



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

3 November 2021

DIVISION MEMORANDUM

No. **409**, 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 **November 22-24, 2021**.
  - a. School Principal IV
  - b. School Principal I
  - c. Head Teacher I
  - d. Head Teacher III
  - e. Master Teacher I
  - f. Master Teacher II
  - g. Administrative Officer I (Supply Officer I)
  - h. Administrative Officer II (Administrative Officer I)
  - i. Administrative Assistant II (Disbursing Officer II)
  - j. Security Guard I

*\*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.



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

|            |                        |       |           |
|------------|------------------------|-------|-----------|
| Doc. Code: | <b>FM-OSDS-SDS-001</b> | Rev:  | <b>01</b> |
| As of:     | <b>01-09-2020</b>      | Page: | <b>1</b>  |




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:

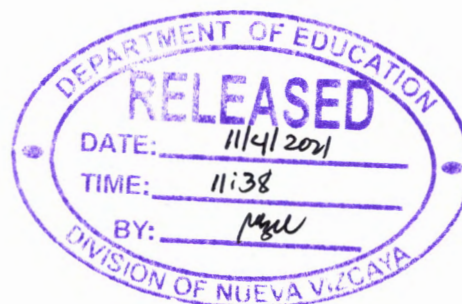
| CRITERIA    | DOCUMENTS TO BE SUBMITTED  |
|-------------|--|
| Education   | • <i>Transcript of Records/ Certification of units earned</i>              |
| Eligibility | • <i>CSC Eligibility/ PRC License</i>                                      |
| Experience  | • <i>Service Record</i>  |
| Training    | • <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 and organize documents with corresponding tabs.

4. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **November 9, 2021, Tuesday** until 5:00 o'clock in the afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO).**  
**Late submission will no longer be accepted.**
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



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

|           |                 |       |    |
|-----------|-----------------|-------|----|
| Doc Code: | FM-OSDS-SDS-001 | Rev:  | 01 |
| As of:    | 01-09-2020      | Page: | 2  |



| POSITIONS   | QUALIFICATION STANDARDS  | HIRING GUIDELINES            |
|---|--|------------------------------|
| <p><b>School Principal IV</b><br/> <b>SG – 22</b><br/> <b>(1) SDO (Elementary))</b></p> | <p><b>EDUCATION:</b> Bachelor’s degree in Elementary Education or Bachelor’s degree w/ 18 professional education units plus 6 units of Management</p> <p><b>EXPERIENCE:</b> 3 years as Principal</p> <p><b>TRAINING:</b> 40 hours of relevant training.</p> <p><b>ELIGIBILITY: RA 1080</b><br/>(Teacher)</p>   | <p><b>DO 42, s. 2007</b></p> |
| <p><b>School Principal I</b><br/> <b>SG – 19</b><br/> <b>(5) SDO (Elem.)</b></p>        | <p><b>EDUCATION:</b> Bachelor’s degree in Elementary Education or Bachelor’s degree w/ 18 professional education units</p> <p><b>EXPERIENCE:</b> 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><b>TRAINING:</b> 40 hours of relevant training.</p> <p><b>ELIGIBILITY: RA 1080</b><br/>(Teacher)</p> | <p><b>DO 42, s. 2007</b></p> |
| <p><b>Head Teacher I</b><br/> <b>SG –14</b><br/> <b>(1) SDO (Secondary)</b></p>         | <p><b>EDUCATION:</b> Bachelor’s degree in Secondary Education or Bachelor’s degree plus 18 professional education units</p> <p><b>EXPERIENCE:</b> TIC for 1 year; or Teacher for 3 years</p> <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY: RA 1080</b><br/>(Teacher)</p>  | <p><b>DO 42 s.2007</b></p>   |
| <p><b>Head Teacher III</b><br/> <b>SG –16</b><br/> <b>(1) SDO (Elementary)</b></p>      | <p><b>EDUCATION:</b> Bachelor’s degree in Elementary Education or Bachelor’s degree plus 18 professional education units</p> <p><b>EXPERIENCE:</b> HT for 2 years or TIC for 2 years; or Teacher for 5 years</p>   | <p><b>DO 42 s.2007</b></p>   |

|  |  |  |
|--|--|--|
|  | <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>   |  |
| <p><b>Master Teacher I</b><br/><b>SG – 18</b></p> <p>(1) Diadi District<br/>(1) Dupax del Norte II<br/>(1) Bintawan NHS</p>          | <p><b>EDUCATION:</b><br/><b>Elementary:</b><br/>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.<br/><b>Secondary:</b><br/>Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major and 18 units for a Master's degree in Education or its equivalent.</p> <p><b>EXPERIENCE:</b> 3 years relevant experience</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p> | <p><b>MEC Order No. 10, s. 1979 &amp; DECS Order No. 57, s. 1997</b></p> |
| <p><b>Master Teacher II</b><br/><b>SG – 19</b></p> <p>(1) Bambang I District<br/>(1) Kasibu West District<br/>(1) Western Kayapa</p> | <p><b>EDUCATION:</b> 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><b>EXPERIENCE:</b> 1 year as Master Teacher I or 4 years as Teacher III</p> <p><b>TRAINING:</b> 4 hours relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>  | <p><b>MEC Order No. 10, s. 1979 &amp; DECS Order No. 57, s. 1997</b></p> |
| <p><b>Administrative Officer I</b><br/><b>(Supply Officer I)</b><br/><b>SG – 10</b></p> <p>(1) KNAS</p>                              | <p><b>EDUCATION:</b> Bachelor's degree relevant to the job</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY:</b> Career Service (Professional) Second Level</p>   | <p><b>DO 66 s.2007</b><br/>Non-Teaching Level II</p>                     |

|   |   |  |
|---|---|--|
| <b>Administrative Officer II<br/>(Administrative Officer I)<br/>SG – 11</b><br><br><b>(1) Solano I District<br/>(20) SDO</b>      | <b>EDUCATION:</b> Bachelor’s degree relevant to the job<br><br><b>EXPERIENCE:</b> None required<br><br><b>TRAINING:</b> None required<br><br><b>ELIGIBILITY:</b> Career Service (Professional) Second Level                                   | <b>DO 66 s.2007</b><br>Non-Teaching Level II |
| <b>Administrative Assistant II<br/>(Disbursing Officer II)<br/>SG – 8</b><br><br><b>(1) Bintawan NHS<br/>(1) Murong NHS (SHS)</b> | <b>EDUCATION:</b> Completion of 2 year studies in college<br><br><b>EXPERIENCE:</b> 1 year of relevant experience<br><br><b>TRAINING:</b> 4 years relevant training<br><br><b>ELIGIBILITY:</b> Career Service (Sub-Professional) Second Level | <b>DO 66 s.2007</b><br>Non-Teaching Level I  |
| <b>SECURITY GUARD I<br/>SG-3</b><br><br><b>(1) Nansiakan NHS</b>  | <b>EDUCATION:</b> High School Graduate<br><br><b>EXPERIENCE:</b> None required<br><br><b>TRAINING:</b> None required<br><br><b>ELIGIBILITY:</b> Security Guard License  | <b>DO 66 s.2007</b><br>Non-Teaching Level I  |

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