



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

08 July 2022

DIVISION MEMORANDUM
No. **228**, s. 2022

ASSESSMENT FOR VARIOUS POSITIONS

To: 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 18-20, 2022**.
 - a. Administrative Assistant III
 - b. Administrative Assistant II
 - c. Administrative Aide IV (Clerk II)
 - d. Administrative Aide IV (Driver)
 - e. 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.
3. All interested applicants are requested to submit one (1) set (**Original copy**) 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>



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

- All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **July 11, 2022 (Monday)** 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.

- A separate memorandum will be released regarding the result of the pre-assessment including the time and schedule of each applicant to be assessed. Please be updated through our website <https://deped-nv.com.ph>
- Immediate dissemination of this memorandum is desired.


RACHEL R. LLANA PhD, CESO V
 Schools Division Superintendent



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QUALIFICATION STANDARDS

POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
Administrative Assistant III (Senior Bookkeeper) SG - 9 (11) SDO (vice Rexelda Bancod) (vice Lovely Princess Ramos) (vice Alona De Leon) (vice Karina Genevy Ancheta) (vice Jacqueline Resuello) (vice Emily Praxedes Melad) (vice Jonnalyn Agustin) (vice Erlinda Roduta) (vice Ma. Elena Cutaran) (vice Victoria Silao) (vice Myjella Gabbac)	EDUCATION: Completion of 2 years studies in college EXPERIENCE: One (1) year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: CSC (Sub-Professional)/First Level Eligibility	DO 66, s.2007 Non-Teaching Level I



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<p>(6) Elementary</p> <p>Solano I (vice Ritzelle Acoba)</p> <p>Western Kayapa (vice Maricar M. Valido)</p> <p>Bagabag II (vice Abigale Carbonel)</p> <p>Dupax del Sur (vice Marlene Reyes)</p> <p>Eastern Kayapa (vice Lovely Carpio)</p> <p>Bayombong II (vice Graziella Domingo)</p>		
<p>Administrative Assistant II (Disbursing Officer II) SG – 8</p> <p>(1) SDO (vice Dorina Sampaga)</p> <p>(1) Quezon NHS (vice Virginia Salvador)</p> <p>(1) Lamo NHS (vice Ian Keith Ramos)</p>	<p>EDUCATION: Completion of 2 years studies in college</p> <p>EXPERIENCE: One (1) year of relevant experience</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: CSC (Sub-Professional)/First Level Eligibility</p>	<p>DO 66, s.2007 Non-Teaching Level I</p>



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Administrative Aide IV (Clerk II) SG – 4 (1) Quezon NHS (vice Jonas Liban Jr.)	EDUCATION: Completion of 2 years studies in college EXPERIENCE: None required TRAINING: None required ELIGIBILITY: CSC (Sub- Professional)/First Level Eligibility	DO 66, s.2007 Non-Teaching Level I
Administrative Aide IV (Driver II) SG – 4 (1) SDO (vice Arthur Camangian)	EDUCATION: Elementary School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Professional Driver's License (MC II, s. 1996-CAT IV)	DO 66, s.2007 Non-Teaching Level I
Security Guard I SG – 3 (1) Lamo NHS (vice Norman Mirar)	EDUCATION: High School Graduate EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Security Guard License	DO 66, s.2007 Non-Teaching Level I



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