



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

09 June 2021

DIVISION MEMORANDUM
 No. **194**, s. 2021

ONLINE ASSESSMENT FOR VARIOUS POSITIONS

To: OIC-Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District In Charge
 Administrative Officer V
 Section and Unit Heads
 Elementary and Secondary School Heads
 All Others Concerned

1. This Office would like to announce the assessment and evaluation of applicants for the following positions on **June 23, 2021 at 8:00AM**.
 - a. Administrative Aide I (Utility Worker)
 - b. School Principal III (Junior High School)

**Note: Please see attached documents for the Qualification Standards*

2. DepEd Schools Division of Nueva Vizcaya adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.
3. All interested applicants are requested to submit one (1) set of the following documents for the **Assessment of their Eligibility** based from the **Qualification Standard** of the position being applied for:

CRITERIA	DOCUMENTS TO BE SUBMITTED
Education	• <i>Transcript of Records/ Certification of units earned</i>
Eligibility	• <i>CSC Eligibility/ PRC License</i>
Experience	• <i>Service Record</i>



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

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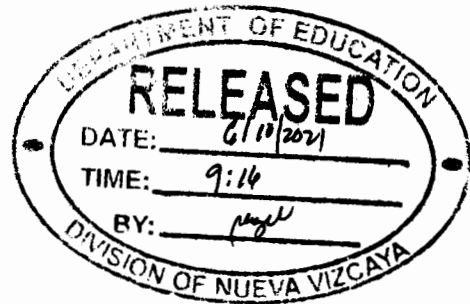
Training	<ul style="list-style-type: none"> • <i>Certificate of Training related to the position being applied for</i>
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This will serve as a basis for the office to determine if the applicant is eligible to advance on the next level of assessment, that includes, **document assessment, interview, written examination, and the like.**

Kindly Insert duly accomplished Personal Data Sheet (**PDS Form 212**) on the application to be submitted.

4. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **June 14, 2021, Monday** until 5:00 o'clock in the afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO).**
5. A separate memorandum will be released regarding the result of the pre-assessment including the time schedule of each applicant to be assessed. Please keep updated through our website.
6. Immediate dissemination of this memorandum is desired.


RACHEL R. LLANA, PhD., CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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QUALIFICATION STANDARDS

POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
<p>School Principal III SG-21</p> <p>(1) Secondary</p>	<p>EDUCATION: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units *6 units of Management</p> <p>EXPERIENCE: 2 years as Principal</p> <p>TRAINING: 40 hours of relevant training</p> <p>ELIGIBILITY: PBET/LET NQESH Passer</p>	<p>DO 42, s.2007</p>
<p>Administrative Aide I (Utility Worker)</p> <p>SG-1</p> <p>(1) Nansiakan NHS</p>	<p>EDUCATION: Must be able to read and write</p> <p>EXPERIENCE: None Required</p> <p>TRAINING: None Required</p> <p>ELIGIBILITY: None Required</p>	<p>DO 66, s.2007 (First Level)</p>



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