



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

12 August 2022

DIVISION MEMORANDUM
No. **272**, 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 **Call for the submission of application** for the following positions:
 - a. Administrative Officer I (Supply Officer)
 - b. Guidance Counselor I-III
 - c. Master Teacher I
 - d. Master Teacher II
 - e. Nurse II
 - f. Project Development Officer I (Youth Formation Coordinator)
 - g. Special Education Teacher I
 - h. Special Education Teacher III
 - i. *Administrative Assistant III*
 - j. *Administrative Assistant II*
 - k. *Administrative Aide IV*

**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 arranged accordingly into one (1) folder for the **Pre-assessment of**



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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
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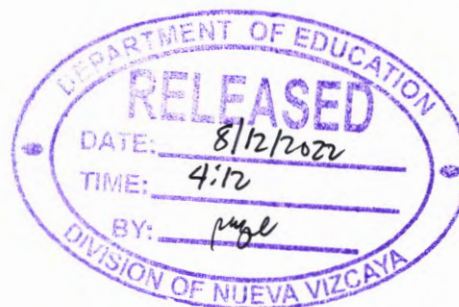
their Eligibility based on the **Qualification Standard** of the position being applied for:

- a. Application Letter indicating therein the position being applied for
 - 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 Eligibility (CSC-Prof/CSC-Subprof/PRC License)
 - e. Service Record
 - f. Certificate of Training related to the position being applied for
4. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **August 17, 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.

5. 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>
6. 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
<p>Master Teacher II SG – 19</p> <p>(1) Diadi District vice Rosalie Baptista</p> <p>(1) Ambaguio District vice Eduardo Malapitan</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>Master Teacher I SG – 18</p> <p>Elementary Vice:</p> <ol style="list-style-type: none"> 1. Ma. Conchita D. Bandro (Western Kayapa District) 2. Marites B. Fernandez (Bambang I District) 3. Jocelyn A. Cabrerros (Ambaguio District) 4. Racquel R. Tigo (Kasibu West District) 5. Gilda A. Bartido (Bayombong I District) 6. Elizabeth Ventura (Alfonso Castaneda District) 7. Frevelita Tactay (Bambang I District) 	<p>EDUCATION: Elementary: 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>Secondary: 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>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>



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<p>8. Zenaida Balicha (Kasibu West District)</p> <p>9. Fevelyn G. Domingo (Dupax del Sur District)</p> <p>Secondary</p> <p>(1) Solano NHS vice Elenita Navarro</p> <p>(1) Uddiawan NHS vice Milagros Sabas</p>		
<p>Head Teacher III SG -16</p> <p>(1) A. Castañeda vice Joven Balangto</p>	<p>EDUCATION: Bachelor's degree in Secondary Education or Bachelor's degree plus 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: RA 1080 (Teacher)</p>	<p>DO 66 s.2007 Teaching Related</p>
<p>Special Education Teacher I SG - 14</p> <p>(1) Solano East Central School vice Maybel Liwanon</p>	<p>EDUCATION: Bachelors degree in Education with specialization in Special Education</p> <p>EXPERIENCE: None required</p> <p>TRAINING: None required</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 66 s.2007 Teaching</p>
<p>Special Education Teacher III SG - 16</p> <p>Bayombong Central School vice:</p>	<p>EDUCATION: Masters Degree in Special Education</p> <p>EXPERIENCE: 3 years teaching experience as SPED Teacher I/II</p>	<p>DO 66 s.2007 Teaching</p>



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Kevin Marf SAquing John Michael Cachero	TRAINING: Training on specific area of exceptionality ELIGIBILITY: RA 1080 (Teacher)	
Guidance Counselor III SG - 13 (1) NVGCHS vice Rona Ria Obispo	EDUCATION: Master's degree in Guidance and Counseling EXPERIENCE: None required TRAINING: None required ELIGIBILITY: RA 1080 (Guidance Coundelor)	DO 66 s.2007 Teaching Related
Guidance Counselor II SG - 12 (1) NVGCHS vice Sarah Bless C. Sanchez	EDUCATION: Master's degree in Guidance and Counseling EXPERIENCE: None required TRAINING: 4 hours relevant training ELIGIBILITY: RA 1080 (Teacher)	DO 66 s.2007 Teaching Related
Project Development Officer I (Youth Formation Coordinator) SG - 11 (1) SDO vice Arlene Herrera	EDUCATION: Bachelor's degree relevant to the job EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Career Service (Pofessional) Second Level	DO 66 s.2007 Non-Teaching Level II
Administrative Officer I (Supply Officer I) SG - 10 (1) Quezon NHS vice Kathlyn Galvizo	EDUCATION: Bachelor's degree relevant to the job EXPERIENCE: None required TRAINING: None required ELIGIBILITY: Career Service (Pofessional) Second Level	DO 66 s.2007 Non-Teaching Level II
Nurse II SG - 16	EDUCATION: Bachelor of Science in Nursing	DO 66 s.2007 Non-Teaching Level II



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<p>(1) Diadi NHS vice vice Rose Lourdes C. Bautista</p> <p>(1) Bintawan NHS vice Rosie Dacumos</p>	<p>EXPERIENCE: One (1) year of relevant experience</p> <p>TRAINING: 4 hours of relevant training</p> <p>ELIGIBILITY: RA (1080) Nurse</p>	
<p>Administrative Assistant III (Senior Bookkeeper) SG – 9</p> <p>(1) SDO vice Pinky Bucasan</p>	<p>EDUCATION: Completion of 2 year studies in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: Career Service (Sub-Pofessional) First Level</p>	<p>DO 66 s.2007 Non-Teaching Level I</p>
<p>Administrative Assistant II (Disbursing Officer II) SG – 8</p> <p>(1) A. Castañeda NHS vice Beverlyn Castillo</p> <p>(1) Bagabag NHS vice Jocelyn Corsino</p> <p>(1) Napotuyak NHS vice Marivel Balasya</p>	<p>EDUCATION: Completion of 2 year studies in college</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: Career Service (Sub-Pofessional) First Level</p>	<p>DO 66 s.2007 Non-Teaching Level I</p>
<p>Administrative Aide IV SG-4</p> <p>(1) SDO vice Cristina Afalla</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) First 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



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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



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