



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

05 July 2023

DIVISION MEMORANDUM  
No. **281**, s. 2023

**CALL FOR THE SUBMISSION OF APPLICATION  
FOR THE ASSESSMENT OF 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. To facilitate the filling up of various positions, this office would like to announce the call for submission of application for the following positions to wit:
  - a. Administrative Assistant II (Disbursing Officer II)
  - b. Head Teacher II
  - c. Head Teacher III
  - d. Head Teacher V
  - e. Master Teacher II
  - f. School Principal 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 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



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- c. Authenticated Transcript of Records/Certification of units earned
  - d. Xerox copy of Eligibility (CSC-Prof/CSC-Subprof/PRC License)
  - e. Service Record/ Certificate of Employment
  - 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 **July 7, 2023 (Friday)** 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.

  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent



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### QUALIFICATION STANDARDS

POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
<p>SCHOOL PRINCIPAL I (Elementary) SG – 19</p> <p><b>Vice:</b></p> <p><b>Maritess Acierto Bernie S. Nival</b> (SDO)</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> (Teacher) NQESH Passer</p>	<p><b>DO 07, s. 2023</b> <b>(School Administration Position)</b></p>
<p>HEAD TEACHER III (Elementary) SG-16</p> <p><b>Vice:</b></p> <p><b>Ma. Magdalena Guzman Dionisio B. Vinoya</b> (SDO)</p>	<p><b>EDUCATION:</b> Bachelor’s degree in Secondary Education or Bachelor’s degree with 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>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY: RA 1080</b> (Teacher)</p>	<p><b>DO 07, s. 2023</b> <b>(School Administration Position)</b></p>
<p>HEAD TEACHER V (Secondary) SG – 18 (Subject School Head)</p> <p><b>Vice:</b></p> <p><b>Belita Hombrebueno</b> (Bintawan NHS) <b>Specialization:</b> TLE/Math</p>	<p><b>EDUCATION:</b> Bachelor’s degree in Secondary Education or Bachelor’s degree with 18 professional education units with appropriate field of specialization.</p> <p><b>EXPERIENCE:</b> HT for 4 years; or MT for 3 years</p> <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY: RA 1080</b> (Teacher)</p>	<p><b>DO 07, s. 2023</b> <b>(School Administration Position)</b></p>
<p>HEAD TEACHER II (Junior High School) SG-15</p> <p><b>Vice:</b></p> <p><b>Ayson Paclit</b> (Sta. Cruz Pingkian NHS) <b>Specialization:</b> TLE (Carpentry/EIM)</p>	<p><b>EDUCATION:</b> BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization</p> <p><b>EXPERIENCE:</b> HT for 1 year; or TIC for 1 year; or Teacher for 4 years</p> <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY: RA 1080</b> (Teacher)</p>	<p><b>DO 07, s. 2023</b> <b>(School Administration Position)</b></p>



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<p>MASTER TEACHER II SG – 19</p> <p><b>Vice:</b></p> <p><b>Marilyn R. Palitayan</b> (Solano I)</p>	<p><b>EDUCATION:</b> BEED or Bachelor's degree with 18 professional units in Education plus 24 units for a Masters degree in Education or its equivalent.</p> <p><b>EXPERIENCE:</b> 1 year as MT 1 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 10, S.1979 DO 57, 1997</b></p>
<p>ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) SG – 8</p> <p>Vice:</p> <p><b>Ivy Joy Cachero</b> (Malabing Valley NHS)</p> <p><b>Philita Pancho</b> (Runruno NHS)</p>	<p><b>EDUCATION:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course</p> <p><b>EXPERIENCE:</b> 1 year relevant experience</p> <p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>ELIGIBILITY:</b> Career Service (Sub-Professional) First Level</p>	<p><b>DO 07, s. 2023 (Non-Teaching Position)</b></p>



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