



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

07 July 2021

DIVISION MEMORANDUM
No. **238**, 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 **July 21, 2021, July 27-28, 2021 at 9:00AM.**
 - a. School Principal III (Secondary) =
 - b. School Principal II (Elementary) ✓
 - c. School Principal I (Elementary and Secondary)
 - d. Head Teacher I (Elementary)
 - e. Master Teacher I (Elementary and Secondary)
 - f. Administrative Aide I (Utility Worker)

**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 **Pre-assessment of their Eligibility** based from the **Qualification Standard** of the position being applied for:



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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| As of: | 01-09-2020 | Page: | 1 |




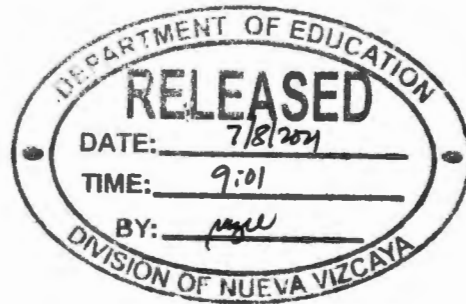
| CRITERIA | DOCUMENTS TO BE SUBMITTED |
|-------------|--|
| Education | • <i>Transcript of Records/ Certification of units earned</i> |
| Eligibility | • <i>CSC Eligibility/ PRC License</i> |
| Experience | • <i>Service Record</i> |
| Training | • <i>Certificate of Training related to the position being applied for</i> |

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 **July 12, 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 |
|--|---|-----------------------|
| School Principal III SG – 21 (1) SDO (Secondary) | EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree w/ 18 professional education units plus 6 units of Management EXPERIENCE: 2 years as Principal TRAINING: 40 hour of relevant training. ELIGIBILITY: RA 1080 (Teacher) | DO 42, s. 2007 |
| School Principal II SG – 20 (3) SDO (Elem.) | EDUCATION: Bachelor’s degree in Elementary Education or Bachelor’s degree w/ 18 professional education units plus 6 units of Management EXPERIENCE: 1 year as Principal TRAINING: 40 hour of relevant training. ELIGIBILITY: RA 1080 (Teacher) | DO 42, s. 2007 |
| School Principal I SG – 19 (1)SDO (Elem.) (1) Villaverde District | EDUCATION: Elementary: Bachelor’s degree in Elementary Education or Bachelor’s degree w/ 18 professional education units Secondary: Bachelor’s degree in secondary Education or Bachelor’s | DO 42, s. 2007 |



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| <p>(1) Secondary (A. Castañeda HS)</p> | <p>degree w/ 18 professional education units</p> <p>EXPERIENCE: HT for 1 year: Or Teacher In-Charge (TIC) for 2 years: or Master Teacher for 2 years or Teacher for 5 years</p> <p>TRAINING: 40 hour of relevant training.</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p> | |
| <p>Master Teacher I SG – 18</p> <p>(1) Diadi NHS (Science) (1) Sta. Fe I District (1) Dupax del Sur Dist.</p> | <p>EDUCATION: Elementary: Bachelor of Elementary Education or Bachelor’s degree plus 18 Professional units in Education and 18 units Master’s degree in Education or its equivalent.</p> <p>Secondary: Bachelor of Secondary Education or Bachelor’s degree plus 18 Professional units in Education with appropriate major and 18 units Master’s degree in Education or its equivalent</p> <p>EXPERIENCE: 3 years relevant training</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p> | <p>MEC Order No. 10, s. 1979 & DECS Order No. 57, s. 1997</p> |
| <p>Head Teacher I SG –14</p> <p>(1) SDO (Elem.)</p> | <p>EDUCATION: Bachelor’s degree in Elementary Education or Bachelor’s degree plus 18 professional education units</p> <p>EXPERIENCE: TIC for 1 year; or Teacher for 3 years</p> <p>TRAINING: 24 hours of relevant training</p> | <p>DO 42 s.2007</p> |



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|---|---|--|
| | ELIGIBILITY: RA 1080 (Teacher) | |
| Administrative Aide I SG – 1 (Utility Worker) (1) Bintawan NHS | EDUCATION: Must be able to read and write EXPERIENCE: None required TRAINING: None required ELIGIBILITY: None required | DO 66, s. 2007 Non-Teaching Level I |



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