

# Department of Education

Region II – Cagayan Valley Schools Division of Nueva Vizcaya



26 August 2025

DIVISION MEMORANDUM No. 406, s. 2025

# 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 the submission of application for the following positions to wit:

#### Secondary:

	Position	No. of items
a.	School Principal IV	1
b.	School Principal III	1
c.	School Principal II	1
d.	Head Teacher V	2
e.	Head Teacher I	2
f.	Master Teacher II	3
g.	Master Teacher I (JHS)	2
h.	Master Teacher I (SHS)	1
	TOTAL	13

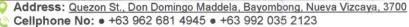
#### Elementary:

Position	No. of items
a. School Principal II	2
b. Head Teacher III	1
c. Master Teacher I	6
d. Special Education Teacher III	2
e. Special Education Teacher I	6
TOTAL	17









### Non-Teaching

Position	No. of items
a. Administrative Officer II (Administrative Officer I)	51
b. Accountant I	2
c. Guidance Counselor I	3
d. Guidance Counselor II	19
e. Guidance Counselor III	4
f. Administrative Assistant III (Senior Bookkeeper)	4
g. Administrative Assistant II (Disbursing Officer)	3
h. Administrative Aide VI	1
i. Administrative Aide IV (Clerk)	2
j. Administrative Aide III (Driver)	1
k. Security Guard I	2
1. Administrative Aide I (Utility Worker)	3
TOTAL	97

\*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 Teaching and School Administration Positions:

- 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
- g. Individual/Office Performance and Commitment Rating Form (IPCRF) for the last 3 consecutive years with at least Very Satisfactory Rating

## 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.







5. All documents must be submitted to this Office through the Records Section for the preliminary evaluation on or before **September 2, 2025** until 5:00 o'clock in the afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO).** 

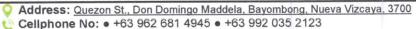
### Late submission of documents will no longer be accepted.

- 6. A separate memorandum will be released regarding the result of the preassessment including the time and schedule of each applicant to be assessed. Please be updated through our official facebook page <a href="https://sdonuevavizcaya.com/">https://sdonuevavizcaya.com/</a> 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. <u>Pre-Assessment Documents</u> documents to be submitted for the evaluation of eligibility of an applicant to determine whether he/she is Oualified 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 3 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 qualificatin requirements as defined in the	Certificate of Employment/ Service Record







CSC-apprved Qualification Standards

#### 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.

#### 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.

#### Positions with experience Requirement:

a. Performance Rating relevant to the position to be filled (1 year).

#### Positions with no experience requirement:

- a. Civil Service Rating
- b. PRC Rating
- c. Certificate as Cumlaude, Magna Cumlaude or Suma Cumlaude
- d. General Weighted Average (GWA)

#### a. Awards and Recognition

- citations or commendations (Positions with SG 1-4
- academic or inter-school awards
- outstanding employee awards.

#### b. Research and Innovation

Research Conducted

#### c. Subject Matter Expert/ Membership in National TWGs or Committees

Certificate as Subject Matter or Certificate Expert National TWG

#### d. Resource Speakership/ **Learning Facilitation**

Certificate of Recognition as Resource Speaker

#### e. NEAP Accredited Learning **Facilitator**

Certification NEAP as Facilitator

#### 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, processes, and skills that are

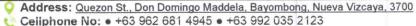
## Positions with experience requirement:

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









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relevant to the position to be filled.

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that are relevant to the positon to be filled.

# Positions with no experience requirement:

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

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.

- 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

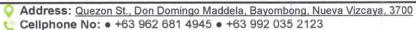
#### **Assessment of Potential**

- 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











## Department of Education

REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
School Principal IV	EDUCATION: Master's degree in	DepEd Order 007,
SG - 22	Education, or Educational Management,	s.2023
	or Educational Leadership; or	(School Administration)
Vice:		
	Master's degree in relevant learning area	
RODRIGO C. ROSETE (SDO)	with at least 18 units in Management	
,	<b>EXPERIENCE:</b> 5 years teaching	
	experience and 4 years' experience in	
	school management and operations	
	TRAINING: 40 hours of training in any	
	of or a cumulative of the following:	
	Curriculum, Pedagogy, School	
	Management and Operations,	
	Instructional Leadership acquired	
	within the last 5 years	
	ELIGIBILITY: RA 1080, as amended	
	(Teacher)	
	COMPETENCIES	
Functional	Core Behavioral Competencies:	Leadership
Competencies/ Key	<ul> <li>Self- Management</li> </ul>	Competencies:
Result Area:	<ul> <li>Professionalism and Ethics</li> </ul>	<ul> <li>Leading People</li> </ul>
<ul> <li>Leading</li> </ul>	<ul> <li>Result Focus</li> </ul>	• People
Strategically	<ul> <li>Teamwork</li> </ul>	Development
<ul> <li>Managing School</li> </ul>	<ul> <li>Service Orientation</li> </ul>	<ul> <li>People</li> </ul>
Operations and	<ul> <li>Innovation</li> </ul>	Performance
Resources		Management
<ul> <li>Focusing on</li> </ul>		
Teaching and		
Learning		
<ul> <li>Developing Self and</li> </ul>		
<ul> <li>Developing Self and Others</li> </ul>		
1 0		







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## Department of Education

REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
School Principal III	EDUCATION: Master's degree in	DepEd Order 007,
SG - 21	Education, or Educational	s.2023
	Management, or Educational	(School Administration)
Vice:	Leadership; or	
DOLORES C. DODON (SDO)	Master's degree in relevant learning area with at least 15 units in Management  EXPERIENCE: 5 years teaching experience and 3 years' experience in school management and operations  TRAINING: 40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School	
	Management and Operations,	
	Instructional Leadership acquired	
	within the last 5 years	
	FIGURETY. DA 1000 as amended	
	<b>ELIGIBILITY:</b> RA 1080, as amended (Teacher)	
	COMPETENCIES	1
Functional	Core Behavioral Competencies:	Leadership
Competencies/ Key	Self- Management	Competencies:
Result Area:	<ul> <li>Professionalism and Ethics</li> </ul>	<ul> <li>Leading People</li> </ul>
<ul> <li>Leading Strategically</li> </ul>	Result Focus	<ul> <li>People</li> </ul>
<ul> <li>Managing School</li> </ul>	<ul> <li>Teamwork</li> </ul>	Development
Operations and	Service Orientation	<ul> <li>People</li> </ul>
Resources	<ul> <li>Innovation</li> </ul>	Performance
<ul> <li>Focusing on Teaching and</li> </ul>		Management
Learning		
<ul> <li>Developing Self and</li> </ul>		
Others		
<ul> <li>Building Connections</li> </ul>		











## Department of Education

REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
School Principal II	EDUCATION: Master's degree in	DepEd Order 007,
SG -20	Education, or Educational	s.2023
	Management, or Educational	(School Administration)
Vice:	Leadership; or	
	36 ( ) 1	
Secondary:	Master's degree in relevant	
MARITES M. VILLAMOR	learning area with at least 12 units in Management	
(SDO)	units in Management	
(SDO)	<b>EXPERIENCE:</b> 5 years teaching	
Elementary:	experience and 2 years' experience	
	in school management and	
CATHERINE P. BULLONG	operations	
(SDO)		
	<b>TRAINING:</b> 32 hours of training	
MANUEL A. CARIAGA	in any of or a cumulative of the	
(SDO)	following: Curriculum, Pedagogy,	
	School Management and	
	Operations, Instructional Leadership acquired within the	
	last 5 years	
	ast o years	
	ELIGIBILITY: RA 1080, as	
	amended (Teacher)	
	COMPETENCIES	
Functional Competencies/	Core Behavioral Competencies:	Leadership
Key Result Area:	Self- Management	Competencies:
<ul> <li>Leading Strategically</li> </ul>	<ul> <li>Professionalism and Ethics</li> </ul>	Leading People
Managing School	Result Focus	• People
Operations and	Teamwork	Development
Resources	Service Orientation	People  Performance
<ul> <li>Focusing on Teaching and Learning</li> </ul>	• Innovation	Performance Management
<ul> <li>Developing Self and</li> </ul>		Wanagement
Others		
Building Connections		
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## Department of Education

REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Head Teacher V SG - 18  Vice: Secondary: ZORAIDA D. BULLECER (Lamo NHS)  ABELARDO P. PERALTA (Solano HS)	EDUCATION: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education 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)	DepEd Order 007, s.2023 (School Administration)
Functional Competencies/ Key Result Area:  • Leading Strategically • Managing School Operations and Resources • Focusing on Teaching and Learning • Developing Self and Others • Building Connections	COMPETENCIES  Core Behavioral Competencies:  Self- Management Professionalism and Ethics Result Focus Teamwork Service Orientation Innovation	Leadership Competencies:      Leading People     People     Development     People     Performance     Management











# Department of Education

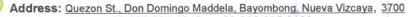
REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
POSITION  Head Teacher III  SG - 16  Vice:  CAMILO T. SARANDI (SDO)	<b>EDUCATION:</b> Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units. <b>EXPERIENCE:</b> HT for 2 years; or Teacher for 5 years	DepEd Order 007, s.2023 (School Administration)
	TRAINING: 24 hours of relevant training  ELIGIBILITY: RA 1080 (Teacher)  COMPETENCIES	
Functional	Core Behavioral Competencies:	Leadership
Competencies/ Key Result Area:  • Leading Strategically • Managing School Operations and Resources • Focusing on Teaching and Learning • Developing Self and Others • Building Connections	<ul> <li>Self- Management</li> <li>Professionalism and Ethics</li> <li>Result Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovation</li> </ul>	<ul> <li>Leading People</li> <li>People     Development</li> <li>People     Performance     Management</li> </ul>









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## Department of Education

REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Head Teacher I	<b>EDUCATION:</b> Bachelor's degree in	
SG - 14	Secondary Education; or Bachelor's	DepEd Order 007,
	degree with 18 professional education	s.2023
Vice:	units with appropriate field of	(School Administration
	specialization	
Secondary:		
	<b>EXPERIENCE:</b> TIC for 1 year; or	
MARK ANTHONY I.	Teacher for 3 years	
GANO		
(SDO)	<b>TRAINING:</b> 24 hours of relevant	
	training	
VIRGILIO G. DEL CAMPO		
JR.	ELIGIBILITY: RA 1080 (Teacher)	
(SDO)		
	COMPETENCIES	
Functional	Core Behavioral Competencies:	Leadership
Competencies/ Key	Self- Management	Competencies:
Result Area:	Professionalism and Ethics	Leading People
Leading Strategically		People
Managing School	Teamwork	Development
Operations and		People
Resources	Service Orientation	Performance
Focusing on	Innovation	Management
Teaching and		Management
Learning and		
<ul> <li>Developing Self and Others</li> </ul>		
<ul> <li>Building</li> </ul>		
Connections		











#### REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Master Teacher II	EDUCATION:	
SG - 19 Vice:	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	DepEd Order 20, s.2025
V 2001	Total Subject of Total Burney	
Secondary:	<b>EXPERIENCE:</b> 5 years teaching experience and 1 year relevant experience in instructional	
ROMEO R.	supervision and technical assistance to teachers	
VALDEZ		
(NVGCHS)	<b>TRAINING:</b> 24 hours of training in any of or a cumulative of the following: Curriculum,	
LULU S. DACAYO	Pedagogy, Subject Specialization and 8 hours of	
(Quezon NHS)	training in Instructional Supervision acquired within the last 5 years;	
VERGIE B.		
SALAMANCA (NVGCHS)	Or	
	Completion of NEAP-requisite professional	
	development program for Career Stage III (Highly	
	Proficient Teacher)	
	ELIGIBILITY:	
	Secondary:	
	RA 1080, as amended (Teacher-Secondary)	

#### COMPETENCIES

## Functional Competencies/ Key Result Area:

- Content Knowledge and Pedagogy
- Content Knowledge and Pedagogy and Learning Environment
- Diversity of Learners and Curriculum and Planning
- Community Linkages and Professional Engagement
- Personal Growth and Professional Development

#### Core Behavioral Competencies:

- Self- Management
- · Professionalism and Ethics
- Result Focus
- Teamwork
- Service Orientation Innovation







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#### REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Master Teacher I	EDUCATION:	
SG - 18	Master's degree in Education, or	DepEd Order 20,
	Educational Leadership, or Educational	s.2025
Vice:	Management, or relevant subject or	
	learning area	
Secondary:		
	<b>EXPERIENCE:</b> 5 years teaching	
TOMASITA L. SABADO	experience	
(Quezon NHS)		
	<b>TRAINING:</b> 24 hours of training in any	
ABNER V. AGUADA	of or a cumulative of the following:	
(Alfonso Castañeda NHS)	Curriculum, Pedagogy, Subject	
	Specialization and 8 hours of training	
Elementary:	in Instructional Supervision acquired	
	within the last 5 years;	
MILAGROS T. LAURO		
(Aritao II)	Or	
GLEN MILLER M.	Completion of NEAP-requisite	
CAMPO	professional development program for	
(Dupax del Sur)	Career Stage III (Highly Proficient	
	Teacher)	
ARMIDA M.	ELIGIBILITY:	
CASTILLEJOS	Elementary:	
(Dupax del Sur)	RA 1080, as amended (Teacher -	
	Elementary/Secondary)	
JOSIE F. DE GUZMAN		
(Aritao II)	Secondary:	
	RA 1080, as amended (Teacher-	
MARCELO C. CALIAG	Secondary)	
(Sta. Fe)		
FELY L. MARQUEZ		
(Bayombong I)		











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#### REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

#### COMPETENCIES

#### Functional Competencies/ Key Result Area:

- Content Knowledge and Pedagogy
- Content Knowledge and Pedagogy and Learning Environment
- Diversity of Learners and Curriculum and Planning
- Community Linkages and Professional Engagement
- · Personal Growth and Professional Development

#### Core Behavioral Competencies:

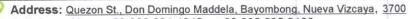
- Self- Management
- Professionalism and Ethics
- Result Focus
- Teamwork
- Service Orientation Innovation











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## Department of Education

REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Master Teacher I	EDUCATION:	
SG - 18	Master's degree in relevant	DepEd Order 20, s.2025
	strand/ subject plus 18	
Vice:	professional units in	
	Education	
Senior High School:		
	Master's degree in relevant	
JOSEPH B. HOGGANG	strand/subject	
(Casat NHS)		
	<b>EXPERIENCE:</b> 5 years'	
Specialization:	experience in teaching or	
Academic Track and Core	industry work in relevant	
Subject	strand/subject	
(English/Math/Science)		
	TRAINING: 24 hours of	
	training in any of or a	
	cumulative of the following:	
	Curriculum, Pedagogy,	
	Subject Specialization and 8	
	hours of training in	
	Instructional Supervision	
	acquired within the last 5	
	years;	
	Or	
	Completion of NEAP-requisite	
	professional development	
	program for Career State III	
	(Highly Proficient Teacher)	
	(india)	
	ELIGIBILITY:	
	RA 1080, as amended	
	(Teacher-Secondary) for	
	permanent appointments	
	*	











#### Department of Education

REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

None required for provisional<sup>1</sup> and contractual appointments

<sup>1</sup>must pass the LET within5 years after the date of first hiring

#### COMPETENCIES

## Functional Competencies/ Key Result Area:

- Content Knowledge and Pedagogy
- Content Knowledge and Pedagogy and Learning Environment
- Diversity of Learners and Curriculum and Planning
- Community Linkages and Professional Engagement
- Personal Growth and Professional Development

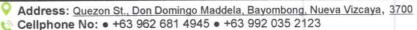
#### Core Behavioral Competencies:

- Self- Management
- Professionalism and Ethics
- Result Focus
- Teamwork
- Service Orientation Innovation











#### REGION II - CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
SPECIAL EDUCATION	EDUCATION:	
TEACHER III	Bachelor's degree in	DepEd Order 20, s.2025
SG-16	Education with specialization	
	in Special Education.	
Vice:		
	<b>EXPERIENCE:</b> Two (2) years'	
KEVIN MARF SAQUING	experience as Special	
(Bayombong I)	Education Teacher	
ALEXANDRA G. BIRCO	TRAINING: 4 hours of	
(Bayombong I)	relevant training	
	ELIGIBILITY:	
	RA 1080 (Teacher)	
	COMPETENCIES	
<b>Functional Competencies</b>	/ Vor Posult Core Pehorric	oral Competencies:

# Area:

- Content Knowledge and Pedagogy
- Content Knowledge and Pedagogy and Learning Environment
- · Diversity of Learners and Curriculum and Planning
- · Community Linkages and Professional Engagement
- Personal Growth and Professional Development

- Self- Management
- Professionalism and Ethics
- Result Focus
- Teamwork

Service Orientation Innovation







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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
SPECIAL EDUCATION	EDUCATION:	
TEACHER I	Bachelor's degree in Education	DepEd Order 20,
SG-14	with specialization in Special	s.2025
	Education.	
Vice:		
	<b>EXPERIENCE:</b> None required	
GAYLE L. WASIT		
(Solano I)	TRAINING: None required	
YVETTE QUIRANTE		
(Bambang I)	ELIGIBILITY:	
	RA 1080 (Teacher)	
ALVIN JAN S. DE GUZMAN		
(Bambang I)		
MYRNA L. REYES		
(Aritao I)		
MAUREEN B. BRIONES		
(Solano I)		
EMELIE B. ANCHETA		
(Dupax del Sur)		

## Functional Competencies/ Key Result Area:

- Content Knowledge and Pedagogy
- Content Knowledge and Pedagogy and Learning Environment
- Diversity of Learners and Curriculum and Planning
- Community Linkages and Professional Engagement
- Personal Growth and Professional Development

### Core Behavioral Competencies:

- · Self- Management
- Professionalism and Ethics
- Result Focus
- Teamwork
- Service Orientation Innovation







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## Department of Education

REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE	EDUCATION:	DepEd Order 007, s.
OFFICER II (Administrative	Bachelor's degree relevant to the	2023 (Non-Teaching
Officer I)	job.	Positions - SG 10 -
SG - 11		22 and 27)
	<b>EXPERIENCE:</b> None required	
Vice:		
	TRAINING: None required	
Alfonso Castaneda		
Lipuga ES		
<ul> <li>Pelaway ES- Annex</li> </ul>	ELIGIBILITY:	
Abuyo ES	CAREER SERVICE (Professional)	
Casecnan NHS	Second Level Eligibility	
Ambaguio		
Laylaya ES		
Pacdal ES		
Aritao East		
• Tucanon ES		
Bagabag I		
Paniki ES		
Bagabag II		
Amballo Resettlement		
ES Polonia PS		
Palayan ES		
Villaros ES  Bambang I		
Bambang I  • Pallas ES		
Aliaga ES Bambang II		
Mabuslo ES		
Bayombong II		
Cabuaan ES		
Diadi		
Diadi CS		
Villa Aurora		
Langka ES		
Pallagao PS		
Arwas ES		











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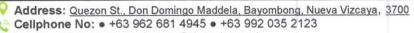
#### REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Dupax del Norte I		
Parai ES		2
Dupax del Norte II		
New Gumiad ES		
Giayan ES		
Abatan PS		
Bugkalot HS		
Dupax del Sur		
Ganao NHS		
Carolotan HS		
Eastern Kayapa		
Pinayag NHS		
Kasibu East		
• ENVHS		
<ul> <li>Malabing Valley NHS</li> </ul>		
Capisaan ES		
Binogawan IS		
Kasibu West		
<ul> <li>Kakiduguen NHS</li> </ul>		
<ul> <li>Biyoy ES</li> </ul>		
<ul> <li>Catarawan ES</li> </ul>		
• Bua IS		
Quezon		
<ul> <li>Dippog NHS</li> </ul>		
<ul> <li>Cabinnuangan ES</li> </ul>		
<ul> <li>Runruno ES</li> </ul>		
Sta. Fe		
<ul> <li>Cauco ES</li> </ul>		
Villaverde		
<ul> <li>Ocapon ES</li> </ul>		
<ul> <li>Buenavista ES</li> </ul>		
Western Kayapa		
Napo Tuyak NHS		
Banao ES		
• Abat es		
<ul> <li>Alang Salacsac es</li> </ul>		











# Department of Education

REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
• Labeng ES		
<ul> <li>Napo-Tuyak ES</li> </ul>		
ROSULA M. BALBERAN		
(Bambang West ES)		
VANESSA JANE G. RALA		
(Nagakay ES)		
	COMPETENCIES	
Functional Competencies/	Core Behavioral Competencies	Core Skills
Key Result Area:	<ul> <li>Self-Management</li> </ul>	• Oral
<ul> <li>Personnel</li> </ul>	<ul> <li>Professionalism and Ethics</li> </ul>	Communication
Administration	<ul> <li>Results Focus</li> </ul>	• Written
<ul> <li>Property</li> </ul>	<ul> <li>Teamwork</li> </ul>	Communication
Custodianship	<ul> <li>Service Orientation</li> </ul>	<ul> <li>Computer ICT</li> </ul>
<ul> <li>General</li> </ul>	<ul> <li>Innovations</li> </ul>	Skills
Administrative		
Support		
<ul> <li>Financial Management</li> </ul>		











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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ACCOUNTANT I SG -12 Vice:  MARYLOU LIBUNAO (Quezon NHS)  LESTER JOHN VALDEZ (Lamo NHS)	EDUCATION: Bachelor's degree in Commerce/Business Administration major in Accounting; Bachelor of Science in Accountancy  TRAINING: None required  EXPERIENCE:	DepEd Order 007, s.2023 (Non-Teaching Positions – SG 10-22 and 27)
	None required  ELIGIBILITY: RA 1080 (CPA)  COMPETENCIES	
Functional Competencies/ Key Result Area:  • Financial Records and Reports  • Financial System Maintenance  • Monitoring and Evaluation  • Technical Assistance  • Accounting Servicers Performance	Core Behavioral Competencies  Self-Management Professionalism and Ethics Results Focus Teamwork Service Orientation Innovations	<ul> <li>Core Skills</li> <li>Oral</li></ul>









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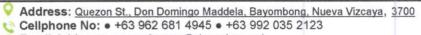
REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
GUIDANCE COUNSELOR	EDUCATION:	DepEd Order 007, s.2023
I	Master's degree in Guidance	(Related-Teaching Positions
SG-11	Counseling	- SG 11 - 15)
(Secondary)	Characteristic Control or Street Control of	
	TRAINING:	
3 ITEMS	None required	
	ETERIOR.	
	EXPERIENCE:	
	None required	
	ELIGIBILITY:	
	RA 1080 (Guidance Counselor)	
	COMPETENCIES	
Functional	Core Behavioral	Core Skills
Competencies/ Key	Competencies	• Oral
Result Area:	<ul> <li>Self-Management</li> </ul>	Communication
<ul> <li>Guidance and</li> </ul>	<ul> <li>Professionalism and</li> </ul>	• Written
Counselling	Ethics	Communication
Program	<ul> <li>Results Focus</li> </ul>	Computer ICT
<ul> <li>Administration of</li> </ul>	<ul> <li>Teamwork</li> </ul>	Skills
Psychological and	<ul> <li>Service Orientation</li> </ul>	
IQ Tests	<ul> <li>Innovations</li> </ul>	
• Counselling –		
Personal and		
Academic		
• Consultant/		
Resource Speakers		
Career Counselling		
Research and  Evaluation		
Evaluation		
<ul> <li>Prevention and Welfare</li> </ul>		
Linkages to NGOs,  LCUs, and other		
LGUs, and other		
Agencies		











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REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
GUIDANCE COUNSELOR II	EDUCATION:	DepEd Order 007,
SG-12	Master's degree in Guidance	s.2023
(Secondary)	Counseling	(Related-Teaching
		Positions – SG 11 – 15)
19 ITEMS	TRAINING:	
	None required	
	EXPERIENCE:	
	None required	
	ELIGIBILITY:	
	RA 1080 (Guidance	
	Counselor)	
COMPETENCIES	Courscion	
Functional Competencies/	Core Behavioral	Core Skills
Key Result Area:	Competencies	Oral
Guidance and	Self-Management	Communication
Counselling Program	Professionalism and	• Written
Administration of	Ethics	Communication
Psychological and IQ	Results Focus	Computer ICT
Tests	<ul> <li>Teamwork</li> </ul>	Skills
Counselling – Personal	Service Orientation	
and Academic	<ul> <li>Innovations</li> </ul>	
<ul> <li>Consultant/ Resource</li> </ul>		
Speakers		
Career Counselling		
Research and		
Evaluation		1
<ul> <li>Prevention and</li> </ul>		
Welfare		
<ul> <li>Linkages to NGOs,</li> </ul>		
LGUs, and other	75	
Agencies		









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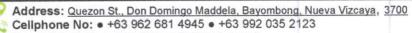
POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
GUIDANCE COUNSELOR III	EDUCATION:	DepEd Order 007, s.2023
SG-13	Master's degree in Guidance	(Related-Teaching
(Secondary)	Counseling	Positions – SG 11 – 15)
4 ITEMS	TRAINING:	
411EMS	None required	
	None required	
	EXPERIENCE:	
	None required	
	ELIGIBILITY:	
	RA 1080 (Guidance	
	Counselor)	
	COMPETENCIES	
Functional Competencies/	Core Behavioral	
Key Result Area:	Competencies	Core Skills
Guidance and	<ul> <li>Self-Management</li> </ul>	• Oral
Counselling Program	<ul> <li>Professionalism and</li> </ul>	Communication
<ul> <li>Administration of</li> </ul>	Ethics	• Written
Psychological and IQ	<ul> <li>Results Focus</li> </ul>	Communication
Tests	<ul> <li>Teamwork</li> </ul>	Computer ICT
<ul> <li>Counselling –</li> </ul>	<ul> <li>Service Orientation</li> </ul>	Skills
Personal and	<ul> <li>Innovations</li> </ul>	
Academic		
<ul> <li>Consultant/</li> </ul>		
Resource Speakers		
<ul> <li>Career Counselling</li> </ul>		
<ul> <li>Research and</li> </ul>		
Evaluation		
<ul> <li>Prevention and</li> </ul>		
Welfare		
<ul> <li>Linkages to NGOs,</li> </ul>		
LGUs, and other		
Agencies		













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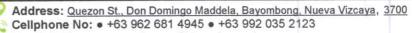
POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) SG - 9  Vice: LILIA A. YONGA-AN (Kasibu East)  ELEANOR L. JUAN (SDO)  FRANCES ANN B. CALMA (SDO - Mobile ADAS)  GLORINA MAE G. ATTEO (SDO-Mobile ADAS)	EDUCATION: Completion of two-year studies in college  EXPERIENCE: One (1) year of relevant experience  TRAINING: 4 hours relevant training  ELIGIBILITY: CAREER SERVICE ( Sub-Professional) First Level Eligibility	DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)
	COMPETENCIES	
Functional Competencies/ Key Result Area:	Core Behavioral Competencies  Self-Management Professionalism and Ethics Results Focus Teamwork Service Orientation Innovations	Oral Communication     Written     Communication     Computer ICT Skills













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REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) SG - 8  Vice:  CORAZON C. MARQUEZ (Bambang NHS)  JENNIFER D. SALIRUNGAN (Dupax del Norte II)  MARISSA S. DELA CRUZ (Canabuan NHS)	EDUCATION: Completion of two-year studies in college  EXPERIENCE: One (1) year of relevant experience  TRAINING: 4 hours relevant training  ELIGIBILITY: CAREER SERVICE ( Sub-Professional) First Level Eligibility	DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)
	COMPETENCIES	
Functional Competencies/ Key Result Area:  • Accounting Services • Budgeting Services	<ul> <li>Core Behavioral Competencies</li> <li>Self-Management</li> <li>Professionalism and Ethics</li> <li>Results Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovations</li> </ul>	Oral Communication Written Communication Computer ICT Skills











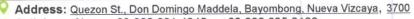
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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE AIDE	<b>EDUCATION:</b> Completion of two-year studies	DepEd Order 007, s. 2023 (Non-Teaching
SG - 6	in college	Positions – SG 1 – 9 Non-General Services)
Vice:	<b>EXPERIENCE:</b> None required	
ROSCAR JAYSON T. SULIO	TRAINING: None required	
(SDO)	ELIGIBILITY: CAREER SERVICE ( Sub- Professional) First Level Eligibility	
	COMPETENCIES	
Functional	Core Behavioral Competencies	Core Skills
Competencies/ Key Result Area:  • Schedules    Administrative    Service Activities  • Records and Files  • Administrative    Support  • Secretariat and    Frontline	<ul> <li>Self-Management</li> <li>Professionalism and Ethics</li> <li>Results Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovations</li> </ul>	<ul> <li>Oral     Communication</li> <li>Written     Communication</li> <li>Computer ICT     Skills</li> </ul>









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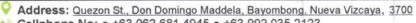
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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE AIDE	EDUCATION:	DepEd Order 007, s.
IV (Clerk II)	Completion of two-year	2023 (Non-Teaching
SG - 4	studies in college	Positions – SG 1 – 9
		Non-General Services)
Vice:	<b>EXPERIENCE:</b> None required	
MARIAN GRACE NIKKA LANZUELA	TRAINING: None required	
(Quezon NHS)	ELIGIBILITY:	
	CAREER SERVICE (Sub-	
	Professional) First Level	
	Eligibility	
1 ITEM)	100-	
(NVGCHS)		
	COMPETENCIES	<u>L</u>
Functional	Core Behavioral	Core Skills
Competencies/ Key	Competencies	• Oral
Result Area:	<ul> <li>Self-Management</li> </ul>	Communication
<ul> <li>Plots/Schedules</li> </ul>	<ul> <li>Professionalism and</li> </ul>	<ul> <li>Written</li> </ul>
Activities	Ethics	Communication
<ul> <li>Records</li> </ul>	<ul> <li>Results Focus</li> </ul>	<ul> <li>Computer ICT</li> </ul>
Management	<ul> <li>Teamwork</li> </ul>	Skills
<ul> <li>Administrative</li> </ul>	<ul> <li>Service Orientation</li> </ul>	
Support	<ul> <li>Innovations</li> </ul>	
<ul> <li>Secretarial/Frontline</li> </ul>		









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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE AIDE	EDUCATION:	DepEd Order 007, s.
III (Driver)	Completion of two-year studies	2023 (Non-Teaching
SG - 3	in college	Positions – SG 1 – 9
		Non-General Services)
Vice:	<b>EXPERIENCE:</b> None required	
1 ITEM	TRAINING: None required	
(Nansiakan NHS)		
	ELIGIBILITY:	
	Driver's License	
COMPETENCIES		
Functional	Core Behavioral Competencies	Core Skills
Competencies/ Key	Self-Management	• Oral
Result Area:	<ul> <li>Professionalism and</li> </ul>	Communication
	Ethics	
<ul> <li>Driving</li> </ul>	<ul> <li>Results Focus</li> </ul>	
<ul> <li>Vehicle</li> </ul>	Teamwork	
Maintenance	Service Orientation	
<ul> <li>Messengerial and</li> </ul>	<ul> <li>Innovations</li> </ul>	
Photocopying		
<ul> <li>Recording</li> </ul>		
<ul> <li>Communication</li> </ul>		









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REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
SECURITY GUARD I	EDUCATION:	DepEd Order 007, s.
SG - 3	High School Graduate	2023 (Non-Teaching
		Positions – SG 1 – 9
Vice:	<b>EXPERIENCE:</b> None required	Non-General Services)
RONNIE C. PEREZ (Diadi)	TRAINING: None required	
,	ELIGIBILITY:	
ROBERT E. CAMPOS	Security Guard License	
(Dupax del Sur NHS)	(MC10,s.2013 Cat. IV)	
	COMPETENCIES	
Functional	Core Behavioral Competencies	Core Skills
Competencies/ Key	<ul> <li>Self-Management</li> </ul>	• Oral
Result Area:	<ul> <li>Professionalism and</li> </ul>	Communication
<ul> <li>Prevention</li> </ul>	Ethics	
<ul> <li>Visibility</li> </ul>	<ul> <li>Results Focus</li> </ul>	
<ul> <li>Vigilance</li> </ul>	<ul> <li>Teamwork</li> </ul>	
<ul> <li>Observe and</li> </ul>	Service Orientation	
Report	<ul> <li>Innovations</li> </ul>	
Team Player		
a vocana a may va		











REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
POSITION  ADMINISTRATIVE AIDE I (Utility Worker I) SG - 1  Vice:  LORETO J. AGSUNOD (Solano I)  ERNESTO R. CASTILLO (A.Castañeda NHS)	EDUCATION: Must be able to read and write  EXPERIENCE: None required  TRAINING: None required  ELIGIBILITY: None required ( MC 10,s.2013 Cat.IV)	DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)
RONALD PANGILINAN (Kasibu West)	COMPETENCIES	
Functional	Core Behavioral Competencies	Core Skills
Competencies/ Key Result Area:  • Maintenance of Cleanliness and Sanitation  • Ground Improvement and Landscaping  • Repairs and Maintenance of Facilities  • Sounds and Lights Operation  • Team Player	<ul> <li>Self-Management</li> <li>Professionalism and Ethics</li> <li>Results Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovations</li> </ul>	Oral     Communication









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