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

6 October 2021

DIVISION MEMORANDUM
 No. **368**, 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 **October 19-20, 2021 at 8:00AM**.
 - a. Head Teacher III (Department Head)
 - b. SPET II
 - c. Master Teacher II
 - d. Master Teacher I
 - e. Administrative Aide VI (Storekeeper)

**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:

CRITERIA	DOCUMENTS TO BE SUBMITTED
Education	<ul style="list-style-type: none"> • <i>Transcript of Records/ Certification of units earned</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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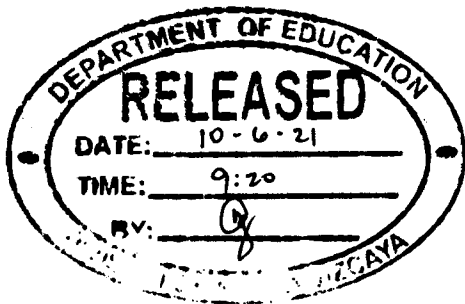
Eligibility	• <i>CSC Eligibility/ PRC License</i>
Experience	• <i>Service Record</i>
Training	• <i>Certificate of Training related to the position being applied for</i>

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 **October 11, 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, Ph.D., 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>Head Teacher III SG-16</p> <p style="text-align: center;">(1) Solano HS</p>	<p>EDUCATION: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization.</p> <p>EXPERIENCE: HT for 2 years; or Teacher for 5 years</p> <p>TRAINING: 24 hours of relevant training</p> <p>ELIGIBILITY: LET/PBET</p>	<p>DO 66, S.2007 (Teaching Related)</p>
<p>Master Teacher I SG-18</p> <p style="text-align: center;">(1) Bambang II</p>	<p>EDUCATION: Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent.</p> <p>EXPERIENCE: 3 years relevant experience</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: LET/PBET</p>	<p>MEC 10, s.1979, DECS 57, s.1997</p>
<p>Master Teacher II SG-19</p> <p style="text-align: center;">(1) Uddiawan NHS (1) Solano HS</p>	<p>EDUCATION:</p> <p><i>For Secondary:</i> Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major, and 24 units for a Master's degree in Education or its equivalent.</p>	<p>MEC 10, s.1979, DECS 57, s.1997</p>



	<p>EXPERIENCE: 1 year as Master Teacher I or 4 years as Teacher III</p> <p>TRAINING: 4 hours of relevant Training</p> <p>ELIGIBILITY: LET/PBET</p>	
<p>Special Education Teacher II SG-15</p> <p>(1) Solano I</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 of relevant Training</p> <p>ELIGIBILITY: LET/PBET</p>	DO 66, S.2007 (Teaching Related)
<p>Administrative Aide VI (Storekeeper) SG-6</p> <p>(1) SDO</p>	<p>EDUCATION: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: Career Service (Sub-Professional)/First Level Eligibility</p>	DO 66, S.2007 Non-teaching Level 1

