



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

07 June 2024

DIVISION MEMORANDUM  
No. **239**, s. 2024

**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:

**Secondary:**

Position	No. of items
a. School Principal II	1
b. Assistant Principal II	1
c. Head Teacher I	1
d. Master Teacher I	1
e. Head Teacher V	2
<b>TOTAL</b>	<b>6</b>

**Elementary:**

Position	No. of items
a. Head Teacher III	2
b. Master Teacher II	2
c. Master Teacher I	6
d. Special Education Teacher III	2
e. Special Education Teacher I	1
<b>TOTAL</b>	<b>13</b>

## Non-Teaching

Position	No. of items
a. Administrative Officer IV	1
b. Education Program Specialist II	1
c. Administrative Officer II	1
d. Administrative Assistant II (Disbursing Officer)	2
<b>TOTAL</b>	<b>5</b>

*\*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.
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 applicants are advised to fill up the form on this link <https://bit.ly/RegistrationApplicants2023> after submission of the above mentioned documents.
5. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **June 18, 2024** 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.**
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 official facebook page <https://www.facebook.com/AHA.Bestkaya> and SDO Nueva Vizcaya Human Resource Management Office.
7. Immediate dissemination of this memorandum is desired.



**ORLANDO E. MANUEL 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)

## QUALIFICATION STANDARD

Position	Qualification Standards	Assessment Guidelines
<p><b>SCHOOL PRINCIPAL II</b> SG-20 (Secondary)</p> <p>Vice: <b>AGNES ILLARDE</b> (SDO)</p>	<p><b>EDUCATION:</b> Bachelor degree in Secondary Education; or Bachelors degree with 18 professional education units plus 6 units of Management</p> <p><b>TRAINING:</b> 40 hours relevant training</p> <p><b>EXPERIENCE:</b> 1 year as Principal</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p>DepEd Order 007, s.2023 (<i>School Administration</i>)</p>
<p><b>ASSISTANT SCHOOL PRINCIPAL II (SENIOR HIGH SCHOOL)</b> SG - 19</p> <p>Vice:  <i>Secondary:</i></p> <p><b>JIGGER R. MANUEL</b> (Aritao NHS)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Educaiton or its equivalent with a mJOR and minor; or Bachelor's degree in Arts and Sciences with at least 18 units in professional education</p> <p><b>TRAINING:</b> 8 hours relevant training</p> <p><b>EXPERIENCE:</b> 2 years of relevant experience</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p> <p><b>PREFERRED:</b> NQESH Passer</p>	<p>DepEd Order 007, s.2023 (<i>School Administration</i>)</p>
<p><b>HEAD TEACHER V</b> SG- 18 (Secondary)</p> <p>Vice:</p> <p><b>MARISSA LUCAS</b> (NVGCHS) <b>Specialization: English</b></p> <p><b>MARY ANN CARPISO</b> (NVGCHS) <b>Specialization: Science</b></p>	<p><b>EDUCATION:</b> BSED or Bachelor's degree with 18 professional education units with appropriate field of specialization</p> <p><b>TRAINING:</b> 24 hours of relevant training</p> <p><b>EXPERIENCE:</b> Head Teacher for 4 years; or Master Teacher for 3 years</p>	<p>DepEd Order 007, s.2023 (<i>School Administration</i>)</p>

	<b>ELIGIBILITY:</b> RA 1080 (Teacher)	
<b>HEAD TEACHER III</b> SG – 16  Vice:  <i>Elementary:</i>  <b>GREG OMAR BADUA</b> (SDO)  <b>JESSIE WAIS</b> (SDO)	<b>EDUCATION:</b> BEED or Bachelor's degree with 18 professional units in Education  <b>TRAINING:</b> 24 hours relevant training  <b>EXPERIENCE:</b> HT for 2 years; or Teacher in-Charge for 2 years; Teacher for 5 years  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	DepEd Order 007, s.2023 (School Administration)
<b>HEAD TEACHER I</b> SG – 14  <i>Secondary:</i>  <b>JONATHAN PAMITTAN</b> (SDO)	<b>EDUCATION:</b> BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization  <b>TRAINING:</b> 24 hours relevant training  <b>EXPERIENCE:</b> TIC for 1 year; or Teacher for 3 years  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	DepEd Order 007, s.2023 (School Administration)
<b>MASTER TEACHER II</b> SG- 19  Vice:  <i>Elementary:</i>  <b>NENITA ALIPIO</b> (Dupax del Norte II)  <b>JOSELITO GAPUZ</b> (Bambang I)	<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.  <b>TRAINING:</b> 4 hours relevant training <b>EXPERIENCE:</b> 1 year as MT 1 or 4 years as Teacher III  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	MEC Order No. 10, s.1979 and DECS Order No. 57, s.1997
<b>MASTER TEACHER I</b> SG-18  Vice:	<b>EDUCATION:</b>  <i>Elementary:</i> BEED or Bachelor's degree with 18 professional units	MEC Order No. 10, s.1979 and DECS Order No. 57, s.1997

<p><u>Elementary:</u></p> <p><b>MARY ROSE DOLES</b> (Bayombong I)</p> <p><b>FRANCIS RAMOS</b> (Aritao I)</p> <p><b>DEXTER PATRICIO</b> (Bambang I)</p> <p><b>NOEL SADINAS</b> (Kasibu West)</p> <p><b>JOCELYN ROSARIO</b> (Kasibu West)</p> <p><b>FLORDELIZA MANGAOANG</b> (Dupax del Sur)</p> <p><u>Secondary:</u></p> <p><b>ANA GRACE LIMOS</b> (Uddiawan NHS) <b>Specialization:</b> English</p>	<p>in Education plus 18 units for a Master's degree in Education or its equivalent.</p> <p><b>Secondary:</b> BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization plus 18 units for a Master's degree in Education or its equivalent.</p> <p><b>TRAINING:</b> None required</p> <p><b>EXPERIENCE:</b> 3-years relevant experience</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	
<p><b>SPECIAL EDUCATION TEACHER III</b> SG – 16 (Elementary)</p> <p>Vice: <b>JOHN MICHAEL B. CACHERO</b> (Bayombong I)</p> <p><b>KEVIN MARF SAQUING</b> (Bayombong I)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Education with specialization in Special Education</p> <p><b>Preferred Qualification:</b> Master's Degree in Special Education</p> <p><b>TRAINING:</b> 4 hours of relevant training</p> <p><b>EXPERIENCE:</b> Two (2) years experience as Special Education Teacher</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p>DO 66, s.2007 Teaching and Teaching-Related</p>
<p><b>SPECIAL EDUCATION TEACHER I</b> SG-14 (Elementary)</p> <p>Vice: <b>MAUREEN BRIONES</b> (Solano I)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Education with Specialization in Special Education</p> <p><b>TRAINING:</b> None required</p>	<p>DO 66, s.2007 Teaching and Teaching-Related</p>

	<p><b>EXPERIENCE:</b> None Required</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	
<p><b>EDUCATION PROGRAM SPECIALIST II</b> SG-16</p> <p>Vice:</p> <p><b>KENNETH JEYSON GALINGANA</b> (SDO-HRD)</p>	<p><b>EDUCATION:</b> Bachelor's degree in Education or its Equivalent</p> <p><b>TRAINING:</b> 4 hours relevant training</p> <p><b>EXPERIENCE:</b> Two (2) years of relevant experience</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)</p>
<p><b>ADMINISTRATIVE OFFICER IV</b> SG-15</p> <p>Vice:</p> <p><b>RAZEL NAVARRETE</b> (SDO-Records)</p>	<p><b>EDUCATION:</b> Bachelor's degree relevant to the job</p> <p><b>TRAINING:</b> 4 hours relevant training</p> <p><b>EXPERIENCE:</b> One (1) year of relevant experience</p> <p><b>ELIGIBILITY:</b> CSC (Professional) Second Level Eligibility</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)</p>
<p><b>ADMINISTRATIVE OFFICER II</b> SG-11</p> <p>Vice:</p> <p><b>RIZZA BERRAS</b> (Aritao NHS)</p>	<p><b>EDUCATION:</b> Bachelor's degree relevant to the job</p> <p><b>TRAINING:</b> None Required</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>ELIGIBILITY:</b> CSC (Professional) Second Level Eligibility</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)</p>
<p><b>ADMINISTRATIVE ASSISTANT II</b> (Disbursing Officer II) SG-8</p> <p>Vice:</p>	<p><b>EDUCATION:</b> Completion of 2-years studies in college</p> <p><b>TRAINING:</b> 4 hours relevant training</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9 Non-General Services)</p>

<p><b>OLIVIA CALPAJE</b> (Aritao NHS)</p>	<p><b>EXPERIENCE:</b> One (1) year of relevant experience</p>	
<p><b>JHONNY GUINDAYAN</b> (Martinez Cuyangan)</p>	<p><b>ELIGIBILITY:</b> CSC (Sub-Professional) First Eligibility</p>	