



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

23 September 2024

DIVISION MEMORANDUM  
No. **408**, s. 2024

**CALL FOR THE SUBMISSION OF APPLICATION  
FOR THE ASSESSMENT OF VARIOUS POSITIONS**

To: OIC-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. Master Teacher I	3
<b>TOTAL</b>	<b>3</b>

**Elementary:**

Position	No. of items
a. School Principal I	1
b. Master Teacher I	4
c. Master Teacher II	3
d. SPET III	2
e. SPET I	1
<b>TOTAL</b>	<b>11</b>

**Non-Teaching**

Position	No. of items
a. Nurse II	1
b. Administrative Officer IV (Cashier)	1

c. Administrative Officer II (Administrative Officer I)	53
d. Accountant I	1
e. Administrative Assistant III (Senior Bookkeeper)	1
f. Administrative Assistant II (Disbursing Officer II)	2
g. Administrative Assistant I (Administrative Assistant I)	1
h. Administrative Aide III (Clerk I)	1
i. Administrative Aide I (Utility Worker I)	1
j. Security Guard I	1
<b>TOTAL</b>	<b>63</b>

*\*Note: Please see attached documents for the Qualification Standards*

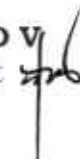
2. DepEd Schools Division of Nueva Vizcaya adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, 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
  - 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

**Note: For non-teaching and related-teaching positions please refer to Attachment 1 for additional documents to be submitted**

4. All applicants are advised to fill up the form on this link [bit.ly/ApplicantRegistration2024](http://bit.ly/ApplicantRegistration2024) 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 **October 7, 2024** until 5:00 o'clock in the afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO).**

**Late submission of documents 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://sdonuevavizcaya.com/> 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 





**CONTEXTUALIZED GUIDELINES IN THE SUBMISSION OF APPLICATION,  
EVALUATION, AND SHORTLISTING OF APPLICANTS FOR NON-TEACHING AND  
RELATED TEACHING POSITIONS**

**Submission of Application:**

1. Applicants are required to submit the following documents upon application:
  - a. **Pre-Assessment Documents** – documents to be submitted for the evaluation of eligibility of an applicant to determine whether he/she is Qualified or Disqualified for the position:
    - a. Application Letter
      - Indicate the position being applied for
      - If there are more than three vacant items of the same position, the applicant has to choose 2 places of assignment from his/her locality where he/she wants to apply.
    - 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/Certificate of Employment
    - f. Certificate of Training related to the position being applied for
  - b. **Assessment Documents** – additional documents to be submitted for the evaluation of points based on the criteria for assessment.
    - The assessment for Non-teaching positions shall be based on the following criteria:

CRITERIA	Document to submit
<b>a. EDUCATION</b> Units and/or degree relevant to the position to be filled exceeding the maximum qualification requirements as defined in the Civil Service approved Qualification Standards	Transcript of Records / certification of grades for Bachelor's degree and Masteral/Doctoral Degree
<b>b. TRAINING</b> Traing hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC approved Qualification Standards, acquired after the last promotion but within the last five (5) years;	Certificate of Trainings (Xerox Copy)
<b>c. EXPERIENCE</b> Experience relevant to the position to be filled, exceeding the minimum qualifcatin requirements as defined in the	Certificate of Employment/ Service Record

CSC-approved Qualification Standards	
<p><b>d. PERFORMANCE</b> Performance refers to the assessment of how tasks, duties, and responsibilities are carried out or accomplished by the applicant as evidenced by performance rating document or other means of verification. The performance rating obtained in the current or previous job or position that is relevant to the position to be filled shall be used for purposes of giving points for performance.</p>	<p><b>Positions with experience Requirement:</b></p> <ul style="list-style-type: none"> <li>a. Performance Rating relevant to the position to be filled (1 year)</li> </ul> <p><b>Positions with no experience requirement:</b></p> <ul style="list-style-type: none"> <li>a. Civil Service Rating</li> <li>b. PRC Rating</li> <li>c. Certificate as Cumlaude, Magna Cumlaude or Suma Cumlaude</li> <li>d. GWA</li> </ul>
<p><b>e. OUTSTANDING ACCOMPLISHMENTS</b> Outstanding Accomplishments refer to meritorious contributions of an applicant, such as ideas, inventions, or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Outstanding accomplishments must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and/or savings in government spending.</p>	<p><b>a. Awards and Recognition</b></p> <ul style="list-style-type: none"> <li>- citations or commendations (Positions with SG 1-4)</li> <li>- academic or inter-school awards</li> <li>- outstanding employee awards.</li> </ul> <p><b>b. Research and Innovation</b></p> <ul style="list-style-type: none"> <li>- Research Conducted</li> </ul> <p><b>c. Subject Matter Expert/ Membership in National TWGs or Committees</b></p> <ul style="list-style-type: none"> <li>- Certificate as Subject Matter Expert or Certificate as National TWG</li> </ul> <p><b>d. Resource Speakership/ Learning Facilitation</b></p> <ul style="list-style-type: none"> <li>- Certificate of Recognition as Resource Speaker</li> </ul> <p><b>e. NEAP Accredited Learning Facilitator</b></p> <ul style="list-style-type: none"> <li>- Certification as NEAP Facilitator</li> </ul>
<p><b>f. APPLICATION OF EDUCATION</b> Application of education is the contribution made by an applicant to their workplace as a result of their learning from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are</p>	<p><b>Positions with experience requirement:</b></p> <p>Application of education is the contributions made by the applicant to their workplace as a result of their learning from their education degrees or units earned, such as but not limited to applied concepts, processes, and skills</p>



relevant to the position to be filled.	that are relevant to the position to be filled.  <b>Positions with no experience requirement:</b>  Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/ grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission of Higher Education (CHED) or other certifications
<b>g. APPLICATION OF LEARNING AND DEVELOPMENT (L &amp; D)</b> Application of L & D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work.	1. Certificate of Training or Certification on any applicable L & D intervention acquired 2. Action Plan/ Re-entry Action Plan/ Job Embedded Learning 3. Accomplishment report with General Certification that the L & D intervention was adopted by the office

### Assessment of Potential

#### a. Written Examination and Skills or Work Sample Test

- Applicants will be notified through memorandum of the schedule of the Written Examination and Skills/Work Sample Test

#### b. Behavioural Events Interview (BEI)

- Applicants will be notified through memorandum of the schedule of the Interview

## QUALIFICATION STANDARD

Position	Qualification Standards	Assessment Guidelines
<b>SCHOOL PRINCIPAL I</b> (Elementary) SG – 19  <b>Vice:</b>  <b>MARISSA FRAGATA</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree in Elementary Education or Bachelor's degree w/ 18 professional education units  <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  <b>TRAINING:</b> 40 hours of relevant training.  <b>ELIGIBILITY:</b> RA 1080 (Teacher) NQESH Passer	DepEd Order 007, s.2023 (School Administration)
<b>MASTER TEACHER II</b> SG - 19 (Elementary)  <b>Vice:</b> <b>PRINCESS MAGDAY</b> (Bambang II)  <b>ELLEN APIGO</b> (Dupax del Sur)  <b>VICENTA DELA CRUZ</b> (Dupax del Sur)	<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  <b>Elementary:</b> <b>Vice:</b> <b>ROSE NADIAHAN</b> (Alfonso Castañeda)  <b>DAMARIS SADUESTE</b> (Bambang II)  <b>TRINIDAD LIBUNAO</b> (Villaverde)  <b>KAROLE JOY S. LIBADIA</b> (Aritao I)	<b>EDUCATION:</b>  <i>Elementary:</i> BEED or Bachelor's degree with 18 professional units in Education plus 18 units for a Master's degree in Education or its equivalent.  <i>Secondary:</i> 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.	MEC Order No. 10, s.1979 and DECS Order No. 57, s.1997

<p><b>Secondary:</b> Vice <b>ARSENIA DULAWAN</b> <i>Specialization: Science</i> (Bagabag NHS)</p> <p><b>LETICIA C. LIBAN</b> <i>Specialization: Social Studies</i> (Solano HS)</p> <p><b>AILEEN FELIX</b> <i>Specialization: English</i> (Dupax del Sur NHS)</p>	<p><b>TRAINING:</b> None required</p> <p><b>EXPERIENCE:</b> Three (3) years relevant experience</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	
<p><b>SPECIAL EDUCATION TEACHER III</b> SG-16</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>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>	DO 66, s.2007 Teaching and Teaching-Related
<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><b>EXPERIENCE:</b> None Required</p> <p><b>ELIGIBILITY:</b> RA 1080 (Teacher)</p>	DO 66, s.2007 Teaching and Teaching-Related
<p><b>ADMINISTRATIVE OFFICER IV</b> SG-15 (Cashier)</p> <p>Vice: <b>RITZELLE NICOLAS</b> (SDO)</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></p>	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)



	One (1) year of relevant experience  <b>ELIGIBILITY:</b> CAREER SERVICE (Professional) Second Level Eligibility	
<b>ACCOUNTANT I</b> SG -12  Vice: <b>LESTER JOHN VALDEZ</b> (Lamo NHS)	<b>EDUCATION:</b> Bachelor's degree in Commerce/Business Administration major in Accounting; Bachelor of Science in Accountancy  <b>TRAINING:</b> None required  <b>EXPERIENCE:</b> None required  <b>ELIGIBILITY:</b> RA 1080 (CPA)	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)
<b>NURSE II</b> SG – 16  Vice: <b>RONALD GUEVARRA</b> (SDO)	<b>EDUCATION:</b> Bachelor of Science in Nursing  <b>TRAINING:</b> 4 hours of relevant training  <b>EXPERIENCE:</b> One (1) year of relevant experience  <b>ELIGIBILITY:</b> RA1080( Nursing Licensure Examination)	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)
<b>ADMINISTRATIVE ASSISTANT III</b> SG – 9  Vice: <b>CHRISTINE PEARL SANTIAGO</b> (Aritao CS and Cluster Schools)	<b>EDUCATION:</b> Completion of 2 years studies in college  <b>TRAINING:</b> 4 hours relevant training  <b>EXPERIENCE:</b> One (1) year of relevant experience  <b>ELIGIBILITY:</b> CAREER SERVICE (Sub-Professional) First Eligibility	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9 Non-General Services)
<b>ADMINISTRATIVE ASSISTANT II</b> SG – 8	<b>EDUCATION:</b> Completion of 2 years studies in college	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9

<p>Vice: <b>ARIEL WAKIT</b> (Ganao NHS)</p> <p><b>CLAYTON CLARIC FLORES</b> (Bayombong CS and Cluster Schools)</p> <p><b>MARIVEL BALASYA</b> (Napo-Tuyak NHS)</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> CAREER SERVICE (Sub-Professional) First Eligibility</p>	<p><i>Non-General Services)</i></p>
<p><b>ADMINISTRATIVE ASSISTANT I</b> SG – 7</p> <p>Vice: <b>KATE GILLIANE LOU</b> (SDO)</p>	<p><b>EDUCATION:</b> Completion of 2 years studies in college</p> <p><b>TRAINING:</b> None required</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>ELIGIBILITY:</b> CAREER SERVICE (Sub-Professional) First Eligibility</p>	<p>DepEd Order 007, s.2023 <i>(Non-Teaching Positions – SG 1-9 Non-General Services)</i></p>
<p><b>ADMINISTRATIVE AIDE III</b> SG – 3</p> <p>Vice: <b>MARITES WAYAN</b> (Nansiakan NHS)</p>	<p><b>EDUCATION:</b> Completion of 2 years studies in college</p> <p><b>TRAINING:</b> None required</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>ELIGIBILITY:</b> CAREER SERVICE (Sub-Professional) First Eligibility</p>	<p>DepEd Order 007, s.2023 <i>(Non-Teaching Positions – SG 1-9 Non-General Services)</i></p>
<p><b>ADMINISTRATIVE AIDE II</b> SG - 2 (Light Equipment Operator)</p> <p>Vice: <b>New</b> Kasibu National Agricultural School (KNAS)</p>	<p><b>EDUCATION:</b> Must be able to read and write</p> <p><b>TRAINING:</b> None required</p> <p><b>EXPERIENCE:</b> None required</p> <p><b>ELIGIBILITY:</b> None required (MC 10, s. 2013-Cat. III)</p>	<p>DepEd Order 007, s.2023 <i>(Non-Teaching Positions – SG 1-9 Non-General Services)</i></p>
<p><b>ADMINISTRATIVE AIDE I</b> SG – 1</p>	<p><b>EDUCATION:</b> Must be able to read and write</p>	<p>DepEd Order 007, s.2023</p>

Vice: <b>JACINTO RAMOS</b> (Bayombong I)	<b>TRAINING:</b> None required  <b>EXPERIENCE:</b> None required  <b>ELIGIBILITY:</b> None required (MC 10, s. 2013-Cat. III)	(Non-Teaching Positions – SG 1-9 Non-General Services)
<b>SECURITY GUARD I</b> SG – 3  Vice: <b>NELSON ERAÑA</b> (Alfonso Castañeda NHS)	<b>EDUCATION:</b> High School Graduate  <b>TRAINING:</b> None required  <b>EXPERIENCE:</b> None required  <b>ELIGIBILITY:</b> Security Guard License MC 10,s.2013 Cat. IV	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9 Non-General Services)
<b>ADMINISTRATIVE OFFICER II</b> SG – 11  <b>Alfonso Castañeda District</b> <ul style="list-style-type: none"> <li>• Cawayan Elementary School</li> <li>• Lipuga Elementary School</li> <li>• Pelaway Elementary School Annex</li> </ul> <b>Aritao East District</b> <ul style="list-style-type: none"> <li>• Sta. Clara High School</li> <li>• Darapidap Elementary School</li> </ul> <b>Bayombong I District</b> <ul style="list-style-type: none"> <li>• PAIMA National High School</li> </ul> <b>Bagabag I District</b> <ul style="list-style-type: none"> <li>• V. Coloma Memorial Elementary School</li> </ul> <b>Diadi District</b> <ul style="list-style-type: none"> <li>• Arwas Elementary School</li> <li>• Langka Primary School</li> </ul>	<b>EDUCATION:</b> Bachelor's degree relevant to the job  <b>TRAINING:</b> None Required  <b>EXPERIENCE:</b> None required  <b>ELIGIBILITY:</b> CAREER SERVICE (Professional) Second Level Eligibility	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)



<ul style="list-style-type: none"> <li>• Lurad Elementary School</li> <li>• Pallagao PS</li> <li>• Pinya ES</li> <li>• San Pablo Elementary School</li> <li>• Balete Elementary School</li> </ul> <p><b>Dupax del Norte I</b></p> <ul style="list-style-type: none"> <li>• Dupax del Norte National High School</li> </ul> <p><b>Dupax del Norte II</b></p> <ul style="list-style-type: none"> <li>• Binuangan Elementary School</li> <li>• Oyao Elementary School</li> <li>• New Gumiad Elementary School</li> <li>• Yabbi Elementary School</li> </ul> <p><b>Dupax del Sur</b></p> <ul style="list-style-type: none"> <li>• Carolotan ES</li> <li>• Castro Elementary School</li> <li>• Dupax Central School</li> <li>• Palabotan ES</li> <li>• Betawang Elementary School</li> <li>• Talbec Elementary School</li> <li>• Kinabuan Elementary School</li> </ul> <p><b>Eastern Kayapa District</b></p> <ul style="list-style-type: none"> <li>• Cabanglasan ES</li> <li>• Babadi Elementary School</li> <li>• Latbang ES-Annex</li> <li>• Luclocos Integrated School</li> <li>• Mapayao Integrated School</li> <li>• Pinayag National High School</li> <li>• Pingkian CS</li> <li>• San Fabian ES</li> <li>• Tuppan ES</li> </ul>		
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<ul style="list-style-type: none"> <li>• Dempeg Elementary school</li> </ul> <p><b>Kasibu East District</b></p> <ul style="list-style-type: none"> <li>• Bilet Elementary School</li> <li>• Camamasi Primary School</li> <li>• Didipio Elementary School</li> <li>• Tadj ES</li> </ul> <p><b>Kasibu West District</b></p> <ul style="list-style-type: none"> <li>• Cordon Elementary School</li> <li>• Nantawakan Primary School</li> <li>• Papalungan Elementary School</li> <li>• Upper Parai Primary School</li> </ul> <p><b>Quezon District</b></p> <ul style="list-style-type: none"> <li>• Aurora Elementary School</li> <li>• Dumaliguia Elementary School</li> <li>• Runruno National High School</li> </ul> <p><b>Santa Fe District</b></p> <ul style="list-style-type: none"> <li>• Santa Fe Central School</li> </ul> <p><b>Western Kayapa District</b></p> <ul style="list-style-type: none"> <li>• Labeng PS</li> <li>• Martinez Cuyangan National High School</li> <li>• Napo-Tuyak High School</li> </ul>		
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