



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

10 August 2021

DIVISION MEMORANDUM
No. **291**, 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 **August 24-25 and August 30-31, 2021 at 8:00AM.**

- a. School Principal III (Secondary)
- b. School Principal II (Secondary)
- c. School Principal I (Elementary)
- d. Head Teacher I (Elementary)
- e. Head Teacher II (Secondary)
- f. Master Teacher I (Elementary)
- g. Master Teacher II (Elementary)
- h. Special Education Teacher II (Elementary)
- i. Dentist II (SDO)
- j. Administrative Officer I (Secondary)
- k. Administrative Assistant II (Secondary)
- l. Administrative Aide VI (SDO)

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

2. DepEd Schools Division of Nueva Vizcaya adheres to the Equal Employment Opportunity Principle (EEO) 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.



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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:

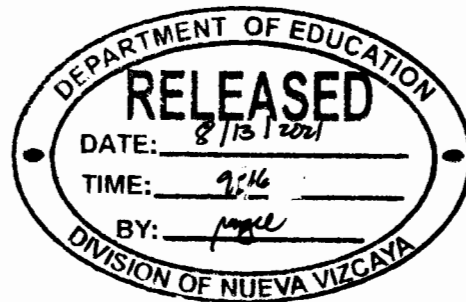
CRITERIA	DOCUMENTS TO BE SUBMITTED
Education	• <i>Transcript of Records/Certification of units earned</i>
Eligibility	• <i>CSC Eligibility/PRC License</i>
Experience	• <i>Service Record</i>
Training	• <i>Certificate of Training related to the position being applied for</i>

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 **August 16, 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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POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
<p>School Principal III SG – 21 (1) SDO (Secondary)</p>	<p>EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree w/ 18 professional education units plus 6 units of Management</p> <p>EXPERIENCE: 2 years as Principal</p> <p>TRAINING: 40 hours of relevant training.</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 42, s. 2007</p>
<p>School Principal II SG – 20 (2) SDO (Secondary)</p>	<p>EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree w/ 18 professional education units plus 6 units of Management</p> <p>EXPERIENCE: 1 year as Principal</p> <p>TRAINING: 40 hours of relevant training.</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 42, s. 2007</p>
<p>School Principal I SG – 19 (1) SDO (Elem.)</p>	<p>EDUCATION: Bachelor’s degree in Elementary Education or Bachelor’s 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 hours of relevant training.</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 42, s. 2007</p>
<p>Head Teacher I SG – 14 (1) SDO (Elementary)</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>DO 42 s.2007</p>

	<p>TRAINING: 24 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	
<p>Head Teacher II SG – 15</p> <p>(1) Sta. Cruz Pingkian HS</p>	<p>EDUCATION: Bachelor's degree in Elementary Education or Bachelor's degree plus 18 professional education units with appropriate field of specialization</p> <p>EXPERIENCE: HT for 1 year or TIC for 1 year; or Teacher for 4 years</p> <p>TRAINING: 24 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 66 s.2007 Teaching and Related Teaching</p>
<p>Master Teacher I SG – 18</p> <p>(1) Bambang I District</p>	<p>EDUCATION: 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>EXPERIENCE: 3 years relevant experience</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>Master Teacher II SG – 19</p> <p>(1) Quezon District</p>	<p>EDUCATION: Bachelor of Elementary Education or Bachelor's degree plus 18 Professional units in Education and 24 units Master's degree in Education or its equivalent.</p> <p>EXPERIENCE: 1 year as Master Teacher I or 4 years as Teacher III</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>MEC Order No. 10, s. 1979 & DECS Order No. 57, s. 1997</p>

<p>Special Education Teacher II SG – 15</p> <p>(2) SDO</p>	<p>EDUCATION: Bachelor of Elementary Education with Specialization in Special Education</p> <p>EXPERIENCE: 1 year experience as Special Education Teacher</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 66 s.2007 Teaching and Related Teaching</p>
<p>Dentist II SG - 17</p> <p>(1) SDO</p>	<p>EDUCATION: Doctor of Dental Medicine or Dental Surger</p> <p>EXPERIENCE: At least 1 year of relevant experience</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: RA 1080 (Dentist)</p>	<p>DO 66 s.2007 Non-Teaching Level II</p>
<p>Administrative Officer I SG – 10</p> <p>(1) Nansiakan NHS</p>	<p>EDUCATION: Bachelor’s degree relevant to the job</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Career Service (Professional) Second Level</p>	<p>DO 66 s.2007 Non-Teaching Level II</p>
<p>Administrative Assistant II (Disbursing Officer II) SG – 8</p> <p>(1) Kongkong Valley NHS (1) Malabing Valley NHS</p>	<p>EDUCATION: Completion of 2 year studies in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 years relevant training</p> <p>ELIGIBILITY: Career Service (Sub-Professional) Second Level</p>	<p>DO 66 s.2007 Non-Teaching Level I</p>
<p>Administrative Aide VI (Clerk III) SG-6</p> <p>(1) SDO</p>	<p>EDUCATION: Completion of 2 year studies in college</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Career Service (Sub-Professional) Second Level</p>	<p>DO 66 s.2007 Non-Teaching Level I</p>

Inclosure: As stated:

Reference: DepEd Order # 66, s. 2007
DepEd Order # 29, s. 2002
DECS Order # 57, s. 1997
MEC Order #10, s. 1979
DepEd Order #42, s. 2007
CSC Office Memorandum No. 13, s. 2017
Project e-IMPOSE
Regional Policy Outlining the Internal Guidelines on Recruitment, Selection, and Placement

Allotment: 2-3 (DO. 50-97)

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

Assessment Employees Teachers