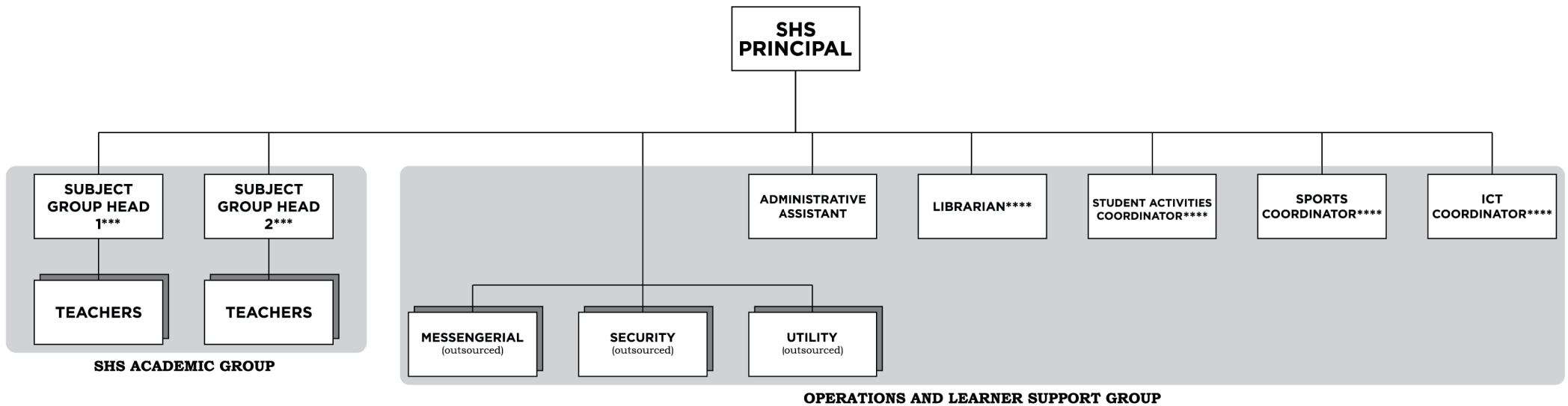
	STAND-ALONE SENIOR HIGH SCHOOL TYPOLOGIES			
SHS STAFF	SMALL	MEDIUM	LARGE	VERY LARGE
SHS Principal	✓	✓	✓	✓
Asst. SHS Principal for Academics			✓	✓
Asst. SHS Principal for Operations and Learner Support			✓	✓
Subject Group Heads ¹	✓	✓	✓	✓
Administrative Officer		✓	✓	✓
Registrar		✓	✓	✓
Administrative Assistant	✓ (1)	✓ (1)	✓ (2)	✓ (3)
Librarian ²	✓	✓	✓	✓
Sports Coordinator ²	✓	✓	✓	✓
ICT Coordinator ²	✓	✓	✓	✓
Student Activities Coordinator ²	✓	✓	✓	✓
Messengerial, Utility, and Security Staff	<i>Outsourced through school MOOE as deemed necessary</i>			
Shared services ³	✓	✓	✓	✓

¹ The number of Subject Group Heads shall depend on the number of subject groups taught in school.

² These positions are to be designated by the Principal/School Head to members of school staff.

³ Shared services pertain to the Nurse, Youth Formation Coordinator, and Guidance Counselor whose services are shared among schools within a division.

Department of Education
 Small Stand-alone Senior High School
Overall Organizational Structure

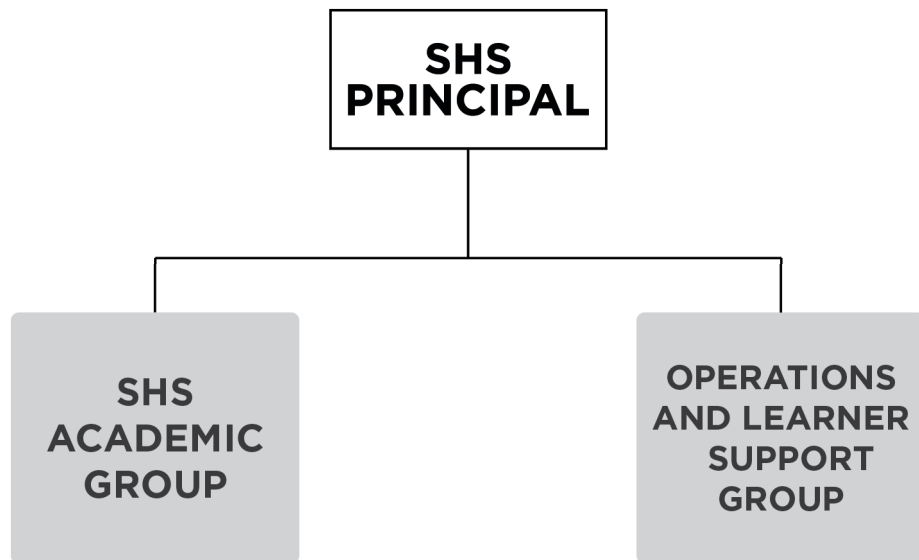
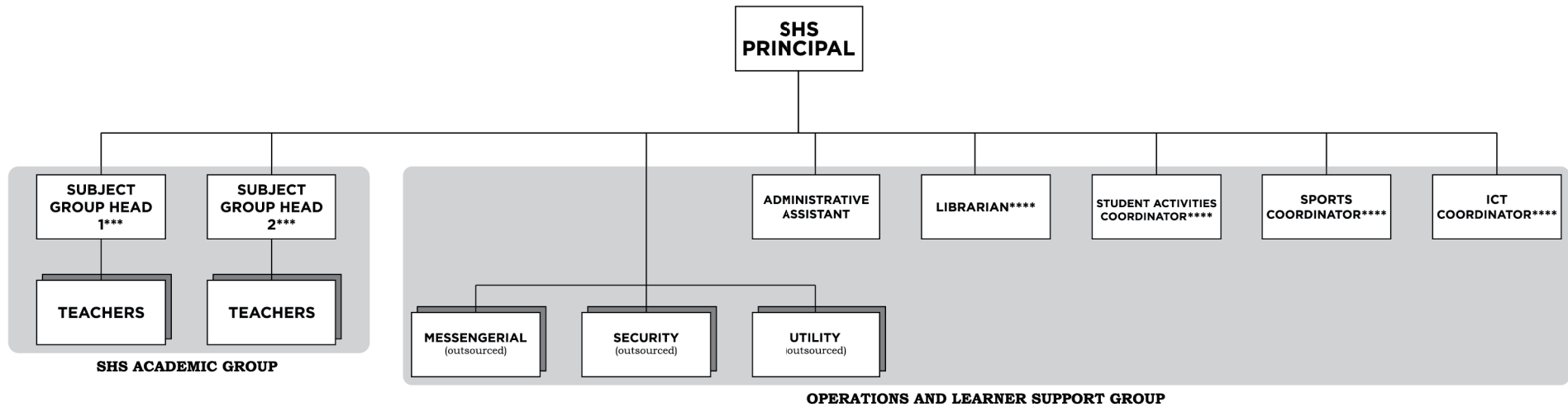


*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

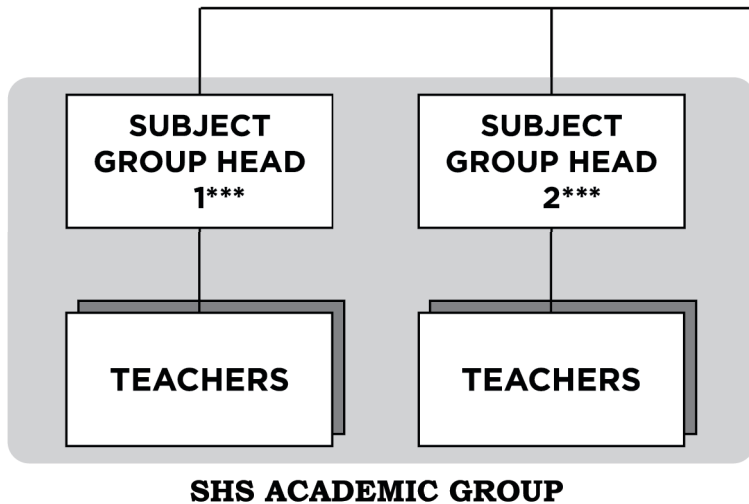
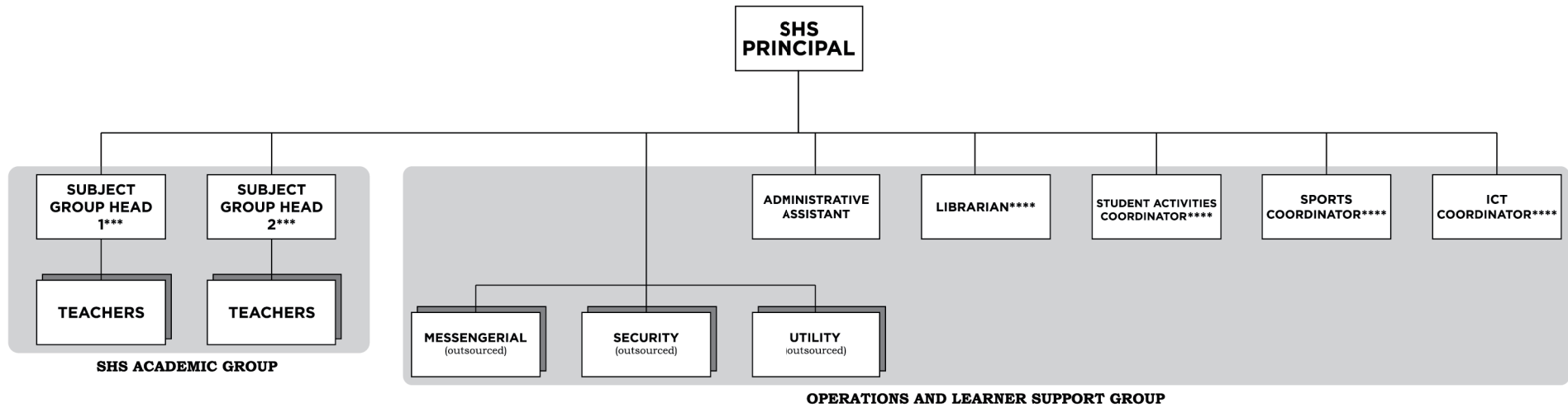
NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

Department of Education
 Small Stand-alone Senior High School
SHS Principal



Small Stand-alone Senior High Schools shall be supervised by a SHS Principal. The position of SHS Principal for Stand-alone Senior High Schools shall be filled through hiring and selection. He/she shall be in charge of the SHS staff who shall be clustered into the SHS Academic Group and Operations and Learner Support Group.

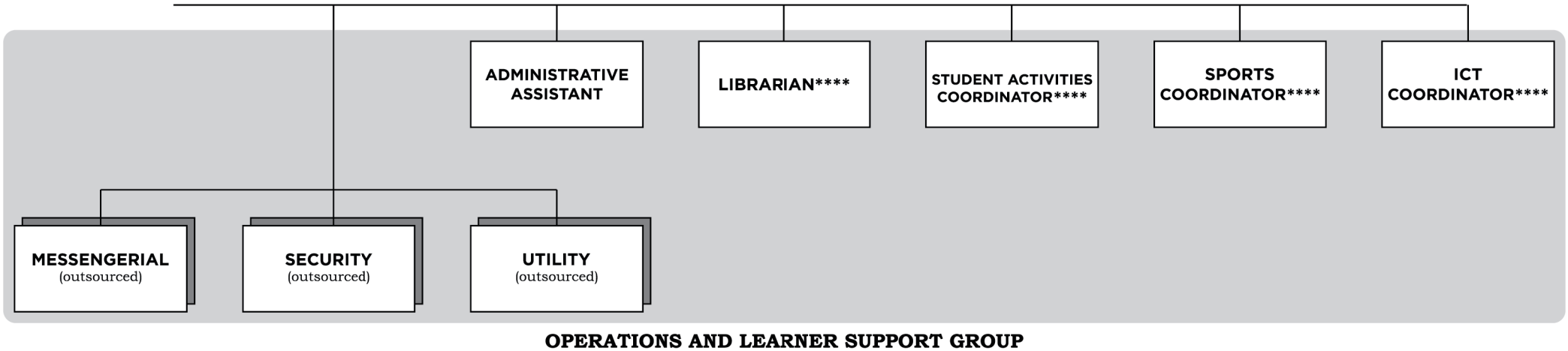
Department of Education
 Small Stand-alone Senior High School
SHS Academic Group



The SHS Academic Group shall be composed of the Subject Group Heads for the SHS Subject Groups and Senior High School teachers. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Small Stand-alone Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000

1 Nurse
for every
5000 students

**GUIDANCE
COUNSELOR**

1:500

1 Guidance Counselor
for every
500 students

**YOUTH FORMATION
COORDINATOR**

No. of YFCs:

1 YFC for Small divisions
2 YFC for Medium divisions
3 YFC for Large divisions
4 YFC for Very Large divisions

The Operations and Learner Support Group shall be composed of the following: a Messengerial, Security, Utility, Administrative Assistant, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, and a ICT Coordinator.

**** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Small Stand-Alone Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal Secondary School Principal II (Senior High School)	20	1
Administrative Assistant Administrative Assistant II	8	1
Youth Formation Coordinator ¹ Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ¹ Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ¹ School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff	<i>outsourced through school MOOE</i>	
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ² Teacher II (SHS) ² Teacher III (SHS) ²	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ³ Master Teacher II (SHS) ³ Master Teacher III (SHS) ³ Master Teacher IV (SHS) ³	18 19 20 21	<i>depending on the school enrolment</i>

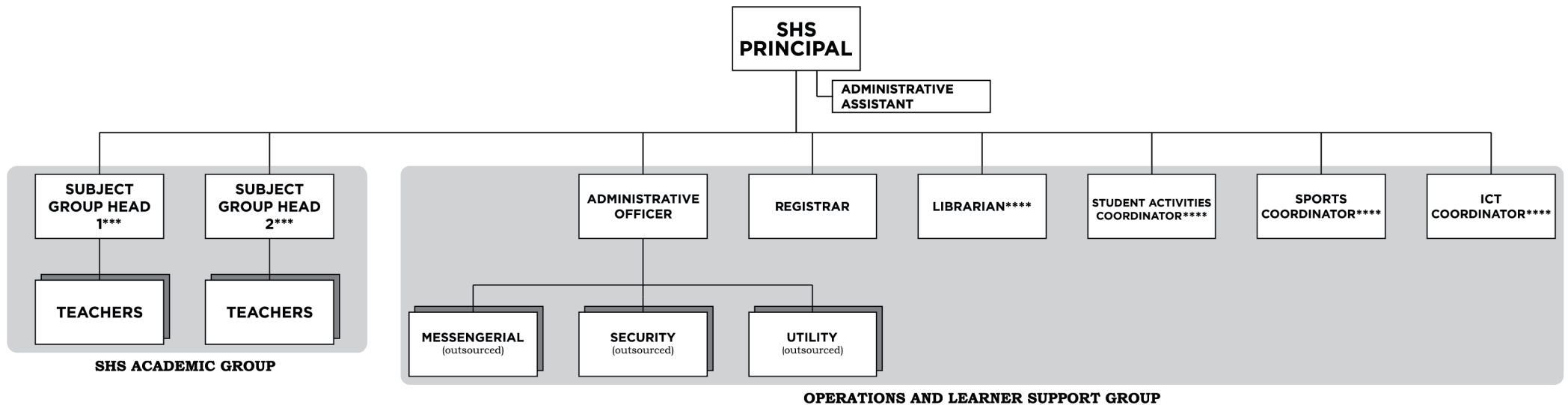
¹stationed at the division; services to be shared by schools at the appropriate ratio

²under-loaded teachers may be designated to Learner Support functions

³may be designated as Subject Group Head

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education
 Medium Stand-alone Senior High School
Overall Organizational Structure

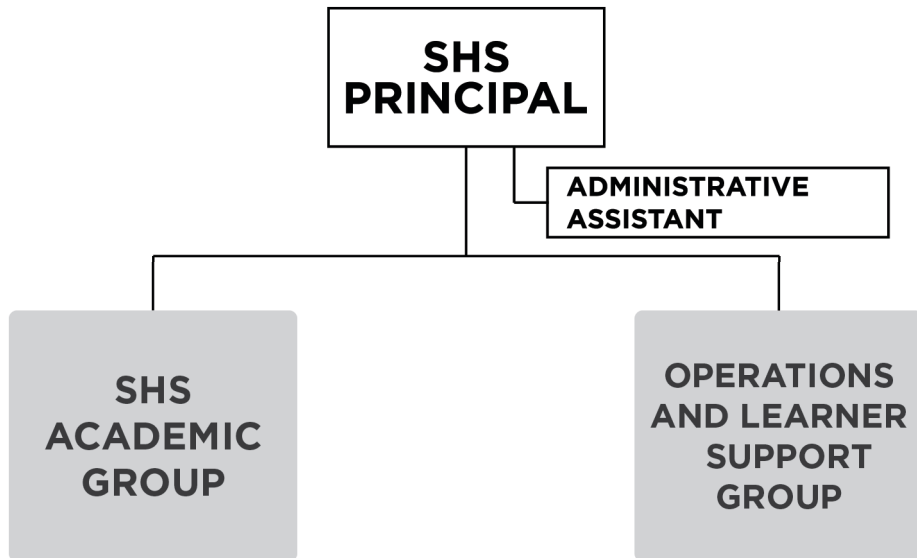
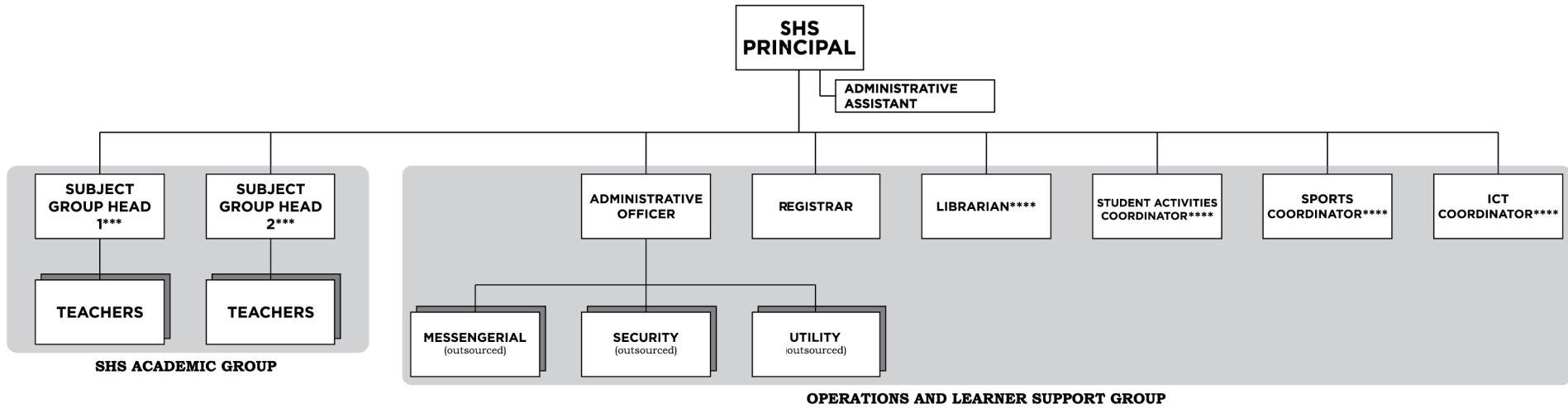


*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

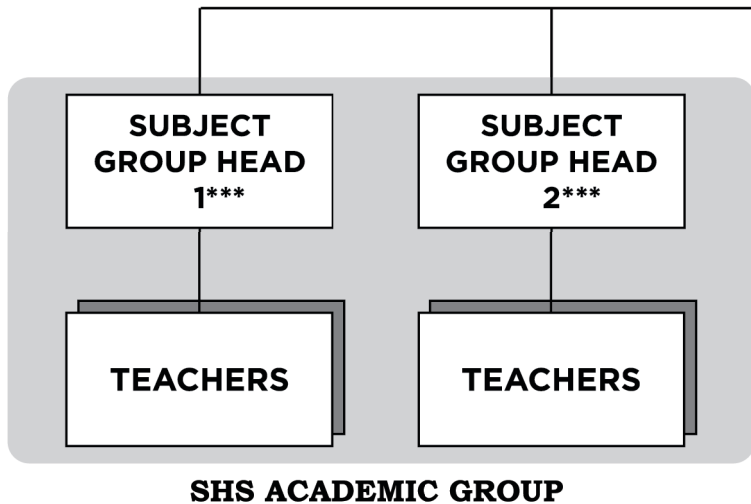
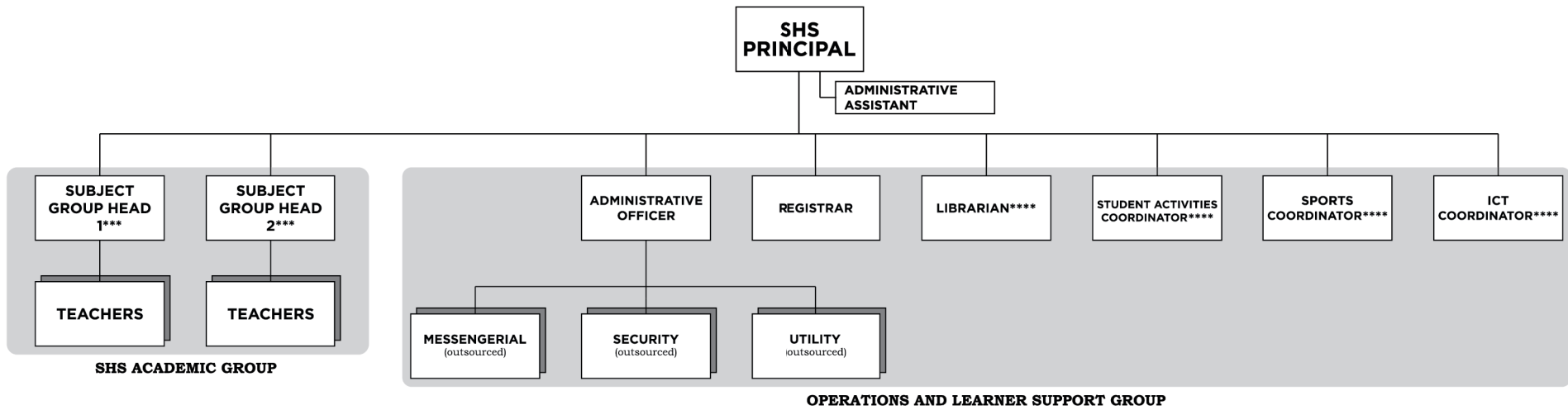
NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

Department of Education
 Medium Stand-alone Senior High School
SHS Principal



Medium Stand-alone Senior High Schools shall be supervised by a SHS Principal. The position of SHS Principal for Stand-alone Senior High Schools shall be filled through hiring and selection. He/she shall be in charge of the SHS staff who shall be clustered into the SHS Academic Group and Operations and Learner Support Group. In addition, the SHS Principal shall be aided by an Administrative Assistant.

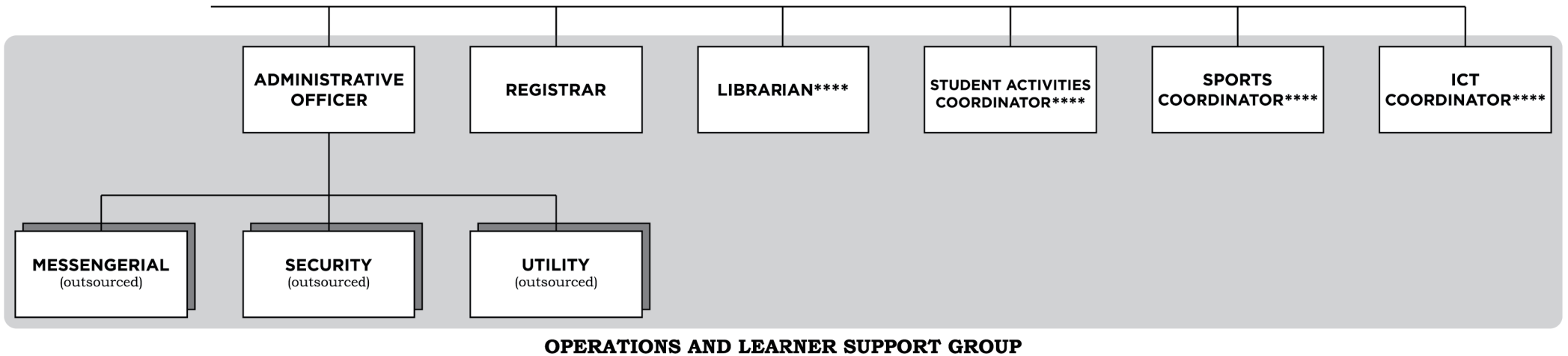
Department of Education
 Medium Stand-alone Senior High School
SHS Academic Group



The SHS Academic Group shall be composed of the Subject Group Heads for the SHS Subject Groups and Senior High School teachers. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Medium Stand-alone Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000

1 Nurse
for every
5000 students

GUIDANCE COUNSELOR

1:500

1 Guidance Counselor
for every
500 students

YOUTH FORMATION COORDINATOR

No. of YFCs:

1 YFC for Small divisions
2 YFC for Medium divisions
3 YFC for Large divisions
4 YFC for Very Large divisions

The Operations and Learner Support Group shall be composed of the following: a Registrar, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, ICT Coordinator, and an Administrative Officer. The Administrative Officer shall oversee the Messengerial, Security, and Utility of the school besides its other functions.

**** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Medium Stand-Alone Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal Secondary School Principal II (Senior High School)	20	1
Registrar Registrar I	11	1
Administrative Officer Administrative Officer II	11	1
Administrative Assistant Administrative Assistant II	8	1
Youth Formation Coordinator ¹ Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ¹ Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ¹ School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff	<i>outsourced through school MOOE</i>	
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ² Teacher II (SHS) ² Teacher III (SHS) ²	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ³ Master Teacher II (SHS) ³ Master Teacher III (SHS) ³ Master Teacher IV (SHS) ³	18 19 20 21	<i>depending on the school enrolment</i>

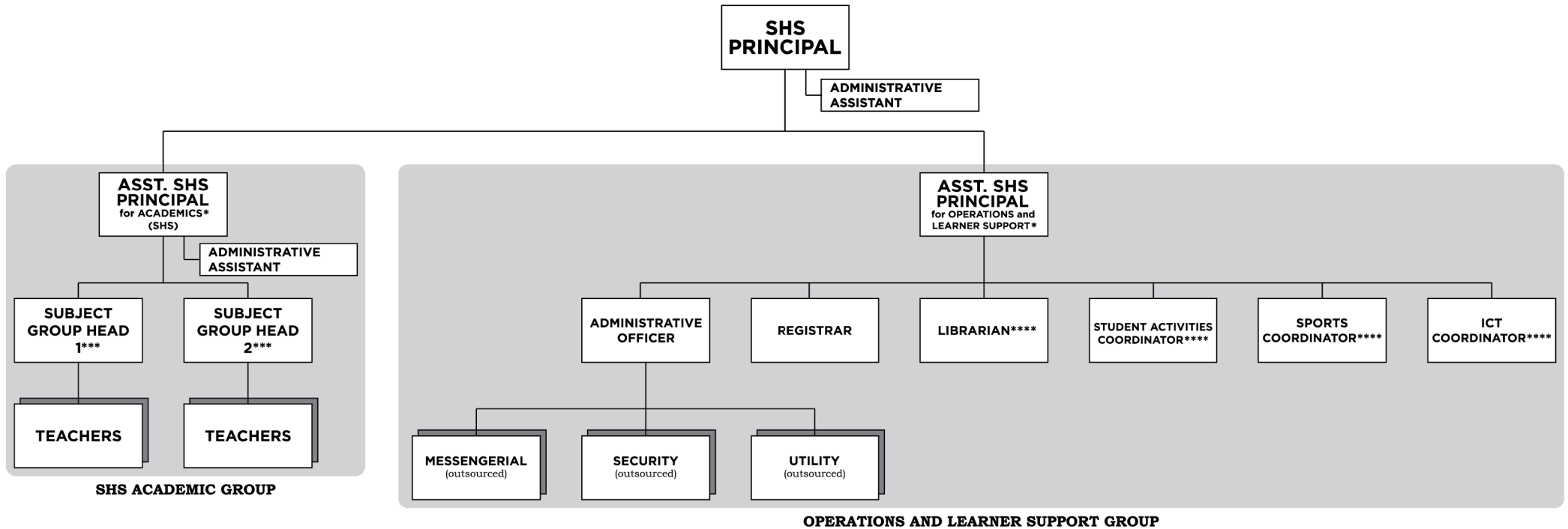
¹stationed at the division; services to be shared by schools at the appropriate ratio

²under-loaded teachers may be designated to Learner Support functions

³may be designated as Subject Group Head

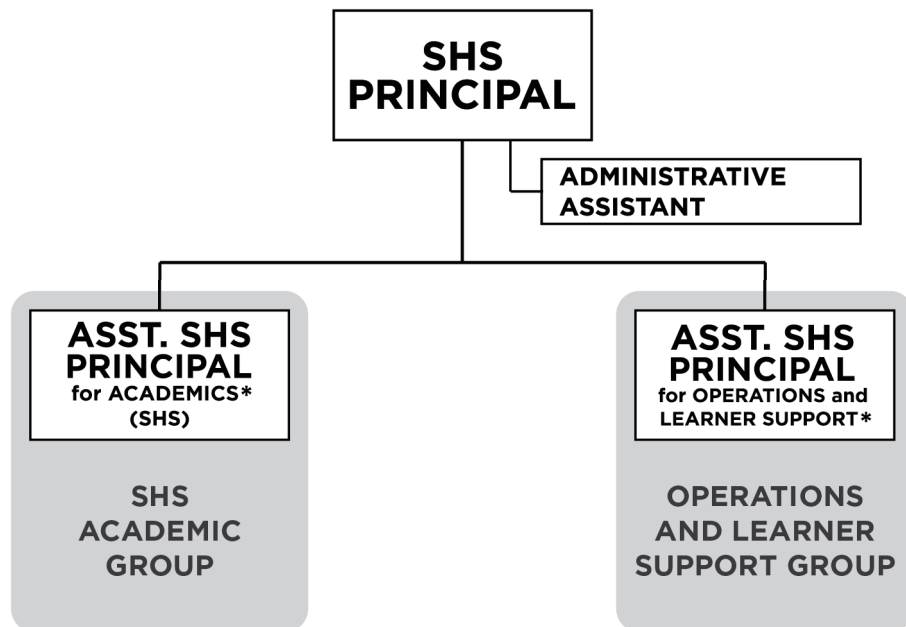
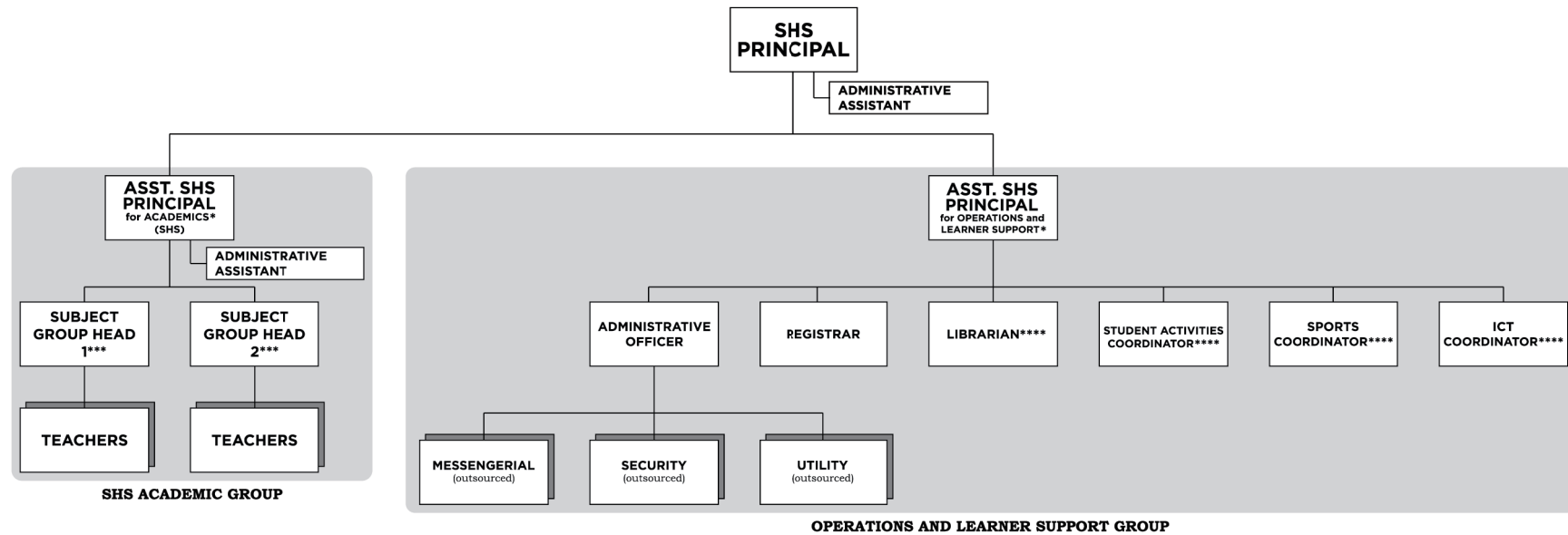
Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education
 Large Stand-alone Senior High School
Overall Organizational Structure



- ** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.
- *** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.
- **** These positions are to be designated by the Principal/School Head to teaching staff.
NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

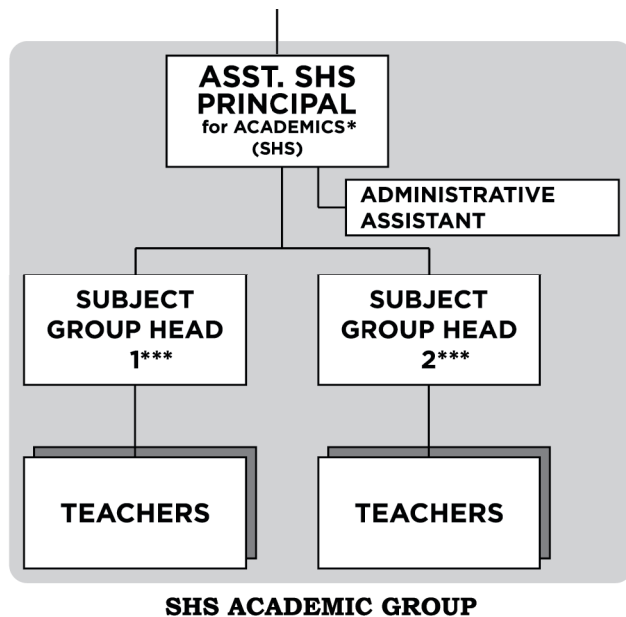
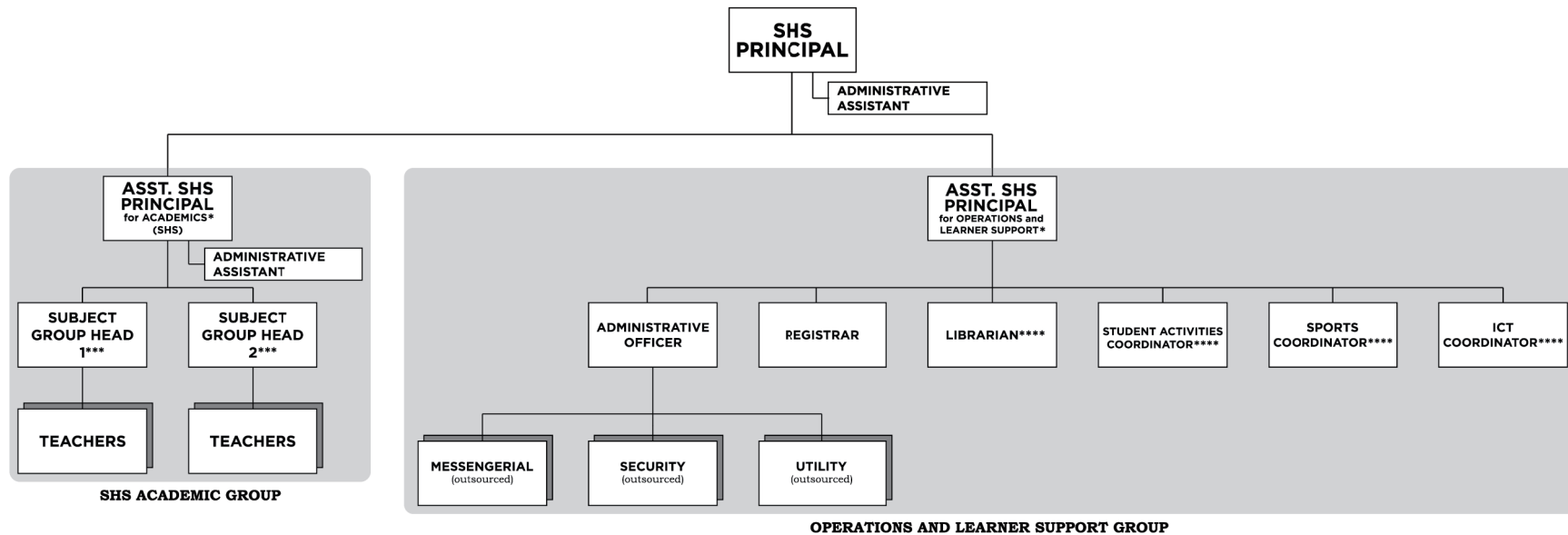
Department of Education
 Large Stand-alone Senior High School
SHS Principal



Large Stand-alone Senior High Schools shall be supervised by a SHS Principal. The position of SHS Principal for Stand-alone Senior High Schools shall be filled through hiring and selection. The SHS Principal shall be supported by an Assistant SHS Principal for Academics for SHS and an Assistant SHS Principal for Operations and Learner Support who are in charge of the SHS Academic Group and Operations and Learner Support Group respectively. In addition, the SHS Principal shall be aided by an Administrative Assistant.

* These positions are to be designated by the schools division office.

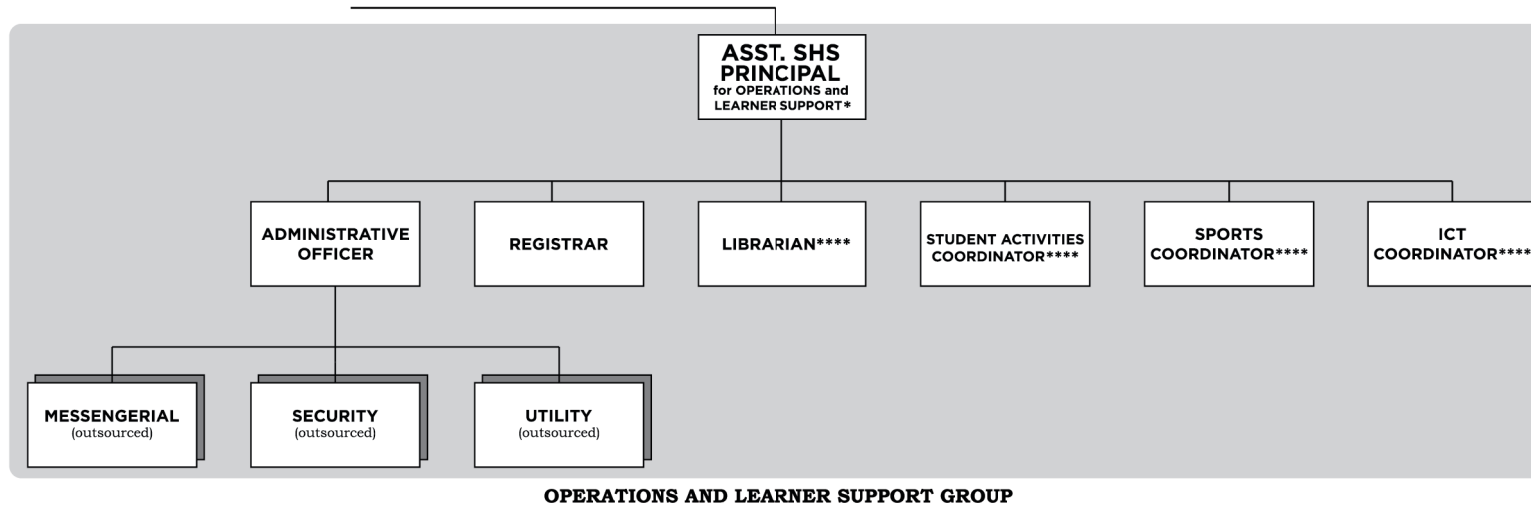
Department of Education
 Large Stand-alone Senior High School
SHS Academic Group



The SHS Academic Group shall be supervised by the Assistant SHS Principal for Academics for Senior High Schools. He/she shall be supported by the Subject Group Heads for the SHS Subject Groups. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups. In addition, the Assistant SHS Principal for Academics for Senior High School shall be aided by an Administrative Assistant.

- * These positions are to be designated by the schools division office.
- *** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Large Stand-alone Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

The Operations and Learner Support Group shall be supervised by the Assistant SHS Principal for Operations and Learner Support. The Assistant SHS Principal for Operations and Learner Support shall be supported by the following: a Registrar, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, ICT Coordinator, and an Administrative Officer. The Administrative Officer shall oversee the Messengerial, Security, and Utility of the school besides its other functions.

NURSE

1:5000

1 Nurse
for every
5000 students

GUIDANCE COUNSELOR

1:500

1 Guidance Counselor
for every
500 students

YOUTH FORMATION COORDINATOR

No. of YFCs:

1 YFC for Small divisions
 2 YFC for Medium divisions
 3 YFC for Large divisions
 4 YFC for Very Large divisions

- * These positions are to be designated by the schools division office.
- **** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Large Stand-Alone Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal Secondary School Principal II (Senior High School)	20	1
Assistant SHS Principal for Academics OR Assistant SHS Principal for Operations and Learner Support Assistant Secondary School Principal II (Senior High School) ¹ OR Head Teacher V ¹	19 18	2 ⁵
Registrar Registrar I	11	1
Administrative Officer Administrative Officer II	11	1
Administrative Assistant Administrative Assistant II	8	2
Youth Formation Coordinator ² Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ² Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ² School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff	<i>outsourced through school MOOE</i>	
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ³ Teacher II (SHS) ³ Teacher III (SHS) ³	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ⁴ Master Teacher II (SHS) ⁴ Master Teacher III (SHS) ⁴ Master Teacher IV (SHS) ⁴	18 19 20 21	<i>depending on the school enrolment</i>

¹will be designated as either Assistant Principal for Academics or Assistant Principal for Operations and Learner Support; Head Teachers shall only be hired and designated should there be no more qualified applicants for Assistant SHS Principal.

²stationed at the division; services to be shared by schools at the appropriate ratio

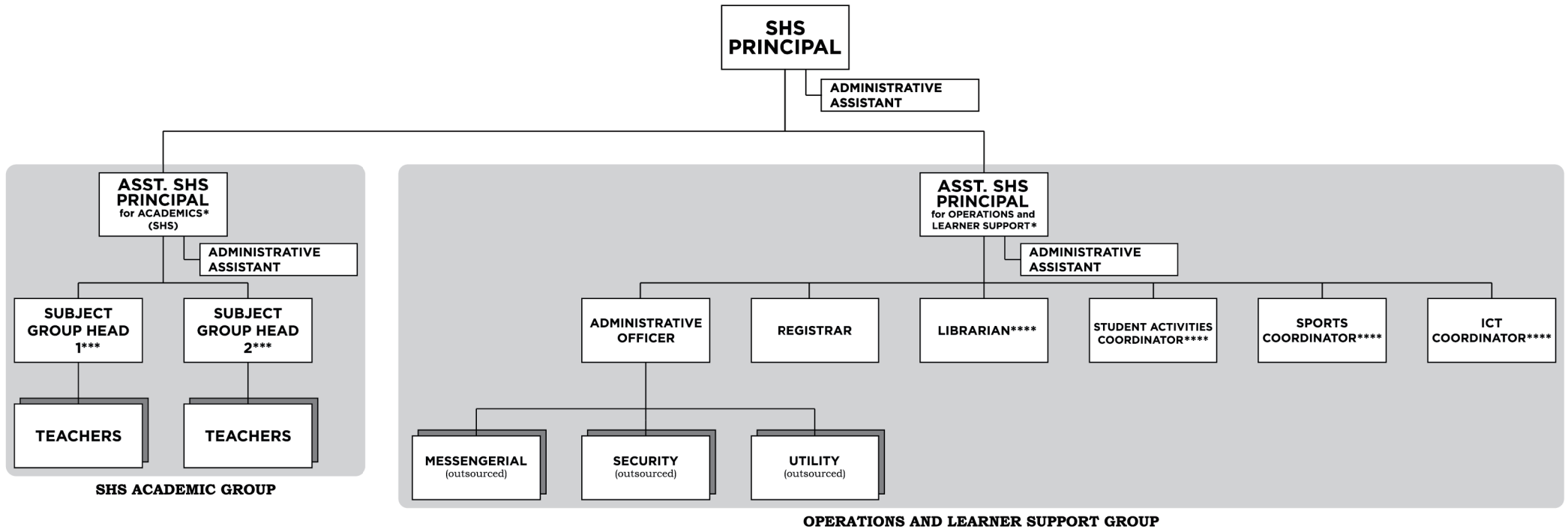
³under-loaded teachers may be designated to Learner Support functions

⁴may be designated as Subject Group Head

⁵if the Principal is SHSPIV to II, Assistant Principals are SHSAPI to III; if the Principal is SHSPI, Assistant Principals are SHSAPI to II

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education
 Very Large Stand-alone Senior High School
Overall Organizational Structure



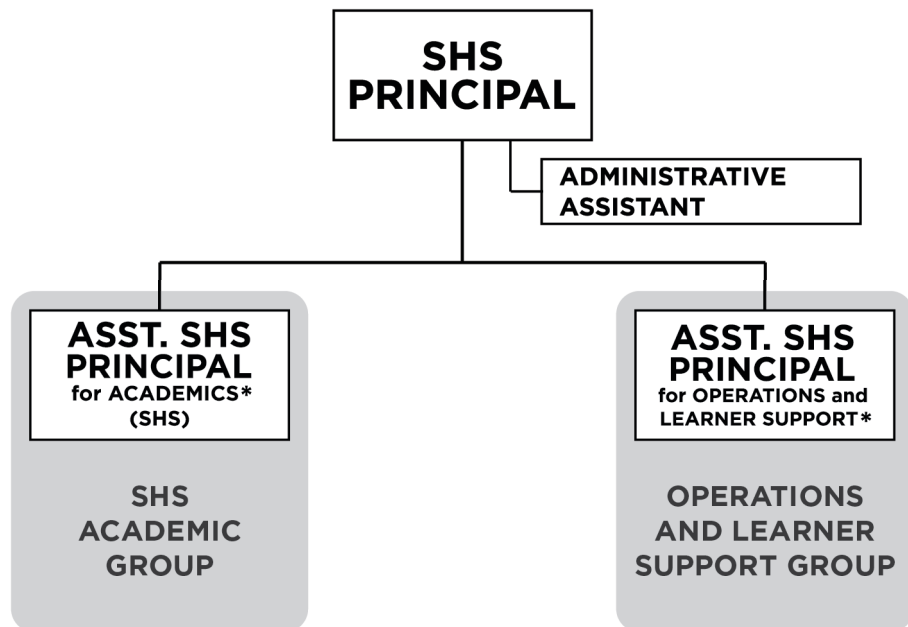
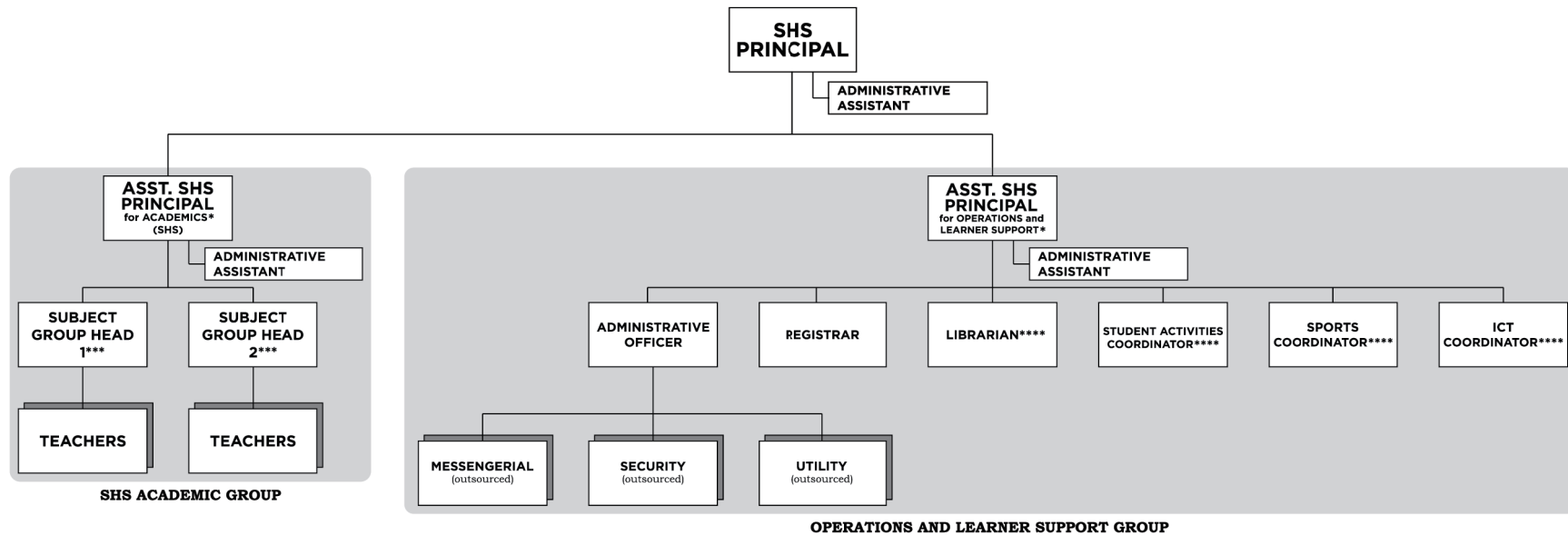
** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

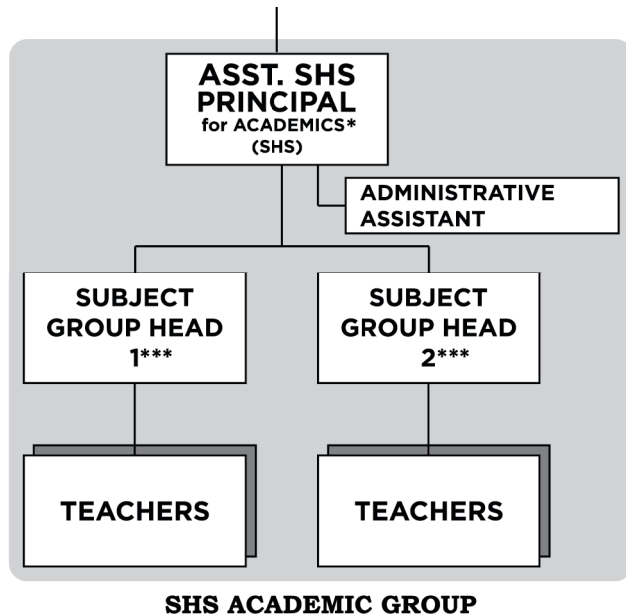
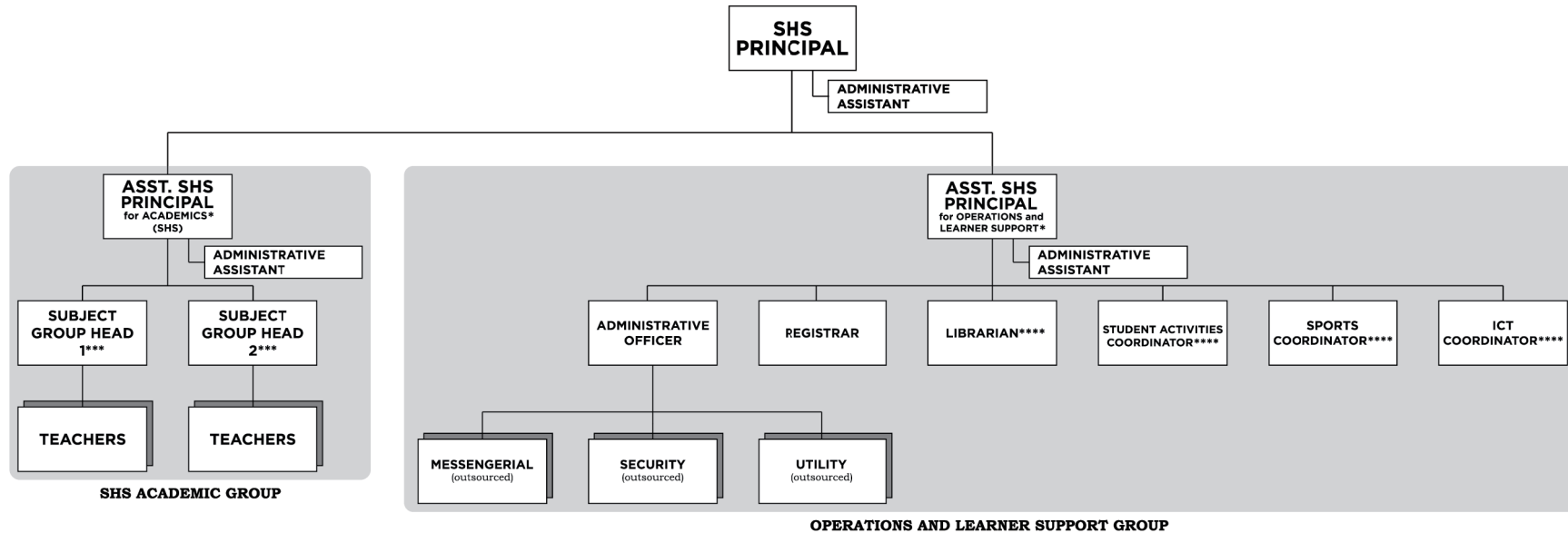
Department of Education
 Very Large Stand-alone Senior High School
SHS Principal



Very Large Stand-alone Senior High Schools shall be supervised by a SHS Principal. The position of SHS Principal for Stand-alone Senior High Schools shall be filled through hiring and selection. The SHS Principal shall be supported by an Assistant SHS Principal for Academics for SHS and an Assistant SHS Principal for Operations and Learner Support who are in charge of the SHS Academic Group and Operations and Learner Support Group respectively. In addition, the SHS Principal shall be aided by an Administrative Assistant.

* These positions are to be designated by the schools division office.

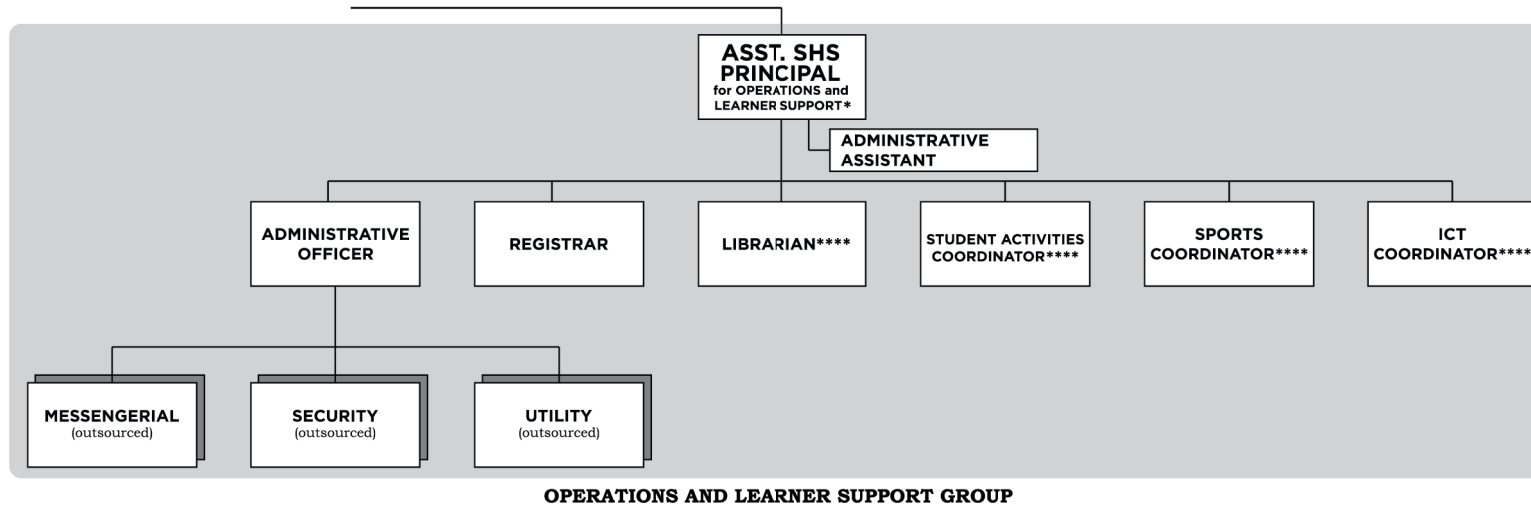
Department of Education
 Very Large Stand-alone Senior High School
SHS Academic Group



The SHS Academic Group shall be supervised by the Assistant SHS Principal for Academics for Senior High Schools. He/she shall be supported by the Subject Group Heads for the SHS Subject Groups. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups. In addition, the Assistant SHS Principal for Academics for Senior High School shall be aided by an Administrative Assistant.

- * These positions are to be designated by the schools division office.
- *** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Very Large Stand-alone Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000

1 Nurse
for every
5000 students

GUIDANCE COUNSELOR

1:500

1 Guidance Counselor
for every
500 students

YOUTH FORMATION COORDINATOR

No. of YFCs:

1 YFC for Small divisions
 2 YFC for Medium divisions
 3 YFC for Large divisions
 4 YFC for Very Large divisions

The Operations and Learner Support Group shall be supervised by the Assistant SHS Principal for Operations and Learner Support aided by an Administrative Assistant. The Assistant SHS Principal for Operations and Learner Support shall be supported by the following: a Registrar, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, ICT Coordinator, and an Administrative Officer. The Administrative Officer shall oversee the Messengerial, Security, and Utility of the school besides its other functions.

- * These positions are to be designated by the schools division office.
- **** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Very Large Stand-Alone Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal Secondary School Principal II (Senior High School)	20	1
Assistant SHS Principal for Academics (SHS) OR Assistant SHS Principal for Operations and Learner Support Assistant Secondary School Principal II (Senior High School) ¹ OR Head Teacher V ¹	19 18	2 ⁵
Registrar Registrar I	11	1
Administrative Officer Administrative Officer II	11	1
Administrative Assistant Administrative Assistant II	8	3
Youth Formation Coordinator ² Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ² Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ² School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff	<i>outsourced through school MOOE</i>	
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ³ Teacher II (SHS) ³ Teacher III (SHS) ³	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ⁴ Master Teacher II (SHS) ⁴ Master Teacher III (SHS) ⁴ Master Teacher IV (SHS) ⁴	18 19 20 21	<i>depending on the school enrolment</i>

¹will be designated as either Assistant Principal for Academics or Assistant Principal for Operations and Learner Support; Head Teachers shall only be hired and designated should there be no more qualified applicants for Assistant SHS Principal

²stationed at the division; services to be shared by schools at the appropriate ratio

³under-loaded teachers may be designated to Learner Support functions

⁴may be designated as Subject Group Head

⁵if the Principal is SHSPIV to II, Assistant Principals are SHSAPI to III; if the Principal is SHSPI, Assistant Principals are SHSAPI to II

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education
SHS Organizational Structure Overview Sheet
Integrated Senior High School

This overview sheet illustrates the differences of staff among the different SHS typologies. A check (✓) indicates the complementary staff per typology.

	INTEGRATED SENIOR HIGH SCHOOL TYPOLOGIES			
SHS STAFF	SMALL	MEDIUM	LARGE	VERY LARGE
SHS Principal	✓	✓	✓	✓
Asst. SHS Principal for Academics			✓	✓
Asst. JHS Principal for Academics			✓	✓
Asst. SHS Principal for Operations and Learner Support			✓	✓
Department Heads ¹	✓	✓	✓	✓
Subject Group Heads ²	✓	✓	✓	✓
Administrative Officer		✓	✓	✓
Registrar		✓	✓	✓
Administrative Assistant	✓ (1)	✓ (1)	✓ (2)	✓ (3)
Librarian ³	✓	✓	✓	✓
Sports Coordinator ³	✓	✓	✓	✓
ICT Coordinator ³	✓	✓	✓	✓
Student Activities Coordinator ³	✓	✓	✓	✓
Messengerial, Utility, and Security Staff	<i>Outsourced through school MOOE as deemed necessary</i>			
Shared services ⁴	✓	✓	✓	✓

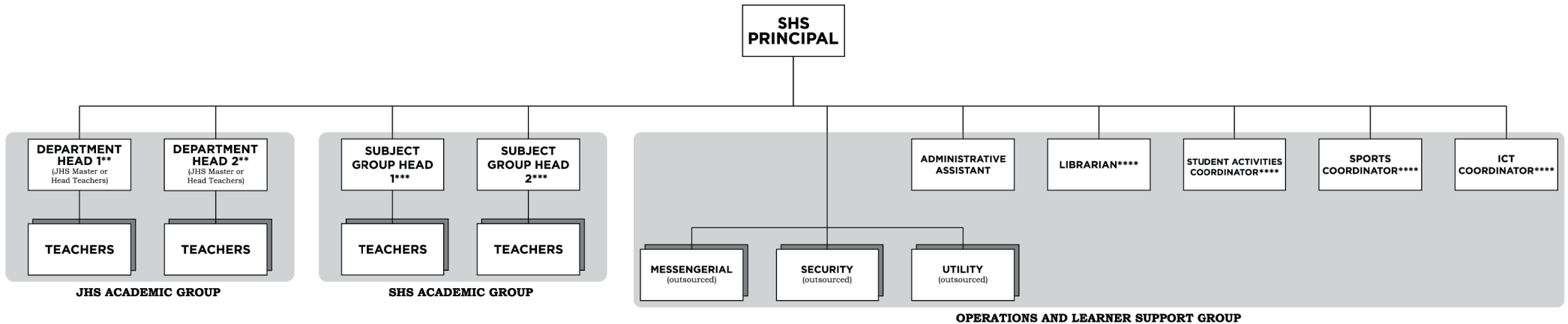
¹ The number of JHS Department Heads shall depend on the need of the school.

² The number of Subject Group Heads shall depend on the number of subject groups taught in school.

³ These positions are to be designated by the Principal/School Head to members of school staff.

⁴ Shared services pertain to the Nurse, Youth Formation Coordinator, and Guidance Counselor whose services are shared among schools within a division.

Department of Education
Small Integrated Senior High School
Overall Organizational Structure



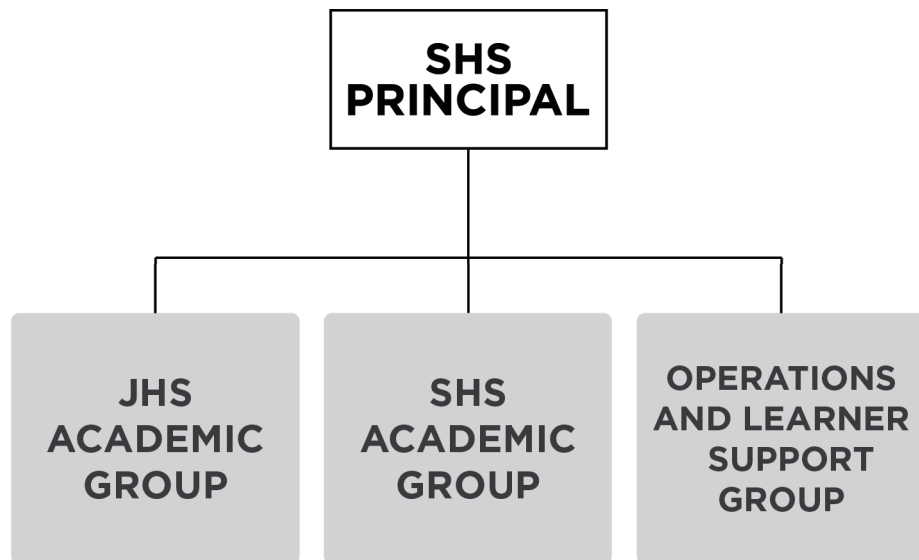
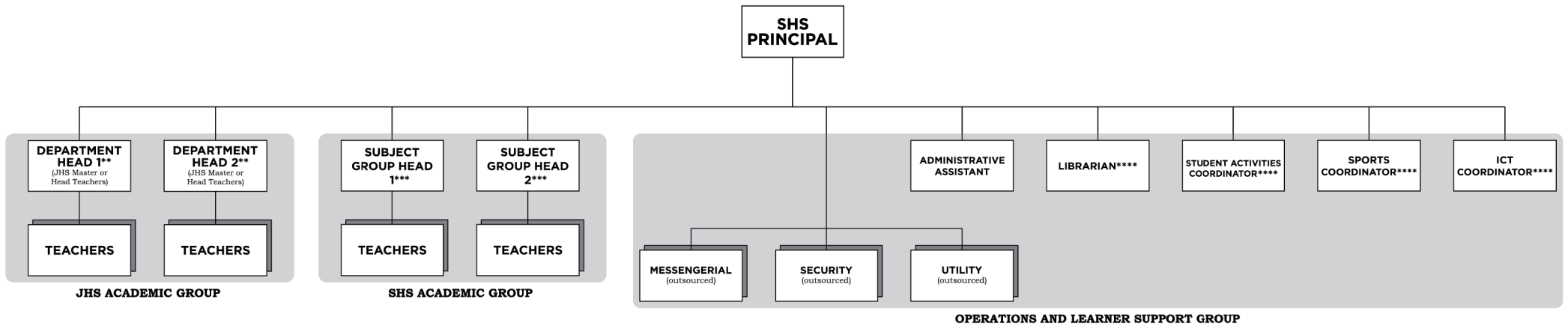
** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

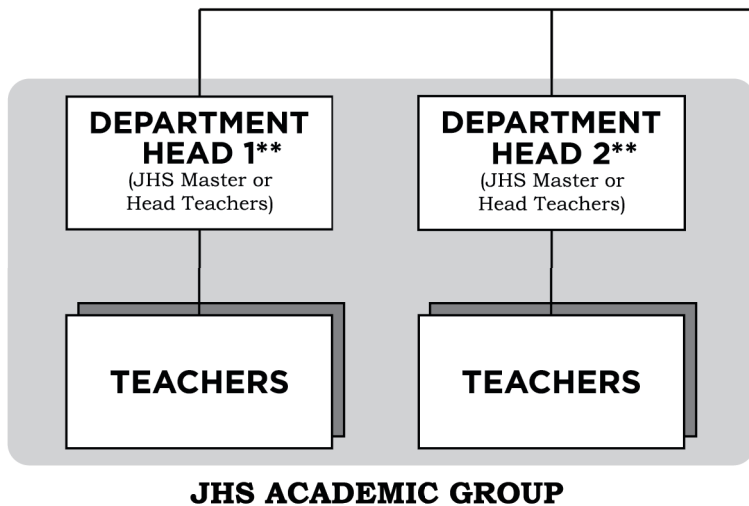
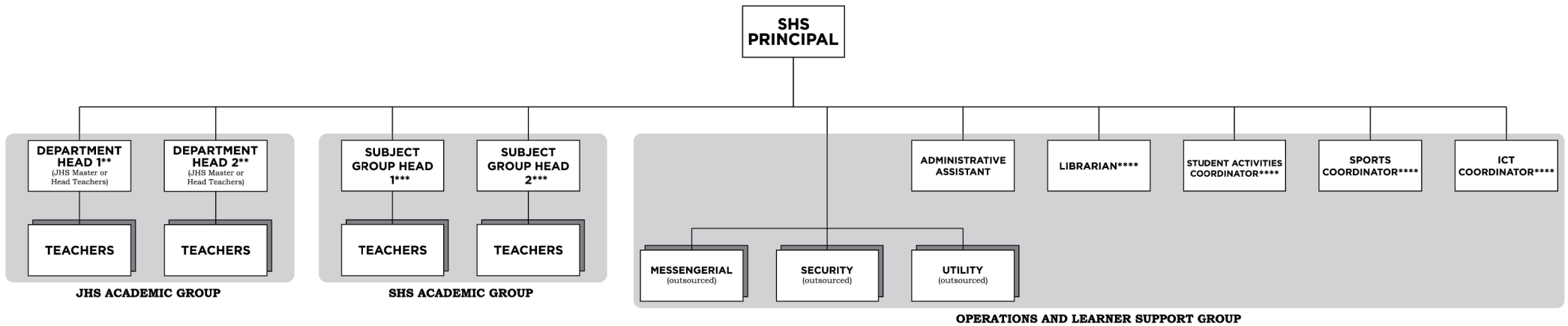
NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

Department of Education
 Small Integrated Senior High School
SHS Principal



Small Integrated Senior High Schools shall be supervised by a SHS Principal. The SHS Principal shall be the existing Principal/School Head of the Junior High School. He/she shall be in charge of the SHS staff who shall be clustered into the SHS Academic Group and Operations and Learner Support Group.

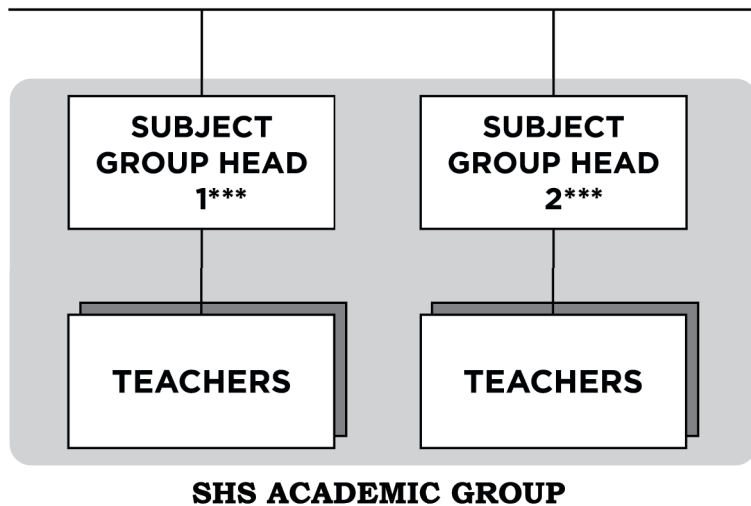
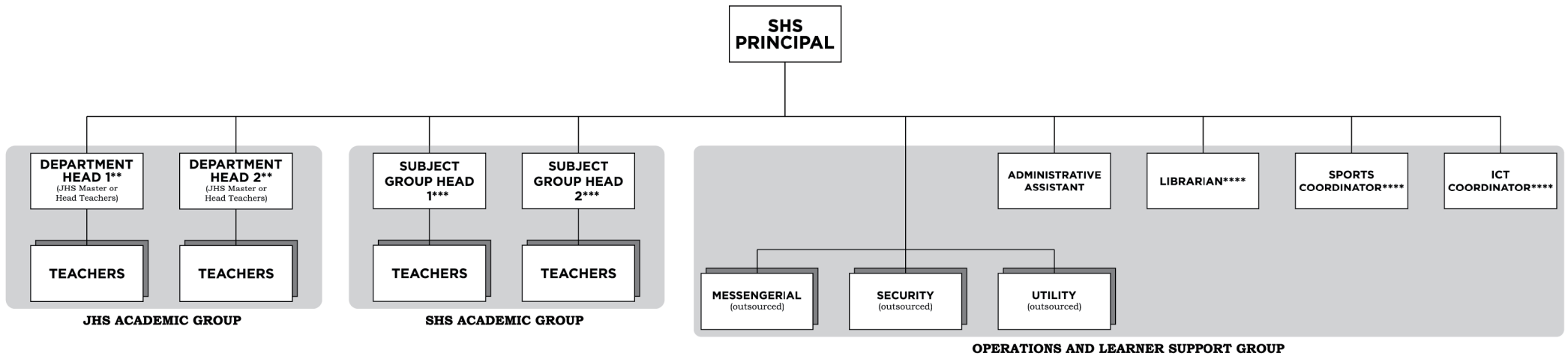
Department of Education
 Small Integrated Senior High School
JHS Academic Group



The JHS Academic Group shall be composed of the Department Heads and Junior High School teachers. Under the Department Heads are Junior High School teachers who teach the subject area specific to the department.

** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

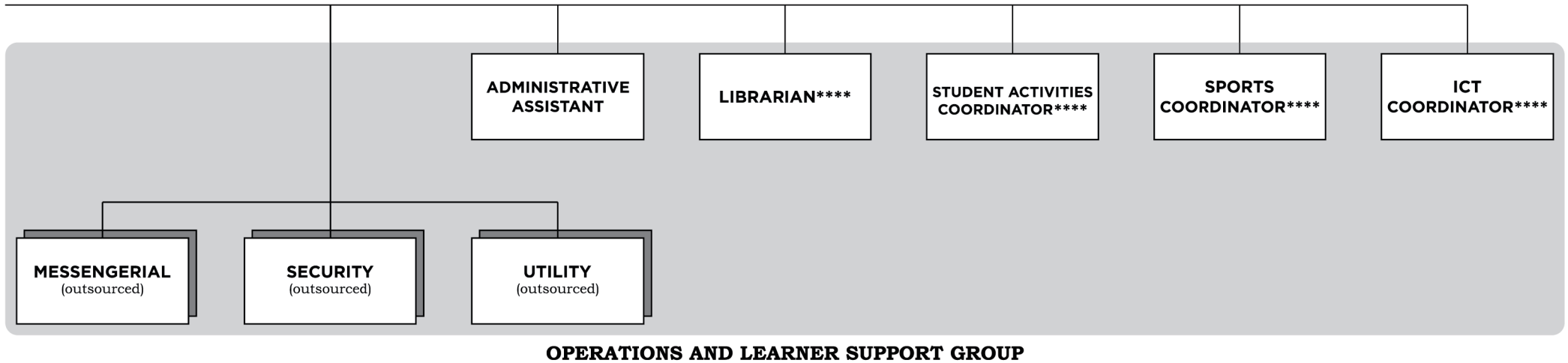
Department of Education
 Small Integrated Senior High School
SHS Academic Group



The SHS Academic Group shall be composed of the Subject Group Heads for the SHS Subject Groups and Senior High School teachers. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Small Integrated Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000

1 Nurse
for every
5000 students

**GUIDANCE
COUNSELOR**

1:500

1 Guidance Counselor
for every
500 students

**YOUTH FORMATION
COORDINATOR**

No. of YFCs:

1 YFC for Small divisions
2 YFC for Medium divisions
3 YFC for Large divisions
4 YFC for Very Large divisions

The Operations and Learner Support Group shall be composed of the following: a Messengerial, Security, Utility, Administrative Assistant, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, and a ICT Coordinator.

**** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Small Integrated Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal	<i>existing JHS Principal</i>	
Administrative Assistant Administrative Assistant II	8	1
Youth Formation Coordinator ¹ Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ¹ Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ¹ School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff	<i>outsourced through school MOOE</i>	
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ² Teacher II (SHS) ² Teacher III (SHS) ²	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ³ Master Teacher II (SHS) ³ Master Teacher III (SHS) ³ Master Teacher IV (SHS) ³	18 19 20 21	<i>depending on the school enrolment</i>

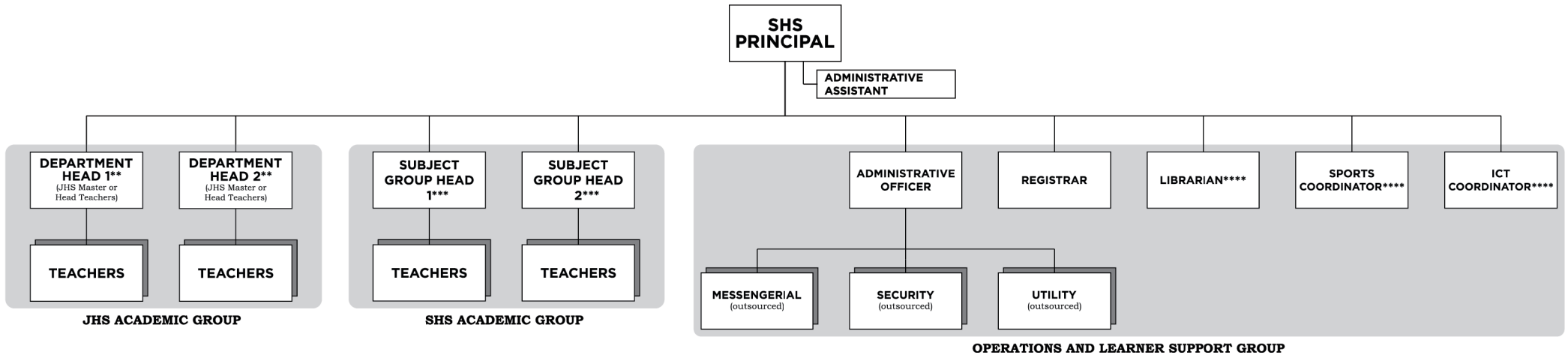
¹stationed at the division; services to be shared by schools at the appropriate ratio

²under-loaded teachers may be designated to Learner Support functions

³may be designated as Subject Group Head

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education
Medium Integrated Senior High School
Overall Organizational Structure



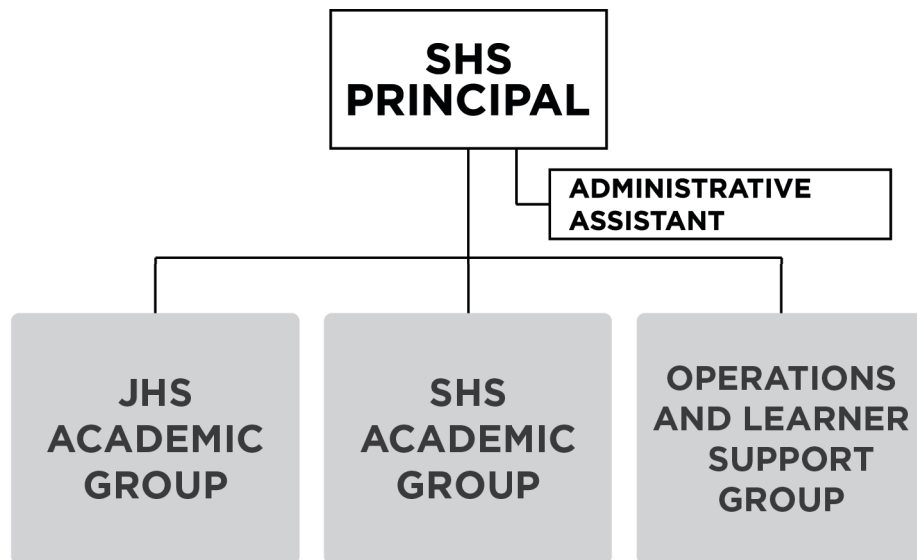
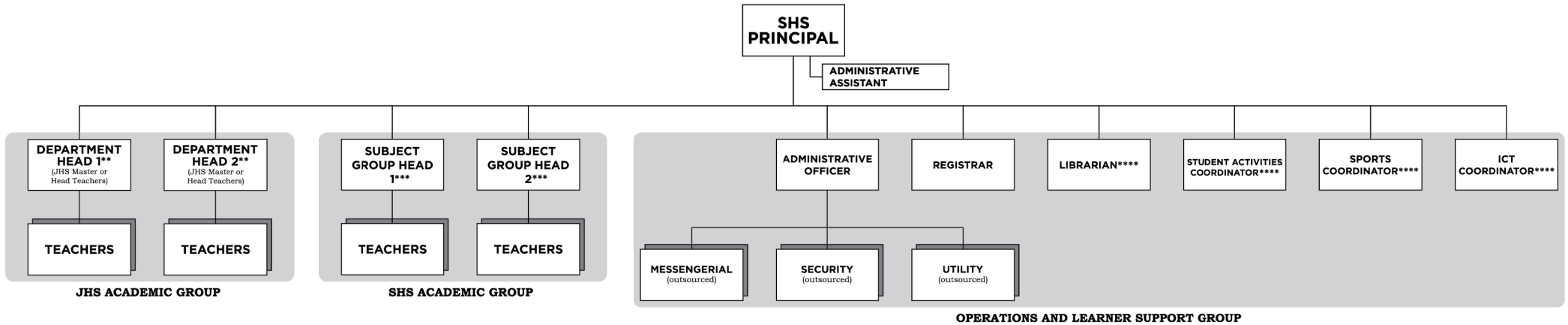
** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

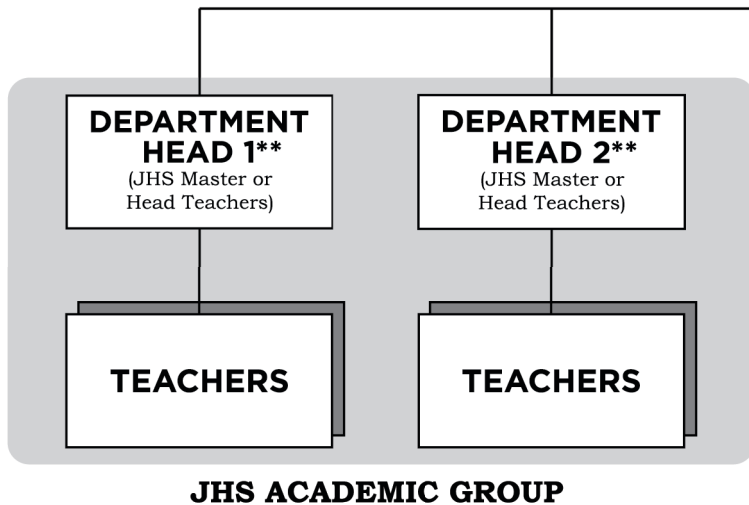
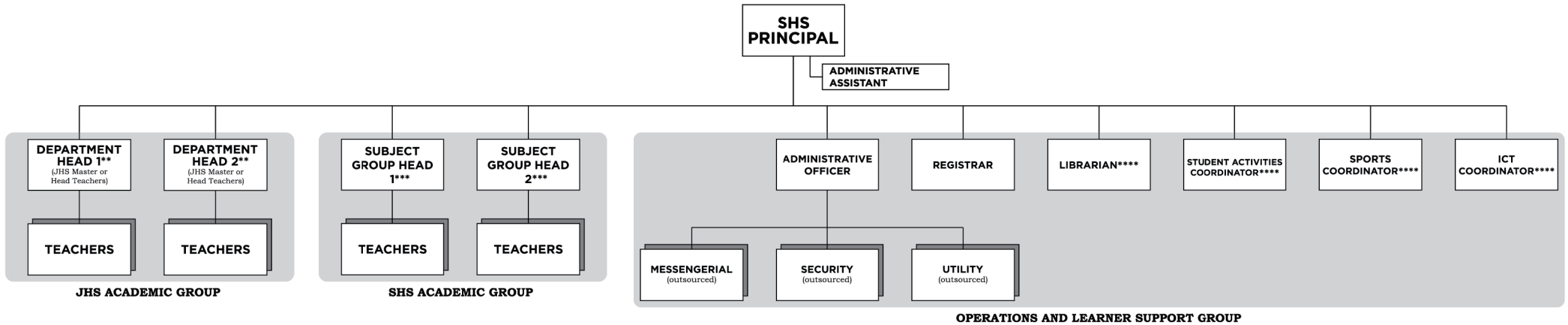
NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

Department of Education
 Medium Integrated Senior High School
SHS Principal



Medium Integrated Senior High Schools shall be supervised by a SHS Principal. The SHS Principal shall be the existing Principal/School Head of the Junior High School. He/she shall be in charge of the SHS staff who shall be clustered into the SHS Academic Group and Operations and Learner Support Group. In addition, the SHS Principal shall be aided by an Administrative Assistant.

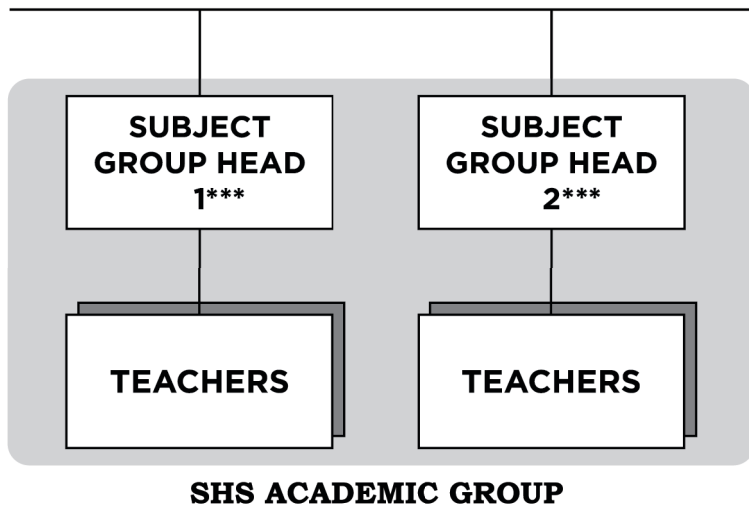
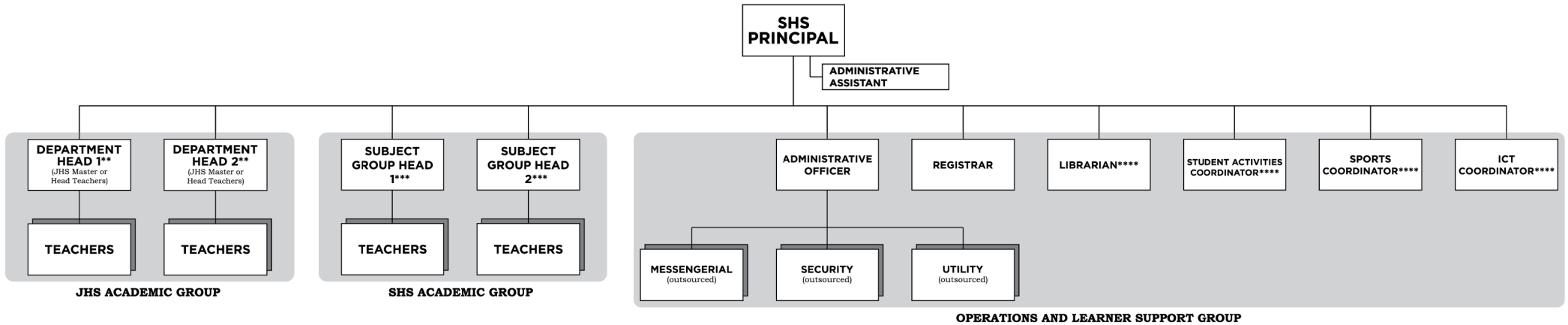
Department of Education
 Medium Integrated Senior High School
JHS Academic Group



The JHS Academic Group shall be composed of the Department Heads and Junior High School teachers. Under the Department Heads are Junior High School teachers who teach the subject area specific to the department.

** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

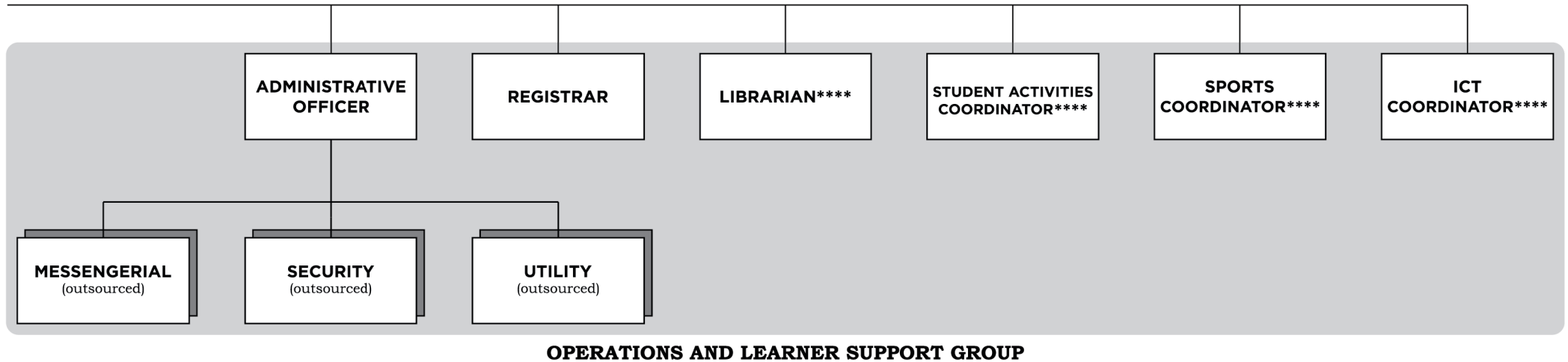
Department of Education
 Medium Integrated Senior High School
SHS Academic Group



The SHS Academic Group shall be composed of the Subject Group Heads for the SHS Subject Groups and Senior High School teachers. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Medium Integrated Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000

1 Nurse
for every
5000 students

GUIDANCE COUNSELOR

1:500

1 Guidance Counselor
for every
500 students

YOUTH FORMATION COORDINATOR

No. of YFCs:

1 YFC for Small divisions
 2 YFC for Medium divisions
 3 YFC for Large divisions
 4 YFC for Very Large divisions

The Operations and Learner Support Group shall be composed of the following: a Registrar, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, ICT Coordinator, and an Administrative Officer. The Administrative Officer shall oversee the Messengerial, Security, and Utility of the school besides its other functions.

**** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Medium Integrated Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal	<i>existing JHS Principal</i>	
Registrar Registrar I	11	1
Administrative Officer Administrative Officer II	11	1
Administrative Assistant Administrative Assistant II	8	1
Youth Formation Coordinator ¹ Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ¹ Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ¹ School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff	<i>outsourced through school MOOE</i>	
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ² Teacher II (SHS) ² Teacher III (SHS) ²	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ³ Master Teacher II (SHS) ³ Master Teacher III (SHS) ³ Master Teacher IV (SHS) ³	18 19 20 21	<i>depending on the school enrolment</i>

¹stationed at the division; services to be shared by schools at the appropriate ratio

²under-loaded teachers may be designated to Learner Support functions

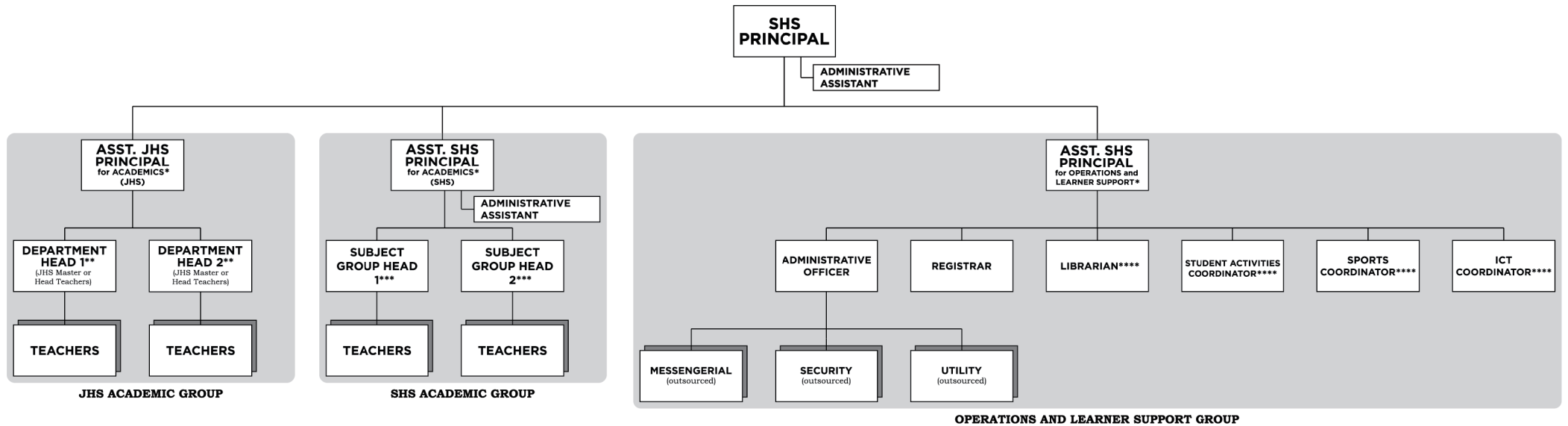
³may be designated as Subject Group Head

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education

Large Integrated Senior High School

Overall Organizational Structure



* These positions are to be designated by the schools division office.

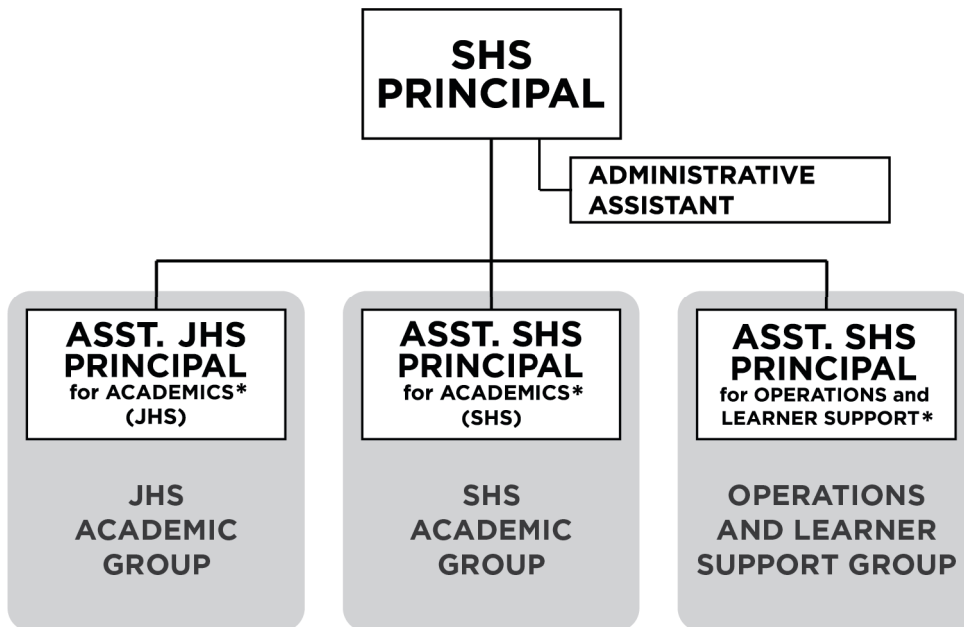
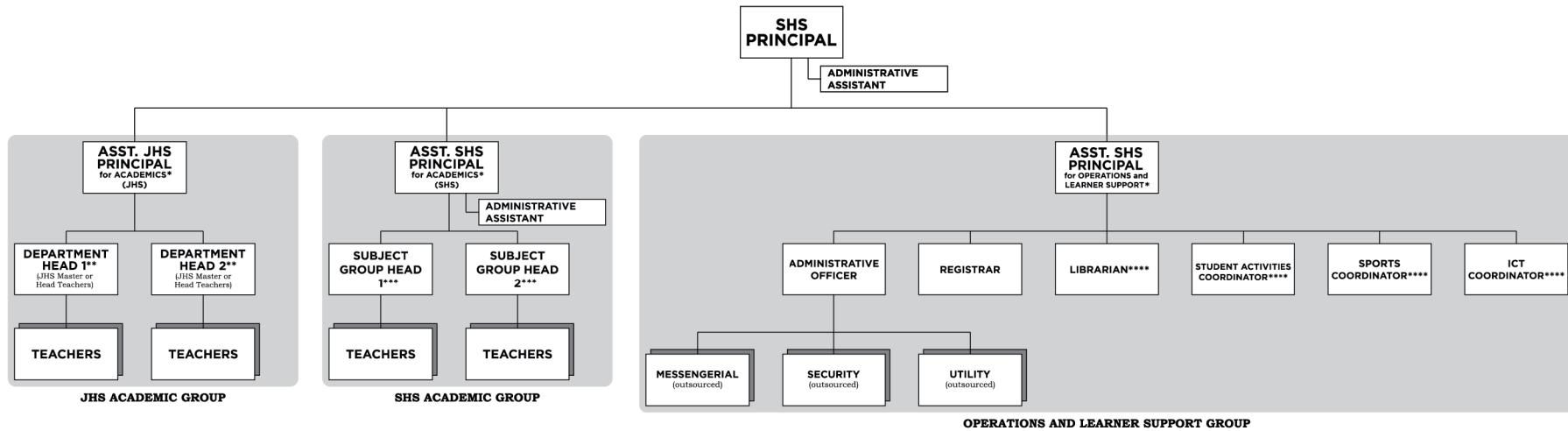
** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

Department of Education
 Large Integrated Senior High School
SHS Principal



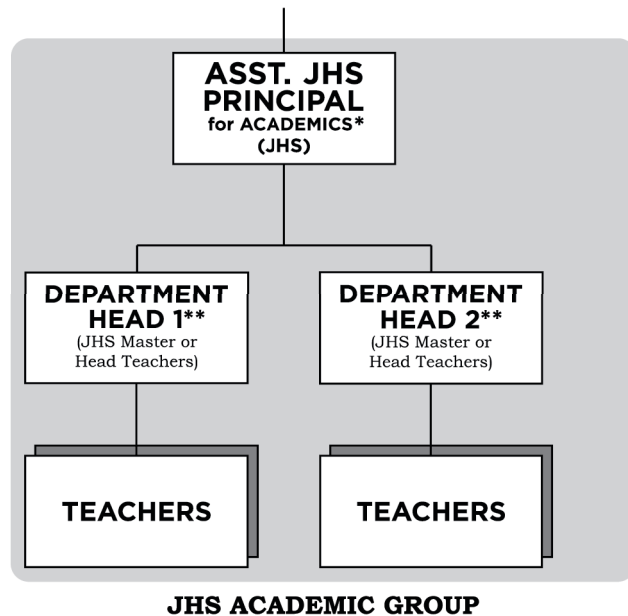
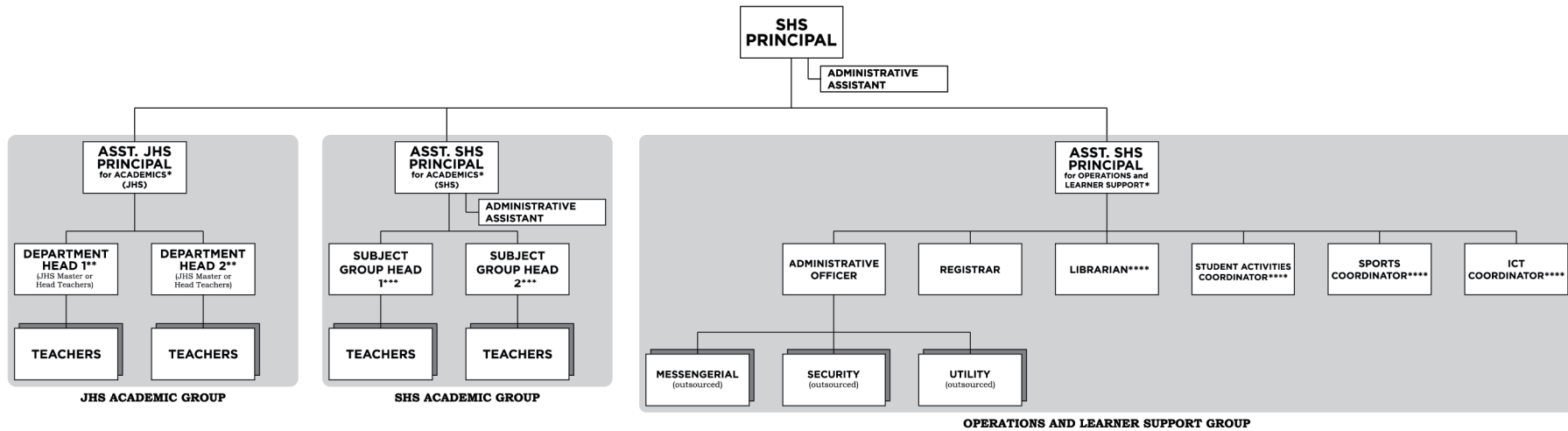
Large Integrated Senior High Schools shall be supervised by a SHS Principal. The SHS Principal shall be the existing Principal/School Head of the Junior High School. The SHS Principal shall be supported by an Assistant JHS Principal for Academics for Junior High School, an Assistant SHS Principal for Academics for Senior High School, and an Assistant Principal for Operations and Learner Support who are in charge of the JHS Academic Group, SHS Academic Group, and Operations and Learner Support Group respectively. In addition, the SHS Principal shall be aided by an Administrative Assistant.

* These positions are to be designated by the schools division office.

Department of Education

Large Integrated Senior High School

JHS Academic Group



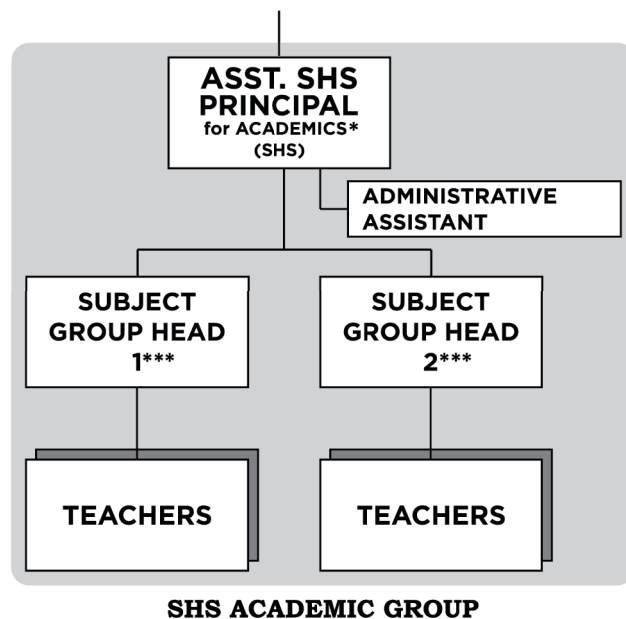
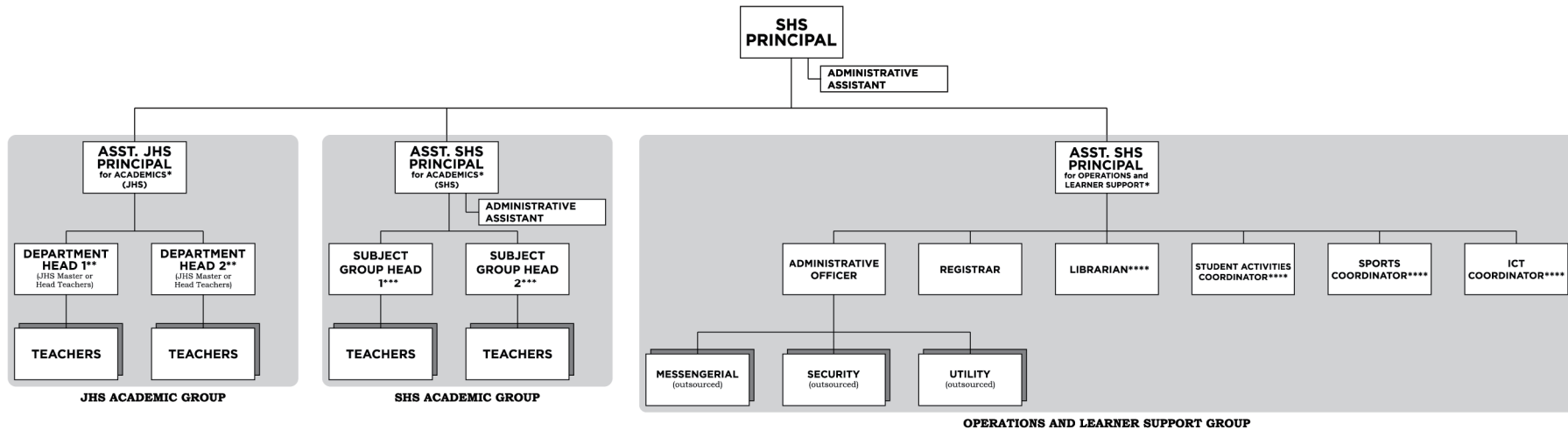
The JHS Academic Group shall be supervised by the Assistant JHS Principal for Academics for Junior High School. He/she shall be supported by the Department Heads of the Junior High School subject areas. Under the Department Heads are Junior High School teachers who teach the subject area specific to the department.

- * These positions are to be designated by the schools division office.
- ** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

Department of Education

Large Integrated Senior High School

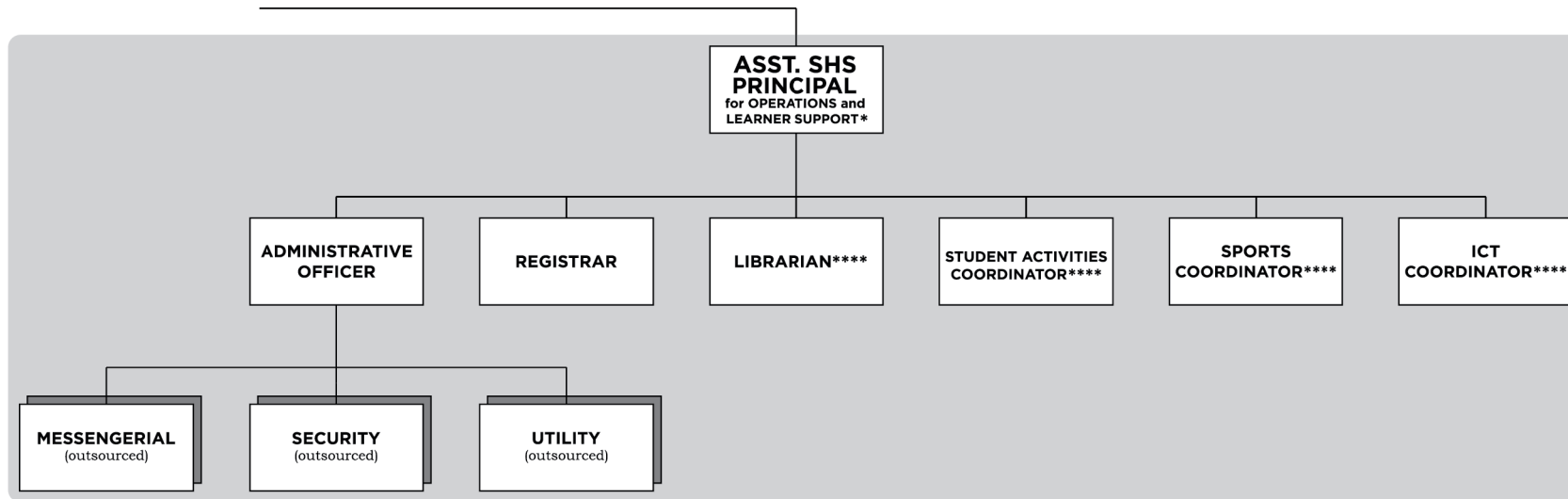
SHS Academic Group



The SHS Academic Group shall be supervised by the Assistant SHS Principal for Academics for Senior High Schools. He/she shall be supported by the Subject Group Heads for the SHS Subject Groups. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups. In addition, the Assistant SHS Principal for Academics for Senior High School shall be aided by an Administrative Assistant.

- * These positions are to be designated by the schools division office.
- *** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Large Integrated Senior High School
Operations and Learner Support Group



OPERATIONS AND LEARNER SUPPORT GROUP

SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000

1 Nurse for every 5000 students

GUIDANCE COUNSELOR

1:500

1 Guidance Counselor for every 500 students

YOUTH FORMATION COORDINATOR

No. of YFCs:

1 YFC for Small divisions
 2 YFC for Medium divisions
 3 YFC for Large divisions
 4 YFC for Very Large divisions

The Operations and Learner Support Group shall be supervised by the Assistant SHS Principal for Operations and Learner Support. He/she shall be supported by the following: a Registrar, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, ICT Coordinator, and an Administrative Officer. The Administrative Officer aided by an Administrative Assistant shall oversee the Messengerial, Security, and Utility of the school besides its other functions.

* These positions are to be designated by the schools division office.

**** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Large Integrated Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal		<i>existing JHS principal</i>
Assistant SHS Principal for Academics OR Assistant SHS Principal for Operations and Learner Support Assistant Secondary School Principal II (Senior High School) ¹ OR Head Teacher V ¹	19 18	3 ⁵
Registrar Registrar I	11	1
Administrative Officer Administrative Officer II	11	1
Administrative Assistant Administrative Assistant II	8	2
Youth Formation Coordinator ² Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ² Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ² School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff		<i>outsourced through school MOOE</i>
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ³ Teacher II (SHS) ³ Teacher III (SHS) ³	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ⁴ Master Teacher II (SHS) ⁴ Master Teacher III (SHS) ⁴ Master Teacher IV (SHS) ⁴	18 19 20 21	<i>depending on the school enrolment</i>

¹*will be designated as either Assistant Principal for Academics or Assistant Principal for Operations and Learner Support; Head Teachers shall only be hired and designated should there be no more qualified applicants for Assistant SHS Principal*

²*stationed at the division; services to be shared by schools at the appropriate ratio*

³*under-loaded teachers may be designated to Learner Support functions*

⁴*may be designated as Subject Group Head*

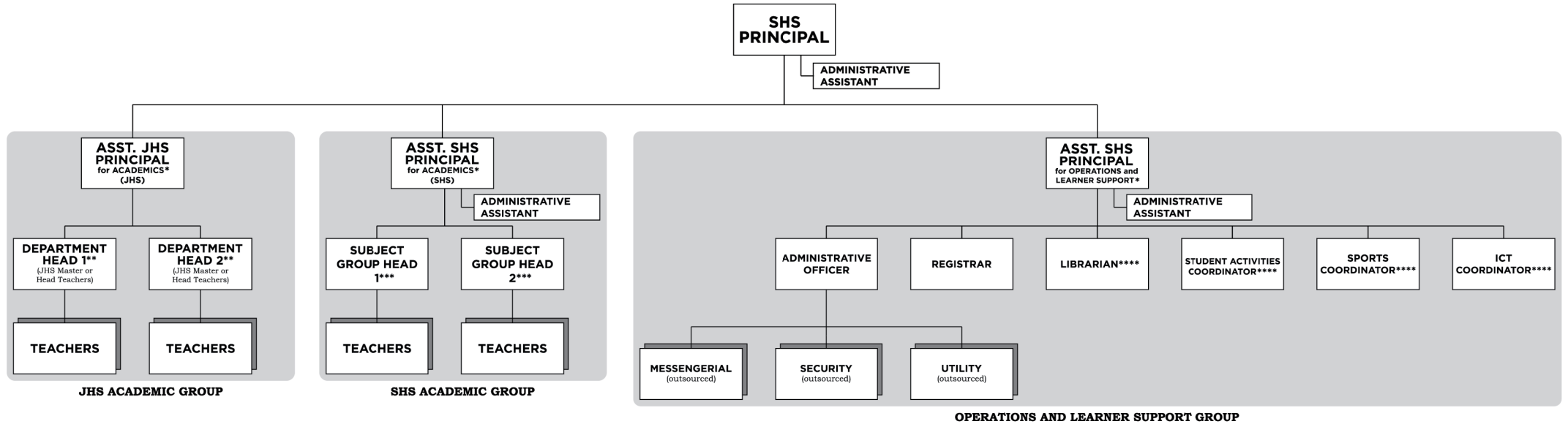
⁵*if the Principal is SHSPIV to II, Assistant Principals are SHSAPI to III; if the Principal is SHSPI, Assistant Principals are SHSAPI to II*

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

Department of Education

Very Large Integrated Senior High School

Overall Organizational Structure



* These positions are to be designated by the schools division office.

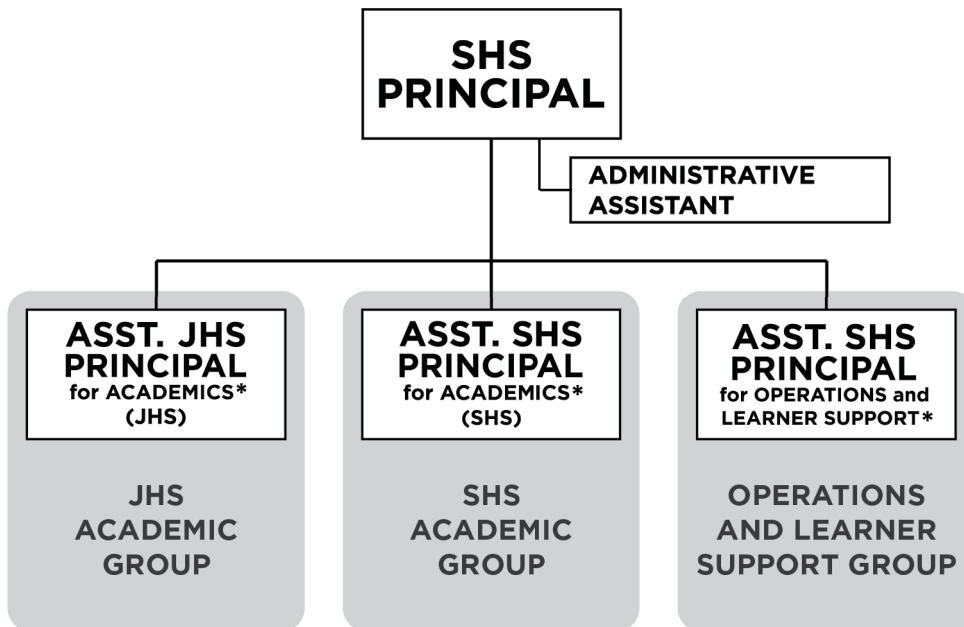
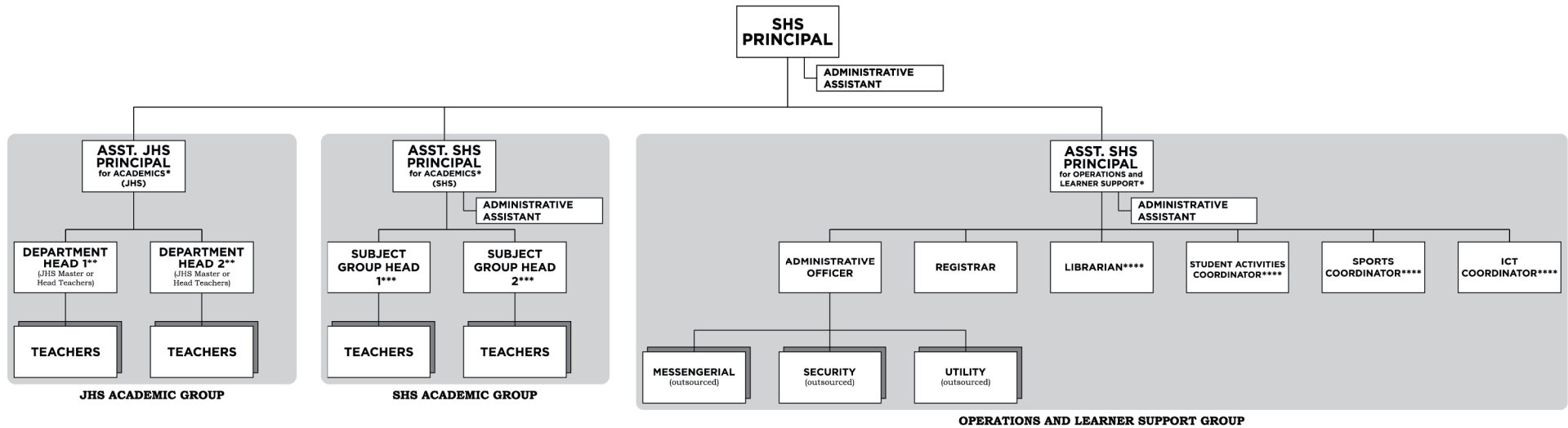
** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

*** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

**** These positions are to be designated by the Principal/School Head to teaching staff.

NOTE: Nurses and Guidance Counselors may be deployed at a school or a cluster of schools as deemed necessary by the schools division office. They shall provide shared services to schools at the appropriate ratio.

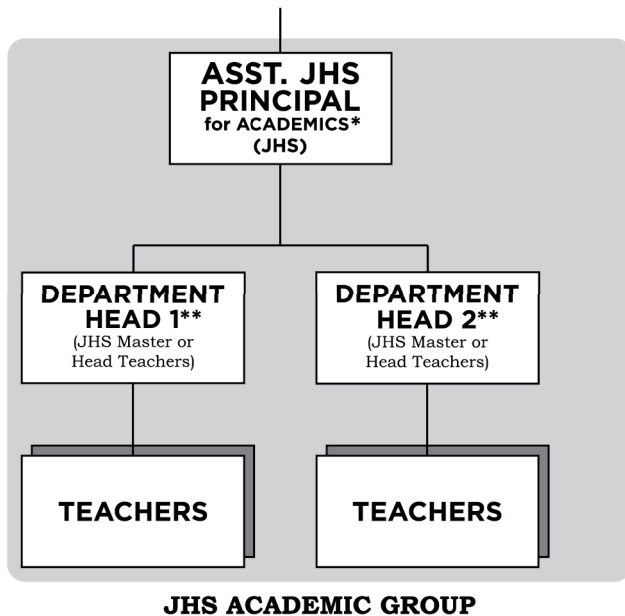
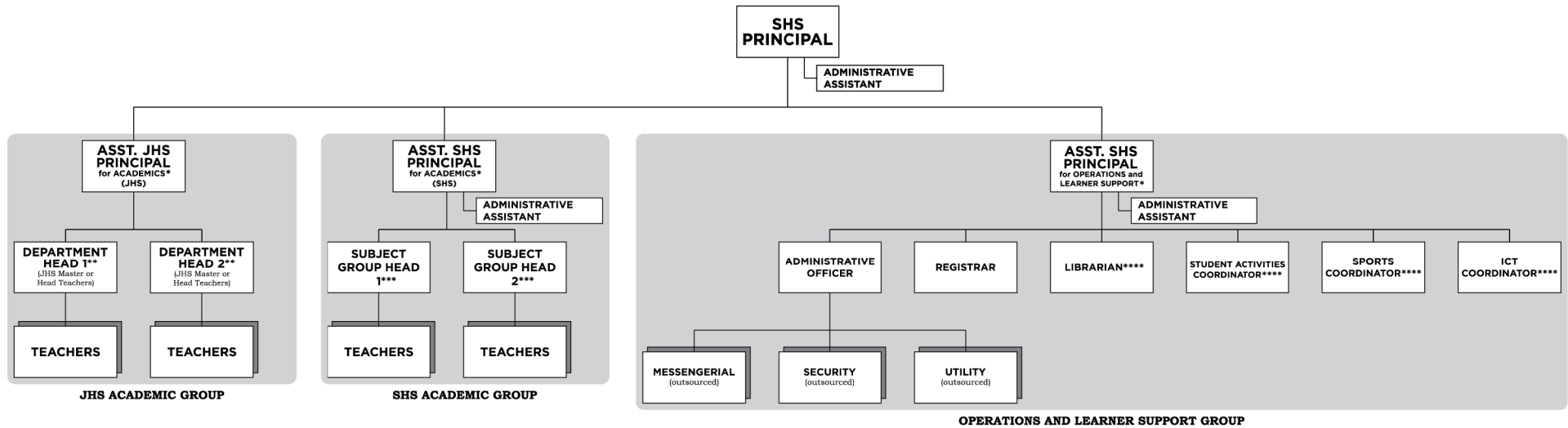
Department of Education
 Very Large Integrated Senior High School
SHS Principal



Very Large Integrated Senior High Schools shall be supervised by a SHS Principal. The SHS Principal shall be the existing Principal/-School Head of the Junior High School. The SHS Principal shall be supported by an Assistant JHS Principal for Academics for Junior High School, an Assistant SHS Principal for Academics for Senior High School, and an Assistant Principal for Operations and Learner Support who are in charge of the JHS Academic Group, SHS Academic Group, and Operations and Learner Support Group respectively. In addition, the SHS Principal shall be aided by an Administrative Assistant.

* These positions are to be designated by the schools division office.

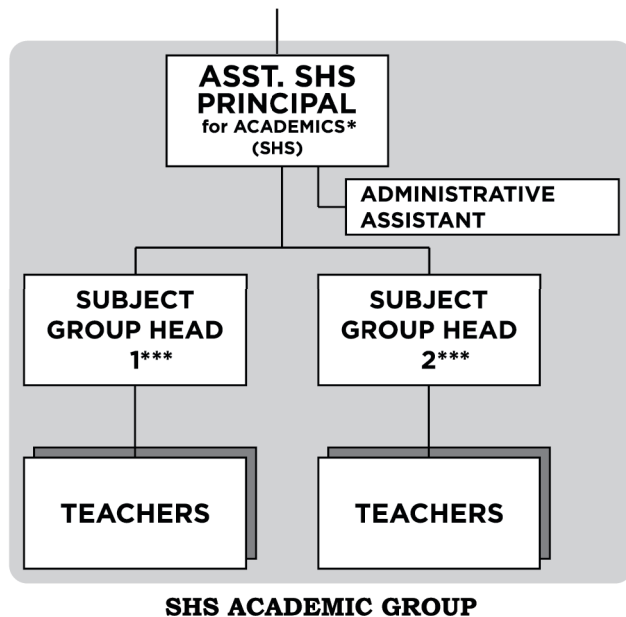
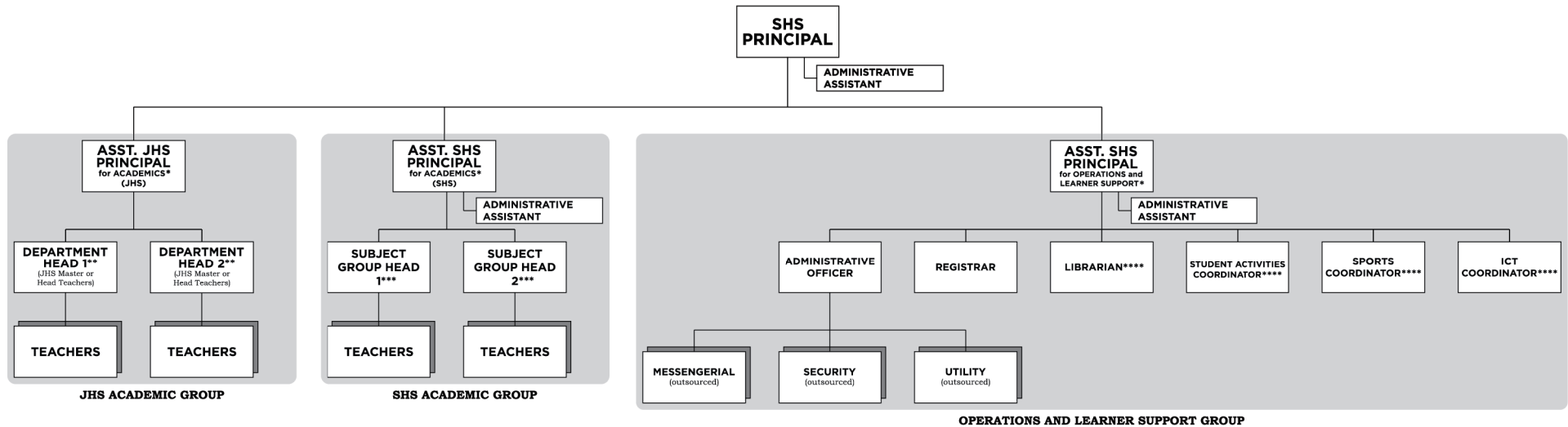
Department of Education
 Very Large Integrated Senior High School
JHS Academic Group



The JHS Academic Group shall be supervised by the Assistant JHS Principal for Academics for Junior High School. He/she shall be supported by the Department Heads of the Junior High School subject areas. Under the Department Heads are Junior High School teachers who teach the subject area specific to the department.

- * These positions are to be designated by the schools division office.
- ** The JHS Department Heads are the Head Teachers or Master Teachers who are or have been designated to supervise teachers who teach a specific subject area. The number of additional JHS Department Heads shall depend on the need of the school.

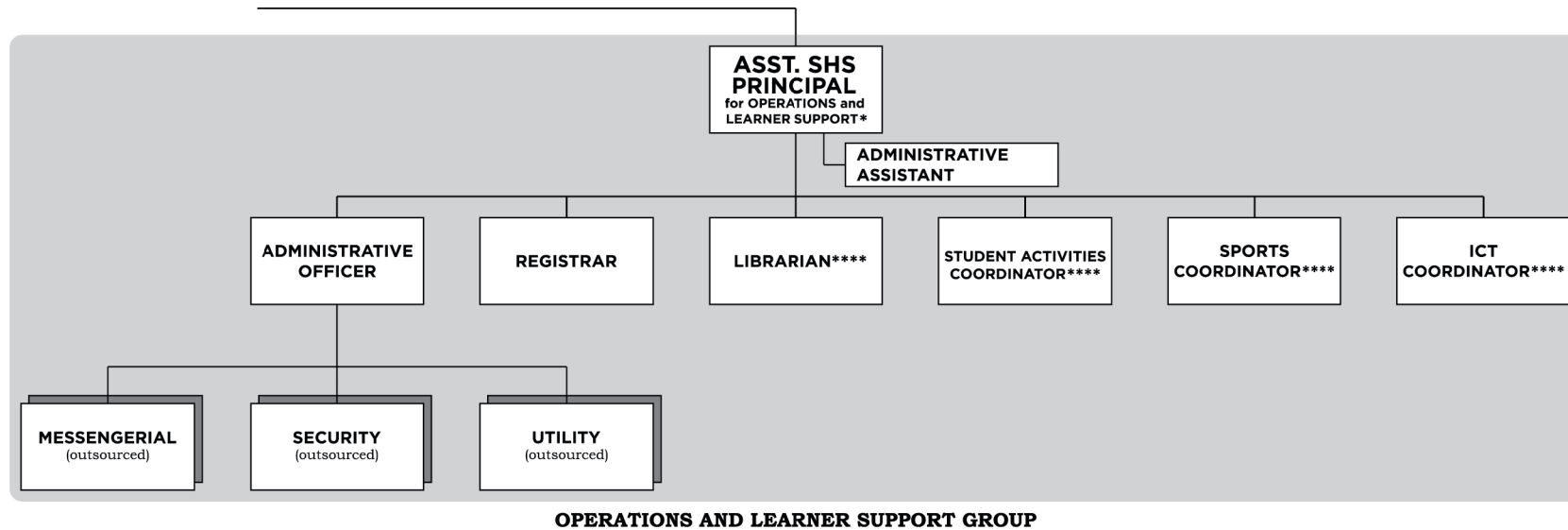
Department of Education
 Very Large Integrated Senior High School
SHS Academic Group



The SHS Academic Group shall be supervised by the Assistant SHS Principal for Academics for Senior High Schools. He/she shall be supported by the Subject Group Heads for the SHS Subject Groups. Under the Subject Group Heads are Senior High School teachers who shall teach related subjects of specific SHS Subject Groups. In addition, the Assistant SHS Principal for Academics for Senior High School shall be aided by an Administrative Assistant.

- * These positions are to be designated by the schools division office.
- *** Similar to a JHS Department Head, Subject Group Heads shall supervise teachers who teach a specific SHS Subject Group. The Principal/Principal/School Head shall designate Master Teachers to these positions. The number of additional Subject Group Heads shall depend on the number of subject groups taught in school.

Department of Education
 Very Large Integrated Senior High School
Operations and Learner Support Group



SHARED SERVICES WITHIN THE DIVISION

Shared services pertain to positions whose roles, functions, and services are shared among schools within the division. Nurses and Guidance Counselors may be deployed at a school or cluster of schools as deemed necessary by the schools division office.

NURSE

1:5000
 1 Nurse
 for every
 5000 students

GUIDANCE COUNSELOR

1:500
 1 Guidance Counselor
 for every
 500 students

YOUTH FORMATION COORDINATOR

No. of YFCs:
 1 YFC for Small divisions
 2 YFC for Medium divisions
 3 YFC for Large divisions
 4 YFC for Very Large divisions

The Operations and Learner Support Group shall be supervised by the Assistant SHS Principal for Operations and Learner Support. He/she shall be supported by the following: a Registrar, Librarian, Guidance Counselor, Student Activities Coordinator, Sports Coordinator, ICT Coordinator, and an Administrative Officer. The Administrative Officer aided by an Administrative Assistant shall oversee the Messengerial, Security, and Utility of the school besides its other functions.

- * These positions are to be designated by the schools division office.
- **** These positions are to be designated by the Principal/School Head to teaching staff.

Department of Education
Very Large Integrated Senior High School
Staffing Pattern

Position Title	Salary Grade	Quantity
Non-Teaching Staff		
SHS Principal		<i>existing JHS principal</i>
Assistant SHS Principal for Academics (JHS) OR Assistant SHS Principal for Academics (SHS) OR Assistant SHS Principal for Operations and Learner Support Assistant Secondary School Principal II (Senior High School) ¹ OR Head Teacher V ¹	19 18	3 ⁵
Registrar Registrar I	11	1
Administrative Officer Administrative Officer II	11	1
Administrative Assistant Administrative Assistant II	8	3
Youth Formation Coordinator ² Project Development Officer I	11	<i>depending on division size</i>
Guidance Counselor ² Guidance Counselor II	12	<i>1 for every 500 students</i>
Nurse ² School Nurse II	15	<i>1 for every 5000 students</i>
Messengerial Staff Utility Security Staff		<i>outsourced through school MOOE</i>
Teaching Staff		
Senior High School Teachers Teacher I (SHS) ³ Teacher II (SHS) ³ Teacher III (SHS) ³	11 12 13	<i>depending on the school enrolment</i>
Senior High School Master Teachers Master Teacher I (SHS) ⁴ Master Teacher II (SHS) ⁴ Master Teacher III (SHS) ⁴ Master Teacher IV (SHS) ⁴	18 19 20 21	<i>depending on the school enrolment</i>

¹will be designated as either Assistant Principal for Academics or Assistant Principal for Operations and Learner Support; Head Teachers shall only be hired and designated should there be no more qualified applicants for Assistant SHS Principal

²stationed at the division; services to be shared by schools at the appropriate ratio

³under-loaded teachers may be designated to Learner Support functions

⁴may be designated as Subject Group Head

⁵if the Principal is SHSPIV to II, Assistant Principals are SHSAPI to III; if the Principal is SHSPI, Assistant Principals are SHSAPI to II

Note: Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.

C. General Functions of Senior High School Teaching and Non-Teaching Staff

SHS Principal
<ul style="list-style-type: none">• Sets the direction and strategy for the school;• Spearheads the formulation and implementation of the School Improvement Plan (SIP) and Annual Improvement Plan (AIP) towards the continuous improvement of the school;• Manages the fiscal and asset resources of the school, including the efficient and transparent use of the school MOOE (Maintenance and Other Operating Expenses);• Facilitates organizational efficiency and the effective management of the people systems of the school, including the designation of tasks, coaching, mentoring and instructional supervision of school staff;• Implements and monitors the Results-Based Performance Management System (RPMS) of the school and its staff;• Monitors and assesses the school curriculum and its implementation, including the approval of teacher assignments, loading, and class programs;• Makes recommendations to the Schools Division Office (SDO) regarding the program offerings of the school;• Creates an environment that is child-friendly, safe, and conducive to the teaching-learning process;• Leads in the creation and implementation of standards for teacher and student behavior, as well as disciplinary systems within the school;• Implements and monitors the use and updating of the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS);• Encourages the shared governance of the school through constant collaboration with the School Governing Council (SGC), Parent-Teacher Association (PTA), and other internal stakeholders of the school;• Leads in the collaboration of the school with external partners, stakeholders and the Local Government Unit (LGU);• Is accountable for the learning outcomes of the school;• Acts as representative of the school to internal and external stakeholders; and• Reports to the Schools Division Superintendent.
Assistant SHS Principal for Academics*
<ul style="list-style-type: none">• Supports the Principal or School Head in the instructional supervision and implementation of all academic programs of the school;• Monitors and assesses the delivery of the school curriculum, ensuring the holistic development of learners across all tracks, strands, and subjects;• Makes integrated recommendations regarding class assignment of teachers, loading and class programs to the Principal;• Coaches and mentors the teaching staff of the school;• Creates and implements the strategy towards the continuous improvement of the school's learning outcomes; and• Reports to the Principal/School Head. <p><i>*Only in Large and Very Large SHS; in Small and Medium SHS these functions are absorbed by the Principal</i></p>
Assistant SHS Principal for Operations and Learner Support*
<ul style="list-style-type: none">• Supports the Principal or School Head in the administrative supervision and implementation of all learner support programs of the school;• Manages the systems, processes and people involved in the delivery of support services to the staff and learners;

- Coaches and monitors the non-teaching staff of the school;
- Creates and implements the strategy towards the continuous improvement of the school's systems, processes, and delivery of learner support services;
- Acts as a liaison between the school and its external partners, stakeholders and the LGU, together with the Principal or School Head; and
- Reports to the Principal/School Head.

**Only in Large and Very Large SHS; in Small and Medium SHS these functions are absorbed by the Principal*

SHS Academic Group

- Comprised of all teaching staff of the school
- Responsible for the effective delivery of the school's curriculum

SHS Subject Group Head

- Assumes leadership in the planning, preparation, and delivery of the instructional programs for the strands and subjects under his/her subject group;
- Provides professional assistance and coaching to teachers under his/her supervisory control;
- Observes classes/teachers for effective and competent delivery of the curriculum;
- Coordinates with other SHS Subject Group Heads and SHS Teachers to ensure the holistic development of learners across all tracks, strands and subjects, through the supervision and guidance of the Assistant Principal for Academics; and
- Reports to the Assistant Principal for Academics and/or Principal/School Head.

SHS Teacher

- Responsible for the effective implementation of the curriculum inside the classroom;
- Monitors and assesses academic performance, attendance and behavior of learners in his/her classes;
- May be tasked to participate in the implementation of career guidance and advocacy activities, as well as other Learner Support services; and
- Reports to the SHS Subject Group Head and Assistant Principal for Academics and/or Principal/School Head

SHS Operations and Learner Support Group

- Comprised of all non-teaching staff of the school, as well as teaching staff that may be designated to functions specific to learner support
- Responsible for the efficient and effective delivery of administrative and learner support services to the school

Registrar*

- Receives, updates and maintains the records, reports and documents of the school, its staff and learners;
- Manages and updates the Learner Information System (LIS);
- Ensures an efficient process of registration and enrollment;
- Facilitates the process of releasing records of the school, staff and learners

<p>to the necessary institutions; and</p> <ul style="list-style-type: none"> • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*Only in Medium, Large and Very Large SHS; in Small SHS these functions are absorbed by the Administrative Assistant</i></p>
<p>Administrative Officer*</p> <ul style="list-style-type: none"> • Responsible for the execution and continuous improvement of the administrative process of the school including budget planning and preparation of financial reports, subject to the approval of the School Head or Principal; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*Only in Medium, Large and Very Large SHS; in Small SHS these functions are absorbed by the Principal</i></p>
<p>Administrative Assistant</p> <ul style="list-style-type: none"> • Provides administrative and clerical support to his/her supervisor; • May be designated to assist either the Principal/School Head or any of the Assistant Principals; • May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.
<p>Student Activities Coordinator*</p> <ul style="list-style-type: none"> • Coordinates the implementation of co-curricular and extra-curricular programs of the school; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*The Principal or School Head may designate a member of the teaching staff to this function</i></p>
<p>Sports Coordinator*</p> <ul style="list-style-type: none"> • Coordinates the sports programs of the school, including but not limited to the establishment of sports clubs and varsities in the school; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*The Principal or School Head may designate a member of the teaching staff to this function</i></p>
<p>ICT Coordinator*</p> <ul style="list-style-type: none"> • Coordinates with the Assistant Principal for Academics and/or Principal for the schedule of ICT classes corresponding to the use of the ICT laboratory; • Monitors the use of the ICT laboratory; • Coordinates with the designated property custodian as well as the Assistant Principal for Operations and Learner Support and/or Principal on the purchase, maintenance and inventory of ICT equipment, software licenses and virus protection software for the school; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*The Principal or School Head may designate a member of the teaching staff to this function</i></p>
<p>Librarian*</p> <ul style="list-style-type: none"> • Responsible for the overall management of the school library; • Ensures efficient and effective access to learning resources for individual teachers and students, as well as scheduled visits by class groups; • Monitors the use of the library; • Coordinates with the designated property custodian as well as the Assistant

<p>Principal for Operations and Learner Support and/or Principal for the selection, acquisition, organization and maintenance of reference and reading materials; and</p> <ul style="list-style-type: none"> • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*The Principal or School Head may designate a member of the teaching staff to this function</i></p>
<p>Youth Formation Coordinator*</p> <ul style="list-style-type: none"> • Manages the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other co-curricular and extra-curricular clubs and programs; • Manages and monitors the implementation of the career guidance program in senior high schools; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO. <p><i>*Stationed at the division and may be deployed to a school or cluster of schools, as deemed necessary by the SDO</i></p>
<p>Guidance Counselor*</p> <ul style="list-style-type: none"> • Provides and implements guidance and counseling services for the learners of the schools within a division, which includes counseling, psychological testing, learning and study orientation, research, and career guidance and advocacy; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO. <p><i>*Stationed at the division and may be deployed to a school or cluster of schools, as deemed necessary by the SDO; services of the guidance counselor to be shared by schools following a 1:500 ratio of guidance counselors to students</i></p>
<p>Nurse*</p> <ul style="list-style-type: none"> • Provides health and nutrition services to the schools within a division; • Assists in the implementation of the school's health and nutrition program; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO. <p><i>*Stationed at the division and may be deployed to a school or cluster of schools as deemed necessary by the SDO; services of the nurse to be shared by schools following a 1:5000 ratio of nurse to students</i></p>
<p>Support Staff*</p> <ul style="list-style-type: none"> • Provides messengerial, utility and security services as deemed necessary by the Principal/School Head; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head. <p><i>*Outsourced through School MOOE</i></p>

D. Hiring and Selection of Staff

1. The hiring, appointment, and promotion process of non-teaching staff, including Youth Formation Coordinators, shall commence pursuant to the provisions of DO No. 66, s. 2007 and shall be guided by the approved staffing pattern per typology detailed in this DepEd Order (Section VI.B). A summary of the qualification standards for non-teaching staff is also attached to this DepEd order for reference (See Enclosure #2).

1.a. Project Development Officers (PDO) shall be hired and appointed as Youth Formation Coordinators, pursuant to the provisions of DO 66, s. 2007 and the guidelines on designation of staff detailed in this DepEd Order (Section VI.E).

1.b. The number of Youth Formation Coordinators to be appointed shall depend on the size of the division:

Division Size	No. of Youth Formation Coordinators
Small	1
Medium	2
Large	3
Very Large	4

2. The selection process of School Heads/Principals, including Assistant Principals, shall commence pursuant to the provisions of DO 42, s. 2007 and shall be guided by the approved staffing pattern per school typology found in this DepEd order (Section VI.B). A summary of the qualification standards for Principals and Assistant Principals is also attached to this DepEd order for reference (See Enclosure #2).

2.a. Priority shall be given for the hiring of Principals for Stand-Alone Senior High Schools. For Integrated SHS, the existing Principal/School Head of the Junior High School shall serve as the Principal/School Head of the Integrated SHS.

2.b. Principals of Integrated SHS may apply for reclassification to Secondary School Principal II, III or IV by the Schools Division Office using the existing guidelines on the reclassification of school heads as stipulated in DepEd Order No. 97, s. 2011 entitled *Revised Guidelines on the Allocation and Reclassification of School Heads* until a subsequent DepEd Order on reclassification is issued.

2.c. Only applicants who meet them minimum QS for Secondary School Principal II (Senior High School) shall be considered for the position of Principal for Stand-Alone SHS (See Enclosure #2).

2.d. Principals of Stand-Alone SHS shall be reclassified into Secondary School Principal III or IV by the Schools Division Office using the existing guidelines on the reclassification of school heads as stipulated in DepEd Order No. 97, s. 2011 until a subsequent DepEd Order on reclassification is issued.

2.e. Assistant Secondary School Principals shall be hired and appointed as Assistant SHS Principal for Academics or Assistant SHS Principal for Operations and Learner Support. If there are no more qualified applicants for the position of Assistant Secondary School Principal, Head Teachers may be hired and designated for this purpose.

3. Permanent staff that will perform the functions of Sports Coordinator, ICT Coordinator and Librarian shall be hired and appointed in subsequent years.
4. School Principals may outsource additional Messengerial, Utility and Security staff through their school MOOE (Maintenance and Other Operating Expenses) as deemed necessary, pursuant to DepEd Order No. 13, s. 2016 entitled *Implementing Guidelines on the Direct Release and Use of Maintenance and Other Operating Expenses (MOOE) Allocations, Including Other Funds Managed by Schools*. The wages to be offered to outsourced staff shall depend on the location of the SHS, but may not fall below minimum wage.

E. Appointment and Designation of Staff

1. All non-teaching items shall be division-specific. Schools Division Superintendents (SDS) shall have flexibility in moving these staff from one school to another, depending on the needs and contexts of each school.

1.a. The SDS shall appoint an SHS Principal as school head to a particular SHS depending on the needs and contexts of that school.

1.b. Likewise, the SDS shall appoint Assistant Secondary School Principals to Large and Very Large SHS depending on the needs and contexts of that school.

1.c. Youth Formation Coordinators, Guidance Counselors and Nurses shall be stationed at the division. The SDS shall deploy Youth Formation Coordinators, Guidance Counselors and Nurses to schools or a cluster of schools as deemed necessary. Services of the Guidance Counselors shall be shared among schools at a ratio of 1 Guidance Counselor for every 500 students. The services of the Nurse shall be shared among schools at a ratio of 1 for every 5000 students.

2. The enclosed staffing patterns shall be followed by all senior high schools. For SHS Subject Group Heads, the Principal shall designate a Master Teacher based on his/her specialization. For positions without a permanent staffing complement, the Principal or School Head may designate the function to a member of his/her staff, taking into consideration the competencies necessary to fulfill those functions.

2.a. Master Teachers designated as Subject Group Heads shall be given at least 3 and not more than 5 teaching loads alongside their supervisory work.

2.b. Teachers may only be designated to functions related to the delivery of Learner Support services, namely: Sports Coordinator, ICT Coordinator or Librarian. Only full-time teachers who have been given less than 6 teaching loads may be designated to Learner Support functions. No teacher may be given less than 3 teaching loads. Should there be no teachers with less than 6 teaching loads, Learner Support functions may be designated to other members of the school staff.

2.c. The functions of Learner Support positions without a permanent staffing complement may be shared by more than one member of the staff, depending on their load or availability and as deemed necessary by the Principal, with recommendations from the Assistant Principal for Academics and Assistant Principal for Operations and Learner Support. The Principal shall ensure that the delivery of Learner Support services shall be evenly and fairly distributed among members of the school staff.

VII. MONITORING AND EVALUATION

A. Senior High Schools

1. The **Senior High School** shall implement the organizational structures and staffing patterns articulated in this policy. Specifically, schools shall:
 - a. Monitor the filling up of vacant positions in the school and ensure that any vacancies are immediately reported to the SDO;
 - b. Guarantee the fair and proper distribution and assignment of responsibilities, as stipulated in this policy, allowing for maximum effectiveness of all staff members in their position;
 - c. Take charge of the induction of new staff and ensuring that each position's roles and responsibilities are clear to the concerned staff;
 - d. Gather feedback from its learners and other stakeholders on the efficiency and effectiveness of school processes, as needed, and analyze relationship, if any, to the organizational structures and staffing patterns;
 - e. Provide documentation of challenges experienced in relation to the organizational structures and staffing patterns; and
 - f. Propose recommendations for improvement to the SDO.
2. For the first two years following a school's implementation of the SHS program, feedback, documentation, and recommendations on the organizational structure and staffing patterns shall be submitted to the SDO at the end of every school year. After the first two years, school shall do so at the end of every 3 school years.

B. Schools Division Office (SDO)

1. The **Schools Division Offices** shall conduct regular monitoring of the effective and efficient implementation of this policy in the SHS. The SDO shall also take on the role of project managers who will:
 - a. Ensure that all vacant positions are filled;
 - b. Monitor and address issues, gaps, bottlenecks on SHS operations and processes arising from the organizational structure and staffing pattern of the school;
 - c. Document expected and unexpected consequences of the organizational structure and staffing pattern;
 - d. Based on collected data, provide appropriate human resources, communications, organizational support, and other forms of technical assistance to SHS in organizing the school structure and in delineating the roles of the different SHS positions;
 - e. Ensure that teaching and non-teaching personnel are fully oriented and clarified on the SHS organizational structure and staff positions/roles; and
 - f. Propose recommendations for improvement to the RO.
2. For the first two years following a division's implementation of the SHS program, analysis of feedback and recommendations on the organizational structure and staffing patterns shall be submitted to the RO at the end of every school year. After the first two years, SDO shall do so at the end of every 3 school years.

C. Regional Office (RO)

1. The **Regional Offices** shall undertake research and policy studies to localize and contextualize this policy in their respective regions, as well as assure the quality of its implementation while providing technical assistance to the SDOs. It shall:

- a. Assess alternative staffing patterns and structure for each school typology, if necessary;
- b. Assess the relevance, efficiency, and effectiveness of different regional and division responses to ensure that all school heads are fully trained on organizing and mobilizing SHS staff;
- c. Identify, through research, the causes of variability of implementation and performance as well as factors affecting variability;
- d. Monitor the compliance of the Schools Division Offices on hiring and deployment based on the qualification standards, organizational structures, and staffing patterns; and
- e. Based on data collected, provide appropriate regional support in tandem with the SDO concerned.
- f. Propose recommendations for improvement to the Central Office (CO).

2. For the first two years following a region's implementation of the SHS program, analysis of feedback, results of research and recommendations on the organizational structure and staffing patterns shall be submitted to the CO at the end of every school year. After the first two years, the RO shall do so at the end of every 3 school years.

D. Central Office (CO)

1. The **School Effectiveness Division (SED)** and the **Human Resources and Development Division (HRDD)** under the **Bureau of Human Resource and Organizational Development (BHRD)** at the **Central Office** shall lay down the foundation for the effective implementation of the organizational structure and staffing patterns through the issuance of policies and guidelines, as well as the formulation of standards. It shall also:

- a. Assess the organizational readiness and capacity of the field to hire, deploy and organize the SHS staff and structure;
- b. Identify where hiring and deployment is critically low and slow;
- c. Provide immediate policy and programmatic response to issues and challenges identified;
- d. Evaluate alternative staffing patterns and structures on SHS and determine the cost, human resources and organizational implications and requirements; and
- e. Review the functions of SHS staffing pattern and structure vis-à-vis actual SHS needs, practices, and contexts.

VIII. REPEALING CLAUSE

All provisions of DepEd rules, regulations and issuances which are inconsistent with these guidelines or any part hereof are hereby repealed or modified accordingly.

IX. SEPARABILITY CLAUSE

If any provision of this Order is declared invalid, any other provision is not affected and thereby shall remain in force and in effect.

X. TRANSITORY PROVISIONS

1. Given the changes in the organizational structures and functions of DepEd schools division offices as a result of the DepEd Rationalization Plan, Youth Formation Coordinators may be tasked to perform functions beyond the scope of Senior High School. The SDS shall ensure that management of Learner Support services at the Schools Governance and Operations Division (SGOD), including Youth Formation programs of grades K-12, shall be fairly distributed among members of staff. This provision shall apply until the issuance of a subsequent policy on the matter.

X. EFFECTIVITY

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

**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)
FOR NON-TEACHING POSITIONS**

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Secondary School Principal II (Senior High School) [SG20]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours relevant training	RA 1080
Assistant Secondary School Principal II (Senior High School) [SG19]	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080
Head Teacher V [SG18]	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 4 years; or Master Teacher for 3 years	24 hours of relevant training	RA 1080
Project Development Officer I [SG11]	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Counselor II [SG12]	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling	1 year of relevant experience	4 hours of relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position
Registrar I [SG11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Officer II [SG11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II [SG8]	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
School Nurse II [SG15]	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080