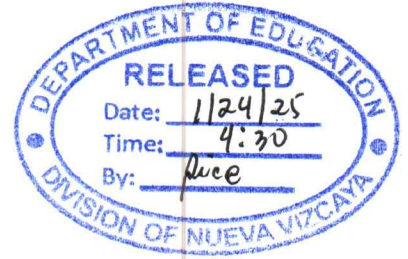




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA



24 January 2025

DIVISION MEMORANDUM
 No. **39**, s. 2025

**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

- 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. Assistant School Principal II	1
b. Head Teacher III	2
c. Head Teacher I	3
d. Master Teacher II	1
TOTAL	7

Elementary:

Position	No. of items
a. School Principal I	1
b. Head Teacher III	2
c. Head Teacher I	2
d. Master Teacher II	2
e. Master Teacher I	7
f. Special Education Teacher III	2
g. Special Education Teacher I	5
TOTAL	21



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Non-Teaching

Position	No. of items
a. Guidance Counselor I	3
b. Guidance Counselor II	19
c. Guidance Counselor III	4
d. Administrative Officer II (Administrative Officer I)	5
e. Registrar I	1
f. Administrative Officer I (Cashier)	1
g. Administrative Officer I (Supply Officer I)	1
h. Accountant I	1
i. Administrative Assistant III (Senior Bookkeeper)	6
j. Administrative Assistant II (Disbursing Officer II)	15
k. Administrative Aide VI (Clerk III)	1
l. Administrative Aide IV (Clerk II)	2
m. Administrative Aide I (Utility Worker I)	5
n. Security Guard I	1
TOTAL	65

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

- 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.
- All interested applicants are requested to submit one (1) set of the following documents arranged accordingly into one (1) folder:

For Teaching and School Administration Positions:

- Application Letter indicating therein the position being applied for
- Duly notarized Personal Data Sheet (**PDS Form 212**) with Work Experience Sheet
- Authenticated Transcript of Records/Certification of units earned
- Xerox copy of Eligibility (CSC-Prof/CSC-Subprof/PRC License)
- Service Record
- Certificate of Training related to the position being applied for

For non-teaching and related-teaching positions:

•Pre-Assessment Documents

•Assessment Documents

Please refer to Attachment 1 for guidance.

- All applicants are advised to fill up the form on this link **bit.ly/ApplicantRegistration2025** after submission of the above mentioned documents.



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5. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **January 31, 2025** 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.

CRITERIA	DOCUMENT TO SUBMIT
a. EDUCATION 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. TRAINING 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) relevant to the position to be filled
c. EXPERIENCE Experience relevant to the position to be filled, exceeding the minimum qualifcatin requirements as defined in the	Certificate of Employment/ Service Record

<p>CSC-approved Qualification Standards</p>	
<p>d. PERFORMANCE 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>Positions with experience Requirement:</p> <p>a. Performance Rating relevant to the position to be filled (1 year).</p> <p>Positions with no experience requirement:</p> <p>a. Civil Service Rating b. PRC Rating c. Certificate as Cumlaude, Magna Cumlaude or Suma Cumlaude d. General Weighted Average (GWA)</p>
<p>e. OUTSTANDING ACCOMPLISHMENTS 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>a. Awards and Recognition</p> <ul style="list-style-type: none"> - citations or commendations (Positions with SG 1-4) - academic or inter-school awards - outstanding employee awards. <p>b. Research and Innovation</p> <ul style="list-style-type: none"> - Research Conducted <p>c. Subject Matter Expert/ Membership in National TWGs or Committees</p> <ul style="list-style-type: none"> - Certificate as Subject Matter Expert or Certificate as National TWG <p>d. Resource Speakership/ Learning Facilitation</p> <ul style="list-style-type: none"> - Certificate of Recognition as Resource Speaker <p>e. NEAP Accredited Learning Facilitator</p> <ul style="list-style-type: none"> - Certification as NEAP Facilitator
<p>f. APPLICATION OF EDUCATION 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,</p>	<p>Positions with experience requirement:</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</p>



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<p>processes, and skills that are relevant to the position to be filled.</p>	<p>applied concepts, processes, and skills that are relevant to the position to be filled.</p> <p>Positions with no experience requirement:</p> <p>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</p>
<p>g. APPLICATION OF LEARNING AND DEVELOPMENT (L & D) 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.</p>	<ol style="list-style-type: none"> 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



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QUALIFICATION STANDARDS

Position	Qualification Standards	Assessment Guidelines
<p>SCHOOL PRINCIPAL I (Elementary) SG – 19</p> <p>Vice:</p> <p>DANTE D. SAQUING (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>DepEd Order 007, s.2023 (School Administration)</p>
<p>ASSISTANT SCHOOL PRINCIPAL II (Senior High School) SG – 19</p> <p>Vice:</p> <p>OLIVER TAMANI (SDO)</p>	<p>EDUCATION: Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education</p> <p>EXPERIENCE: 2 years of relevant experience</p> <p>TRAINING: 8 hours of relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher) NQESH Passer</p>	<p>DepEd Order 007, s.2023 (School Administration)</p>
<p>HEAD TEACHER III SG - 16</p> <p>Vice:</p> <p><u>Elementary:</u></p> <p>MICKAEL RAYMUNDO (SDO)</p> <p>NESTOR TAYSA (SDO)</p> <p><u>Secondary:</u></p> <p>OSCAR CASTRO (Salinas HS – Dept. Head)</p> <p>SUSANA AGADER (Aritao NHS – Dept. Head)</p>	<p>EDUCATION:</p> <p>Elementary: BEED or Bachelor's degree with 18 professional units in Education</p> <p>Secondary: BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization</p> <p>EXPERIENCE: HT for 2 years; or Teacher in-Charge for 2 years; Teacher for 5 years</p> <p>TRAINING: 24 hours relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DepEd Order 007, s.2023 (School Administration)</p>

<p>HEAD TEACHER I SG - 14</p> <p>Vice:</p> <p><u>Elementary:</u></p> <p>CELIA VALERA (SDO)</p> <p>REYMA CASARENO (SDO)</p> <p><u>Secondary:</u></p> <p>JONATHAN PAMITTAN (SDO)</p> <p>MARIA LEONORA CORTADO (SDO)</p> <p>FLORENCE ESPARRAGO (SDO)</p>	<p>EDUCATION:</p> <p>Elementary: BEED or Bachelor's degree with 18 professional units in Education</p> <p>Secondary: BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization</p> <p>EXPERIENCE: TIC for 1 year; or Teacher for 3 years</p> <p>TRAINING: 24 hours relevant training</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DepEd Order 007, s.2023 (School Administration)</p>
<p>MASTER TEACHER II SG - 19 (Elementary)</p> <p>Vice:</p> <p><u>Elementary:</u></p> <p>FLORENCIA C. FABELLO (Aritao II)</p> <p>MINDA CAJIMAT (Kasibu West)</p> <p><u>Secondary:</u></p> <p>NELIA ACOB (NVGCHS)</p>	<p>EDUCATION:</p> <p>Elementary: 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>Secondary: Bachelor of Secondary Education (BSED) or bachelor's degree plus 18 professional units in Education with appropriate field of specialization plus 24 units for a Master's degree in Education or its equivalent</p> <p>TRAINING: 4 hours relevant training</p> <p>EXPERIENCE: 1 year as MT 1 or 4 years as Teacher III</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>MEC Order No. 10, s.1979 and DECS Order No. 57, s.1997</p>

<p>MASTER TEACHER I SG- 18</p> <p><i>Elementary:</i></p> <p>Vice:</p> <p>JOBEL VALDEZ (Bagabag I)</p> <p>GERALDINE GALAPON (Solano II)</p> <p>GILDA PAAY (Bambang I)</p> <p>JOY CARONILLA (Dupax del Norte I)</p> <p>REBECCA DELA CRUZ (Bambang I)</p> <p>VIVIAN OREÑA (Bambang II)</p> <p>VICTORINA ACOSTA (Bayombong I)</p>	<p>EDUCATION:</p> <p>Elementary: BEED or Bachelor's degree with 18 professional units in Education plus 18 units for a Master's degree in Education or its equivalent.</p> <p>TRAINING: None required</p> <p>EXPERIENCE: Three (3) years relevant experience</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>MEC Order No. 10, s.1979 and DECS Order No. 57, s.1997</p>
<p>SPECIAL EDUCATION TEACHER III SG-16</p> <p>Vice:</p> <p>JOHN MICHAEL B. CACHERO (Bayombong I)</p> <p>KEVIN MARF SAQUING (Bayombong I)</p>	<p>EDUCATION: Bachelor's degree in Education with specialization in Special Education</p> <p>TRAINING: 4 hours of relevant training</p> <p>EXPERIENCE: Two (2) years experience as Special Education Teacher</p> <p>ELIGIBILITY: RA 1080 (Teacher)</p>	<p>DO 66, s.2007 Teaching and Teaching-Related</p>
<p>SPECIAL EDUCATION TEACHER I SG-14 (Elementary)</p> <p>Vice:</p> <p>MYRNA REYES (Aritao I)</p> <p>GAYLE WASIT (Solano I)</p>	<p>EDUCATION: Bachelor's degree in Education with Specialization in Special Education</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None Required</p>	<p>DO 66, s.2007 Teaching and Teaching-Related</p>

<p>YBETTE QUIRANTE (Bambang I)</p> <p>DONNAVEE CABASAL (Bambang I)</p> <p>EMELIE ANCHETA (Dupax del Sur)</p>	<p>ELIGIBILITY: RA 1080 (Teacher)</p>	
<p>GUIDANCE COUNSELOR I SG-11 (Secondary)</p> <p>3 ITEMS</p>	<p>EDUCATION: Master's degree in Guidance Counseling</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: RA 1080 (Guidance Counselor)</p>	<p>DepEd Order 007, s.2023 <i>(Related-Teaching Positions – SG 11 – 15)</i></p>
<p>GUIDANCE COUNSELOR II SG-12 (Secondary)</p> <p>19 ITEMS</p>	<p>EDUCATION: Master's degree in Guidance Counseling</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: RA 1080 (Guidance Counselor)</p>	<p>DepEd Order 007, s.2023 <i>(Related-Teaching Positions – SG 11 – 15)</i></p>
<p>GUIDANCE COUNSELOR III SG-13 (Secondary)</p> <p>4 ITEMS</p>	<p>EDUCATION: Master's degree in Guidance Counseling</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: RA 1080 (Guidance Counselor)</p>	<p>DepEd Order 007, s.2023 <i>(Related-Teaching Positions – SG 11 – 15)</i></p>
<p>ADMINISTRATIVE OFFICER II SG – 11</p> <ul style="list-style-type: none"> • Yabbi ES, Dupax del Norte II • Talbec ES, Dupax del Sur 	<p>EDUCATION: Bachelor's degree relevant to the job</p> <p>TRAINING: None Required</p> <p>EXPERIENCE: None required</p>	<p>DepEd Order 007, s.2023 <i>(Non-Teaching Positions – SG 10-22 and 27)</i></p>

<ul style="list-style-type: none"> • Mabasa ES, Dupax del Norte I • Binalian ES, Eastern Kayapa • San Fabian ES, Eastern Kayapa • Macdu ES, Eastern Kayapa 	<p>ELIGIBILITY: CAREER SERVICE (Professional) Second Level Eligibility</p>	
<p>ADMINISTRATIVE OFFICER I SG – 10</p> <p>Vice:</p> <p>EDELITO PLUCENA (Supply Officer – NVGCHS)</p> <p>LEONELINE MARY JUAN (Cashier – NVGCHS)</p>	<p>EDUCATION: Bachelor's degree relevant to the job</p> <p>TRAINING: None Required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: CAREER SERVICE (Professional) Second Level Eligibility</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)</p>
<p>REGISTRAR I SG – 11</p> <p>Vice:</p> <p>NOEMI TOLENTINO (Aritao NHS)</p>	<p>EDUCATION: Bachelor's degree relevant to the job</p> <p>TRAINING: None Required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: CAREER SERVICE (Professional) Second Level Eligibility</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)</p>
<p>ACCOUNTANT I SG -12</p> <p>Vice:</p> <p>MARYLOU LIBUNAO (Quezon NHS)</p>	<p>EDUCATION: Bachelor's degree in Commerce/Business Administration major in Accounting; Bachelor of Science in Accountancy</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: RA 1080 (CPA)</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)</p>
<p>ADMINISTRATIVE ASSISTANT III SG – 9</p> <p>Vice:</p>	<p>EDUCATION: Completion of 2-years studies in college</p> <p>TRAINING: 4 hours relevant training</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9)</p>

<p>OPHELIA BARNACHEA (Aritao NHS)</p> <p>RONALYN PADILLA (Bonfal NHS)</p> <p>ANNA FAYE DELA CRUZ (SDO)</p> <p>NESTER JUNE SANTIAGO (Bagabag II)</p> <p>FLORENCE L. SALIRUNGAN (SDO)</p> <p>AELANE GRACE ANGELICA ALAYU (Dupax CS & Cluster)</p>	<p>EXPERIENCE: One (1) year of relevant experience</p> <p>ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Eligibility</p>	<p><i>Non-General Services)</i></p>
<p>ADMINISTRATIVE ASSISTANT II SG – 8</p> <p>Vice: ARIEL WAKIT (Ganao NHS)</p> <p>MARIVEL BALASYA (Napo-Tuyak NHS)</p> <p>FREDIENEL VICENTE (Bonfal NHS)</p> <p>MICHELLE DI-AT (Solano East CS & Cluster)</p> <p>BOB HARVEY RAMOS (Bambang North CS & Cluster)</p> <p>APRILA CULAY-AN (Western Kayapa)</p> <p>JOHNNY GUINDAYAN (Martinez Cuyangan NHS)</p> <p>MICHELLE GARCIA (PAIMA nhs)</p>	<p>EDUCATION: Completion of 2 years studies in college</p> <p>TRAINING: 4 hours relevant training</p> <p>EXPERIENCE: One (1) year of relevant experience</p> <p>ELIGIBILITY: 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>JULIE OJANO (Diadi NHS)</p> <p>ROWENA ROSETE (Aritao NHS)</p> <p>MELODY VILLAFLORES (Kongkong Valley NHS)</p> <p>JASPER FLORES (Ambaguio HS)</p> <p>MICHAEL SERQUIÑA (Alfonso Castañeda NHS)</p> <p>DANFEL POGADO (Quezon NHS)</p> <p>JACKSON PALLAY (Cascnan NHS)</p>		
<p>ADMINISTRATIVE AIDE VI (Clerk III) SG – 6</p> <p>Vice:</p> <p>NOVELYN CARRIAGA (SDO)</p>	<p>EDUCATION: Completion of 2-years studies in college</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Eligibility</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9 Non-General Services)</p>
<p>ADMINISTRATIVE AIDE IV (Clerk II) SG – 4</p> <p>Vice:</p> <p>RHEALYN DOMINGO (SDO)</p> <p>1 ITEM (NVGCHS)</p>	<p>EDUCATION: Completion of 2-years studies in college</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Eligibility</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9 Non-General Services)</p>
<p>ADMINISTRATIVE AIDE I SG – 1</p> <p>Vice:</p> <p>ARSENIO GAUUAN (SDO)</p>	<p>EDUCATION: Must be able to read and write</p> <p>TRAINING: None required</p>	<p>DepEd Order 007, s.2023 (Non-Teaching Positions – SG 1-9 Non-General Services)</p>



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<p>SAMUEL RESPICIO (Solano II)</p> <p>DARWIN CASTILLO (Villaverde)</p> <p>ROLAND CASER (Aritao I)</p> <p>RONALD PANGILINAN (Kasibu West)</p> <p>1 ITEM (Bambang Central School)</p>	<p>EXPERIENCE: None required</p> <p>ELIGIBILITY: None required (MC 10, s. 2013-Cat. III)</p>	
<p>SECURITY GUARD I SG – 3</p> <p>Vice: ORLANDO DUCO (Bayombong II)</p>	<p>EDUCATION: High School Graduate</p> <p>TRAINING: None required</p> <p>EXPERIENCE: None required</p> <p>ELIGIBILITY: Security Guard License MC 10,s.2013 Cat. IV</p>	<p>DepEd Order 007, s.2023 <i>(Non-Teaching Positions – SG 1-9 Non-General Services)</i></p>