



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

4 October 2022

DIVISION MEMORANDUM
No. **340**, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 272, S.2022
RE: 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 inform the field of the following additional information as regards to the following positions for assessment as per **Division Memorandum No. 272, s.2022** *Re: Assessment for Various Positions*:

Position for Assessment	Specialization to be assessed
Master Teacher I (1) Solano HS vice Elenita Navarro (1) Uddiawan NHS vice Milagros Sabas	TLE Science
Special Education Teacher III Bayombong Central School Vice: Kevin Marf Saquing John Michael Cachero	All applicants from different districts can join the assessment



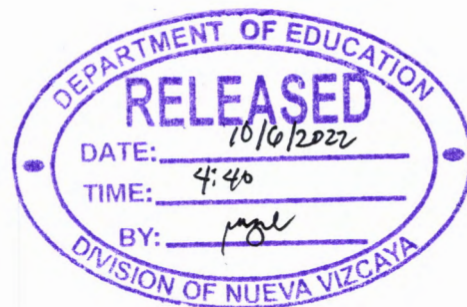
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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2. In addition to the positions for assessment indicated in Division Memorandum No. 272, s.2022, the following positions will be included for evaluation: *(see attached sheet)*
3. Anent this, all interested applicants for the positions indicated are requested to submit one (1) set of the following documents arranged accordingly into one (1) folder 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
 - 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 **October 10, 2022 (Monday)** until **4:00 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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POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
School Principal IV SG – 22 Elementary Vice Merlyn S. Abat	EDUCATION: Bachelor's degree in Elementary Education or its equivalent with a major and minor, or Bachelor's degree with 18 professional education units plus 6 units of management EXPERIENCE: 3 years as Principal TRAINING: 40 hours of relevant training ELIGIBILITY: RA 1080 (Teacher)	DO 42, S. 2007 (School Head)
School Principal III SG – 21 Secondary Vice Ronnie B. Bibas	EDUCATION: Bachelor's degree in Secondary Education or its equivalent with a major and minor, or Bachelor's degree with 18 professional education units plus 6 units of management EXPERIENCE: 2 years as Principal TRAINING: 40 hours of relevant training ELIGIBILITY: RA 1080 (Teacher)	DO 42, S. 2007 (School Head)
School Principal II SG – 20 Elementary Vice: Hilda D. Aragon Wilhelmina C. Castro	EDUCATION: Bachelor's degree in Elementary Education or its equivalent with a major and minor, or Bachelor's degree with 18 professional education units plus 6 units of management EXPERIENCE: 1 years as Principal	DO 42, S. 2007 (School Head)



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	TRAINING: 40 hours of relevant training ELIGIBILITY: RA 1080 (Teacher)	
Master Teacher I SG – 18 Elementary (1) Aritao I vice Marie Joy S. Soberano Secondary (1) NVGCHS vice Arnaldo Santos (Filipino)	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. 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. EXPERIENCE: 3 years relevant experience TRAINING: None required ELIGIBILITY: RA 1080 (Teacher)	MEC Order No. 10, s. 1979 & DECS Order No. 57, s. 1997
Head Teacher III SG –16 (1) Lamo NHS vice Robert Gamboa (TLE)	EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree plus 18 professional education units with appropriate field of specialization EXPERIENCE: HT for 2 years; or Teacher for 5 years TRAINING: 24 hours of relevant training	DO 66 s.2007 Teaching Related



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	ELIGIBILITY: RA 1080 (Teacher)	
Head Teacher III SG –16 Elementary Vice Francisco Pido	EDUCATION: Bachelor’s degree in Elementary Education or Bachelor’s degree plus 18 professional education units EXPERIENCE: HT for 2 years; or TIC for 2 years or Teacher for 5 years TRAINING: 24 hours of relevant training ELIGIBILITY: RA 1080 (Teacher)	DO 42, S. 2007 (School Head)
School Librarian I SG – 11 Nansiakan NHS Vice Francis Di-at	EDUCATION: Bachelor of Library Science or Information Science or any Bachelor’s degree major in Library Science or Information Science EXPERIENCE: None TRAINING: None ELIGIBILITY: RA 1080 (Librarian)	DO 66 s.2007 Non-Teaching Level II
Administrative Assistant III (Senior Bookkeeper) SG – 9 SDO vice (1) Mary Ann Agamata (2) Rosula Balberan (3) Marilou Mendoza (4) Francis Linda (5) Mae Moviada (6) Kasibu East vice	EDUCATION: Completion of 2 year studies in college EXPERIENCE: 1 year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: Career Service (Sub-Professional) First Level	DO 66 s.2007 Non-Teaching Level I



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Lhea Mae Alcantara		
Administrative Assistant II (Disbursing Officer II) SG – 8 (1) Solano NHS vice Ma. Jofel Madelyn Yarcia (1) Solano East ES vice Jaxvines M. Ramos (1) Ambaguio NHS (SHS) Darell de Guzman (1) Ganao NHS (SHS) vice Cleofe Covita	EDUCATION: Completion of 2 year studies in college EXPERIENCE: 1 year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: Career Service (Sub-Professional) First Level	DO 66 s.2007 Non-Teaching Level I
Administrative Aide VI (Clerk III) SG – 6 SDO VICE (1) Jayson Balut (2) Jovy Panganiban Quezon NHS vice (1) Danfel Mae Ila	EDUCATION: Completion of 2 year studies in college EXPERIENCE: 1 year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: Career Service (Sub-Professional) First Level	DO 66 s.2007 Non-Teaching Level I



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