



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

30 January 2023

DIVISION MEMORANDUM
No. **-33**, 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. School Principal I
 - b. School Principal II
 - c. School Principal III
 - d. School Principal IV
 - e. Public Schools District Supervisor
 - f. Administrative Officer IV (Cashier)
 - g. Medical Doctor III
 - h. Head Teacher III (School Head)
 - i. Head Teacher III (Department Head)
 - j. Head Teacher V
 - k. Master Teacher I
 - l. Master Teacher II
 - m. Administrative Aide I
 - n. 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 (EEO) 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.



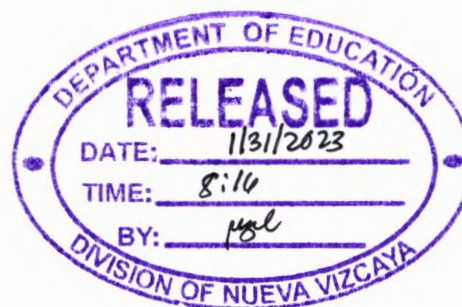
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
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3. All interested applicants are requested to submit one (1) set of the following documents arranged accordingly into one (1) folder for the **Pre-assessment of their Eligibility** 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
 - 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 **February 2, 2023 (Thursday)** 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. For those who participated in the last Pre-assessment for the **Pool of Qualified Applicants**, for your participation and queries, contact the HRM Office through the following numbers for more information.
 - Erlinda L. Roduta – 09678810655 (Northern District/Schools)
 - Mary Ann Agamata – 09978044241 (Southern District/ Schools)
6. 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>
7. 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>PUBLIC SCHOOLS DISRICT SUPERVISOR SG – 22</p> <p>Vice:</p> <p>Rosie Calacala (SDO)</p>	<p>EDUCATION: Master’s degree in Education or other relevant Master’s degree</p> <p>EXPERIENCE: 5 years cumulative experience in instructional supervision and school management</p> <p>TRAINING: 16 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher) NQESH passer</p>	<p>DO 66, s.2007 (Related-Teaching)</p>
<p>MEDICAL OFFICER III SG- 21</p> <p>Vice:</p> <p>Rydiant Joy Blessing L. Manuel (SDO)</p>	<p>EDUCATION: Doctor of Medicine (</p> <p>EXPERIENCE: None Required</p> <p>TRAINING: None Required</p> <p>ELIGIBILITY: RA 1080 (Physician’s Licensure Exam)</p>	<p>DO 66, S.2007 (Non-Teaching)</p>
<p>ADMINISTRATIVE OFFICER IV (Cashier) SG – 15</p> <p>Vice:</p> <p>Adelwisa Obana (SDO)</p>	<p>EDUCATION: Bachelor’s degree relevant to the job</p> <p>EXPERIENCE: 1 year of relevant experience</p> <p>TRAINING: 4 hours relevant training</p> <p>ELIGIBILITY: Career Service (Professional) / Second Level Eligibility</p>	<p>DO 66, S.2007 (Non-Teaching)</p>
<p>SCHOOL PRINCIPAL IV (Secondary) SG-22</p> <p>Vice:</p> <p>Eloisa Ang (SDO)</p>	<p>EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree with 18 professional education units + 6 units of Management.</p> <p>EXPERIENCE: 3 years Principal</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>



<p>SCHOOL PRINCIPAL III (Elementary) SG-21</p> <p>Vice:</p> <p>Alano Mendoza (SDO)</p>	<p>EDUCATION: Bachelor's degree in Elementary 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>	<p>DO 42, S. 2007 (School Head)</p>
<p>SCHOOL PRINCIPAL III (Secondary) SG-21</p> <p>Vice:</p> <p>Roberto Cutillon (SDO)</p>	<p>EDUCATION: 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>	<p>DO 42, S. 2007 (School Head)</p>
<p>SCHOOL PRINCIPAL II (Elementary) SG-20</p> <p>Vice:</p> <p>Cecilia Alafriz (SDO)</p>	<p>EDUCATION: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p>EXPERIENCE: 1 years Principal</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>
<p>SCHOOL PRINCIPAL II (Secondary) SG-20</p> <p>Vice:</p> <p>Saturnino Calansi (SDO)</p>	<p>EDUCATION: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p>EXPERIENCE: 1 years Principal</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>



<p>SCHOOL PRINCIPAL I (Elementary) SG – 19</p> <p>Vice:</p> <p>Rosemarie Guzman (SDO)</p> <p>Pura Balanag (SDO)</p>	<p>EDUCATION: Bachelor’s degree in Elementary Education or Bachelor’s degree w/ 18 professional education units</p> <p>EXPERIENCE: 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>TRAINING: 40 hours of relevant training.</p> <p>ELIGIBILITY: RA 1080 (Teacher) NQESH Passer</p>	<p>DO 42, s. 2007</p>
<p>HEAD TEACHER III (Elementary) SG-16</p> <p>Vice:</p> <p>Juan Laguit (SDO)</p>	<p>EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree with 18 professional education units.</p> <p>EXPERIENCE: HT for 2 years; or TIC 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 42, S. 2007 (School Head)</p>
<p>HEAD TEACHER III (Secondary) SG-16 (Subject School Head)</p> <p>Vice:</p> <p>Pacita Padura (Aritao NHS) Specialization: MATH</p> <p>Rolando Quizano (Dupax del Sur NHS) Specialization: Math/Filipino</p>	<p>EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree with 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 (Related Teaching)</p>
<p>HEAD TEACHER V (Secondary) SG – 18</p>	<p>EDUCATION: Bachelor’s degree in Secondary Education or Bachelor’s degree with 18 professional education</p>	<p>DO 66, S.2007 (Related Teaching)</p>



(Subject School Head) Vice: Marissa Toralba (NVGCHS) Specialization: SCIENCE	units with appropriate field of specialization. EXPERIENCE: HT for 4 years; or MT for 3 years TRAINING: 24 hours of relevant training ELIGIBILITY: RA 1080 (Teacher)	
MASTER TEACHER I SG – 17 Vice: Nicolas Mangabat (Kasibu East) Amalia Lacsá (Bagabag II) Cristina Duque (Aritao II) Myrna Del Campo (Aritao II) Cresencia guiaoan (Kasibu West) Jovelyn Torno (Bambang I) Adeline Tambaling (Ambaguio)	EDUCATION: Bachelor of Elementary Education (BEEEd) OR Bachelor's Degree plus 18 professional units in Education, 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 10, S.1979 DO 57, 1997
MASTER TEACHER II SG – 18 Vice: Mildred Piñon (Diadi)) Elizabeth Cabato (Kasibu East))	EDUCATION: Bachelor of Elementary Education (BEEEd) OR Bachelor's Degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent EXPERIENCE: 1 year as Master Teacher I or 4 years as Teacher III TRAINING: 4 hours of relevant training ELIGIBILITY: RA 1080 (Teacher)	MEC 10, S.1979 DO 57, 1997
ADMINISTRATIVE AIDE I SG – 1	EDUCATION: Must be able to read and write EXPERIENCE: None Required	DO 66, S.2007 (Non-Teaching Level 1)



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Danilo Castillo Sr. (Villaverde)	ELIGIBILITY: None Required	
SECURITY GUARD I SG- 3	EDUCATION: High School Graduate	DO 66, S.2007 (Non-Teaching Level 1)
Vice:	EXPERIENCE: None Required	
Thomo Kidatan (Alfonso Castañeda)	TRAINING: None Required ELIGIBILITY: None Required	



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