



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

02 August 2022

DIVISION MEMORANDUM
No. **258**, s. 2022

**CALL FOR THE SUBMISSION OF APPLICATION FOR
SCHOOL PRINCIPAL ITEMS**

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. To facilitate fast and timely filling up of School Principal items, this office would like to maintain a Pool of Qualified Applicants for possible vacancies.
2. Anent this, we would like to **Call for the submission** of application for School Principal Items (School Principal I-IV).

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

3. 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.
4. All interested applicants are requested to submit one (1) set of the following documents for the **Pre-assessment of their Eligibility** based on the **Qualification Standard** of the position being applied for:
 - a. Application Letter indicating therein the position being applied for (School Principal I-IV)
 - b. Duly notarized Personal Data Sheet (**PDS Form 212**) with Work Experience Sheet
 - c. Authenticated Transcript of Records/Certification of units earned
 - d. Xerox copy of PRC License and NQESH Rating
 - e. Service Record

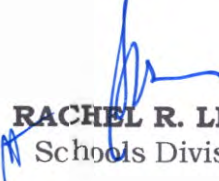


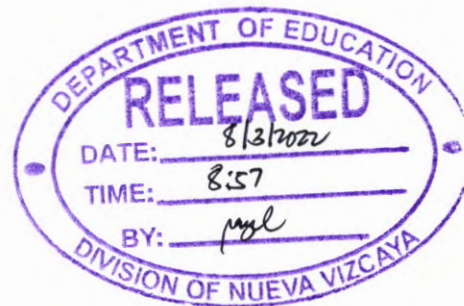
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph <https://region2.deped.gov.ph/>

- f. Certificate of Training related to the position being applied for
5. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **August 10, 2022 (Wednesday)** 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.

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


RACHEL R. LLANA, PhD., CESO V
Schools Division Superintendent



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Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA
QUALIFICATION STANDARD

POSTIONS	QUALIFICATION STANDARD	HIRING GUIDELINES
School Principal IV SG – 22	<p>EDUCATION</p> <p>Elementary: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p>Secondary: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management</p> <p>EXPERIENCE: 3 years as Principal</p> <p>TRAINING: 40 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher) NQESH passer</p>	DO 42, S. 2007 (School Head)
School Principal III SG – 21	<p>EDUCATION:</p> <p>Elementary: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of management.</p> <p>Secondary: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p>EXPERIENCE: 2 years Principal</p> <p>TRAINING: 40 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher) NQESH passer</p>	DO 42, S. 2007 (School Head)



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<p>School Principal II SG – 20</p>	<p>EDUCATION Elementary: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p>Secondary: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management</p> <p>EXPERIENCE: 1 year as Principal</p> <p>TRAINING: 40 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 NQESH Passer</p>	<p>DO 42, s. 2007 (School Head)</p>
<p>School Principal I SG – 19</p>	<p>EDUCATION: Elementary: Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units.</p> <p>Secondary: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units</p> <p>EXPERIENCE: HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years</p> <p>TRAINING: 40 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher) NQESH Passer</p>	<p>DO 42, s. 2007 (School Head)</p>



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