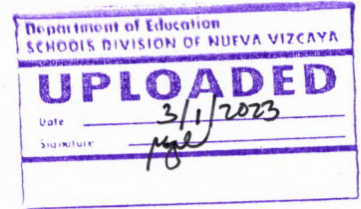




Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA



01 March 2023

DIVISION MEMORANDUM  
No. **65**, 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. Head Teacher I
  - b. Head Teacher III
  - c. School Principal I
  - d. School Principal II
  - e. School Principal III
  - f. School Principal IV
  - g. Master Teacher I
  - h. Master Teacher II
  - i. Administrative Officer II
  - j. Administrative Assistant III
  - k. Administrative Assistant II
  - l. Librarian I
  - m. Administrative Aide IV
  - n. Administrative Aide VI
  - o. 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 (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.



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya  
**Telephone Nos.:** (078) 362-0106, 091.71589946  
**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
**Website:** [www.deped-nv.com.ph](http://www.deped-nv.com.ph) <https://region2.deped.gov.ph/>

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 **March 6, 2023 (Monday)** 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** 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



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

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	2

### QUALIFICATION STANDARDS

POSITIONS	QUALIFICATION STANDARDS	HIRING GUIDELINES
<p>SCHOOL PRINCIPAL IV (Secondary) SG-22</p> <p><b>Vice:</b></p> <p><b>Victor G. Taleon</b> (SDO)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p><b>EXPERIENCE:</b> 3 years Principal</p> <p><b>TRAINING:</b> 40 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher) NQESH passer</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>SCHOOL PRINCIPAL IV (Elementary) SG-22</p> <p><b>Vice:</b></p> <p><b>Singasing Valdez</b> (SDO)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p><b>EXPERIENCE:</b> 3 years as Principal</p> <p><b>TRAINING:</b> 40 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher) NQESH passer</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>SCHOOL PRINCIPAL III (Secondary) SG-21</p> <p><b>Vice:</b></p> <p><b>Amadeo Dulay</b> (SDO)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p><b>EXPERIENCE:</b> 2 years Principal</p> <p><b>TRAINING:</b> 40 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher) NQESH passer</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>SCHOOL PRINCIPAL II (Elementary) SG-20</p> <p><b>Vice:</b></p> <p><b>Carmelita Pale</b> (SDO)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management.</p> <p><b>EXPERIENCE:</b> 1 years Principal</p> <p><b>TRAINING:</b> 40 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher) NQESH passer</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

**Telephone Nos.:** (078) 362-0106, 09171589946

**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)

**Website:** [www.deped-nv.com.ph](http://www.deped-nv.com.ph) <https://region2.deped.gov.ph/>

<p>SCHOOL PRINCIPAL I (Elementary) SG-19</p> <p><b>Vice:</b></p> <p><b>Jessica Calub Jacqueline Larida Victoria Baguilat Donald Calma Marites Esnara Bayangan O. Dizon</b></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:</b> RA 1080 (Teacher) NQESH Passer</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>SCHOOL PRINCIPAL I (Secondary) SG-19</p> <p><b>Vice:</b></p> <p><b>Georly Tugade</b></p>	<p><b>EDUCATION:</b> Bachelor's degree in Secondary 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:</b> RA 1080 (Teacher) NQESH Passer</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>HEAD TEACHER III (Elementary) SG - 16</p> <p><b>Vice:</b></p> <p><b>Jennifer Tagure Gerevic Anne Rayos Carol Suguitan Florabel Sulio</b></p>	<p><b>EDUCATION:</b> Bachelor's degree in Elementary 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:</b> RA 1080 (Teacher)</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>HEAD TEACHER III (Secondary) SG-16</p> <p>Vice:</p> <p><b>Phoebe Sadinas (KNAS)</b> Specialization: Science</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 2 years; or Teacher for 5 years</p> <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p><b>DO 66, s.2007 Teaching and Related-Teaching</b></p>



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

**Telephone Nos.:** (078) 362-0106, 09171589946

**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)

**Website:** [www.deped-nv.com.ph](http://www.deped-nv.com.ph) <https://region2.deped.gov.ph/>

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	4

<p>HEAD TEACHER I (Elementary) SG - 14</p> <p><b>Vice:</b> <b>Nora Tomas</b> <b>Rosie Calip</b></p>	<p><b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units.</p> <p><b>EXPERIENCE:</b> TIC for 1 year; or Teacher for 3 years</p> <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p><b>DO 42, S. 2007 (School Head)</b></p>
<p>MASTER TEACHER I SG - 17</p> <p><b>Vice:</b> <b>Bernardo Ramon</b> (Ambaguio)</p>	<p><b>EDUCATION:</b> Bachelor of Elementary Education (BEEd) OR Bachelor's Degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent</p> <p><b>EXPERIENCE:</b> 3 years relevant experience</p> <p><b>TRAINING:</b> None Required</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p><b>MEC 10, S.1979</b> <b>DO 57, 1997</b></p>
<p>MASTER TEACHER II (Secondary) SG - 18</p> <p>Vice: <b>Hazel Diaz</b> Specialization: Math (NVGCHS)</p>	<p><b>EDUCATION:</b> Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent</p> <p><b>EXPERIENCE:</b> 1 year as Master Teacher I or 4 years as Teacher III</p> <p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p><b>MEC 10, S.1979</b> <b>DO 57, 1997</b></p>
<p>ADMINISTRATIVE OFFICER II (Administrative Officer I) SG - 11</p> <p>Vice: <b>Scarlet Telan</b> (Bagabag NHS)</p>	<p><b>EDUCATION:</b> Bachelor's Degree relevant to the job</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>TRAINING:</b> None required</p> <p><b>ELIGIBILITY:</b> Career Service Professional/ Second Level</p>	<p><b>DO 66, s.2007 Non-Teaching Level II</b></p>
<p>ADMINISTRATIVE ASSISTANT III SG - 9</p> <p>Vice:</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>DO 66, s.2007 Non-Teaching Level I</b></p>



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

**Telephone Nos.:** (078) 362-0106, 09171589946

**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)

**Website:** [www.deped-nv.com.ph](http://www.deped-nv.com.ph) <https://region2.deped.gov.ph/>

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	5

<p><b>Mary Abigail Parinas</b> (Alfonso Castaneda-JHS Cluster)</p> <p><b>Mae C. Movida</b> (Dupax del Norte I)</p> <p><b>Lhea Mae Alcantara</b> (Kasibu East)</p> <p><b>Mary Ann Agamata</b> (Dupax del Sur)</p> <p><b>Francis Linda</b> (Alfonso Castaneda-JHS Cluster)</p> <p><b>Noriebell B. Gorospe</b> (Diadi)</p> <p><b>Lovely Carpio</b> (Kayapa East)</p> <p><b>Marlene Reyes</b> (Dupax del Sur)</p> <p><b>Pinky Bucasan</b> (SDO)</p>	<p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>ELIGIBILITY:</b> Career Service (Sub-Professional) First Level</p>	
<p>ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) SG – 8</p> <p>Vice:</p> <p><b>Darell John De Guzman</b> (Ambaguio)</p> <p><b>Ma. Jofel Madelyn Yarcia</b> (Solano HS)</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 66, s.2007 Non-Teaching Level I</b></p>



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

<p><b>Dina Aragon</b> (Konkong Valley NHS)</p> <p><b>Beverlyn Castillo</b> (Alfonso Castaneda)</p> <p><b>Marivel Balasya</b> (Napo-Tuyak NHS)</p> <p><b>Julie Ann Padilla</b> (Sta. Fe)</p> <p><b>Ruben Dana</b> (Villaverde)</p> <p><b>Joceilyn Corsino</b> (Bagabag HS)</p> <p><b>Peter John B. Bancod</b> (Bintawan NHS)</p> <p><b>Cleofe Covita</b> (Ganao NHS)</p> <p><b>Jaxvines M. Ramos</b> (Solano I)</p>		
<p>SCHOOL LIBRARIAN I SG – 11</p> <p>Vice: <b>Francis Di-at</b> Nansiakan NHS</p>	<p><b>EDUCATION:</b> Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science</p> <p><b>EXPERIENCE:</b> None</p> <p><b>TRAINING:</b> None</p> <p><b>ELIGIBILITY:</b> RA 1080 (Librarian)</p>	<p><b>DO 66, s.2007 Non-Teaching Level II</b></p>
<p>ADMINISTRATIVE AIDE IV (CLERK II) SG – 4</p> <p>Vice: <b>Cristina Afalla</b> (SDO)</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 66, s.2007 Non-Teaching Level I</b></p>



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

**Telephone Nos.:** (078) 362-0106, 09171589946

**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)

**Website:** [www.deped-nv.com.ph](http://www.deped-nv.com.ph) <https://region2.deped.gov.ph/>

<p>ADMINISTRATIVE AIDE VI (CLERK III) SG – 6</p> <p>Vice:</p> <p><b>Danfel Mae L. Ila</b> (Quezon NHS)</p> <p><b>Jovy Panganiban</b> (SDO)</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 66, s.2007 Non-Teaching Level I</b></p>
<p>SECURITY GUARD I SG – 3</p> <p>Vice:</p> <p><b>Joseph Thiam</b> (Bagabag I)</p>	<p><b>EDUCATION:</b> High School Graduate</p> <p><b>EXPERIENCE:</b> None Required</p> <p><b>TRAINING:</b> None Required</p> <p><b>ELIGIBILITY:</b> Security Guard License</p>	<p><b>DO 66, s.2007 Non-Teaching Level I</b></p>



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