



Republic of the Philippines  
**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
<b>TOTAL</b>	<b>13</b>

**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
<b>TOTAL</b>	<b>17</b>

## 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
l. Administrative Aide I (Utility Worker)	3
<b>TOTAL</b>	<b>97</b>

*\*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
- 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](https://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 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 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
<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> Training 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
<b>c. EXPERIENCE</b> Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the	Certificate of Employment/ Service Record

CSC-approved Qualification Standards	
<p><b>d. PERFORMANCE</b></p> <p>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> <p>a. Performance Rating relevant to the position to be filled (1 year).</p> <p><b>Positions with no experience requirement:</b></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><b>e. OUTSTANDING ACCOMPLISHMENTS</b></p> <p>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></p> <p>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



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>School Principal IV SG – 22</b>  <b>Vice:</b>  <b>RODRIGO C. ROSETE</b> (SDO)	<b>EDUCATION:</b> Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 18 units in Management  <b>EXPERIENCE:</b> 5 years teaching experience and 4 years' experience in school management and operations  <b>TRAINING:</b> 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  <b>ELIGIBILITY:</b> RA 1080, as amended (Teacher)	<i>DepEd Order 007, s.2023</i> <i>(School Administration)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Leading Strategically</li><li>• Managing School Operations and Resources</li><li>• Focusing on Teaching and Learning</li><li>• Developing Self and Others</li><li>• Building Connections</li></ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"><li>• Self- Management</li><li>• Professionalism and Ethics</li><li>• Result Focus</li><li>• Teamwork</li><li>• Service Orientation</li><li>• Innovation</li></ul>	<b>Leadership Competencies:</b> <ul style="list-style-type: none"><li>• Leading People</li><li>• People Development</li><li>• People Performance Management</li></ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>School Principal III SG – 21</b>  <b>Vice:</b>  <b>DOLORES C. DODON</b> (SDO)	<b>EDUCATION:</b> Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 15 units in Management  <b>EXPERIENCE:</b> 5 years teaching experience and 3 years' experience in school management and operations  <b>TRAINING:</b> 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  <b>ELIGIBILITY:</b> RA 1080, as amended (Teacher)	<i>DepEd Order 007, s.2023</i> <i>(School Administration)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Leading Strategically</li><li>• Managing School Operations and Resources</li><li>• Focusing on Teaching and Learning</li><li>• Developing Self and Others</li><li>• Building Connections</li></ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"><li>• Self- Management</li><li>• Professionalism and Ethics</li><li>• Result Focus</li><li>• Teamwork</li><li>• Service Orientation</li><li>• Innovation</li></ul>	<b>Leadership Competencies:</b> <ul style="list-style-type: none"><li>• Leading People</li><li>• People Development</li><li>• People Performance Management</li></ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>School Principal II</b> <b>SG -20</b>  <b>Vice:</b>  <u><b>Secondary:</b></u>  <b>MARITES M. VILLAMOR</b> (SDO)  <u><b>Elementary:</b></u>  <b>CATHERINE P. BULLONG</b> (SDO)  <b>MANUEL A. CARIAGA</b> (SDO)	<b>EDUCATION:</b> Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 12 units in Management  <b>EXPERIENCE:</b> 5 years teaching experience and 2 years' experience in school management and operations  <b>TRAINING:</b> 32 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  <b>ELIGIBILITY:</b> RA 1080, as amended (Teacher)	DepEd Order 007, s.2023 (School Administration)
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>Leading Strategically</li> <li>Managing School Operations and Resources</li> <li>Focusing on Teaching and Learning</li> <li>Developing Self and Others</li> <li>Building Connections</li> </ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"> <li>Self- Management</li> <li>Professionalism and Ethics</li> <li>Result Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovation</li> </ul>	<b>Leadership Competencies:</b> <ul style="list-style-type: none"> <li>Leading People</li> <li>People Development</li> <li>People Performance Management</li> </ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>Head Teacher V</b> <b>SG – 18</b>  <b>Vice:</b>  <b>Secondary:</b>  <b>ZORAIDA D. BULLECER</b> (Lamo NHS)  <b>ABELARDO P. PERALTA</b> (Solano HS)	<b>EDUCATION:</b> Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization  <b>EXPERIENCE:</b> HT for 4 years; or MT for 3 years  <b>TRAINING:</b> 24 hours of relevant training  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	<i>DepEd Order 007, s.2023</i> <i>(School Administration)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>Leading Strategically</li> <li>Managing School Operations and Resources</li> <li>Focusing on Teaching and Learning</li> <li>Developing Self and Others</li> <li>Building Connections</li> </ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"> <li>Self- Management</li> <li>Professionalism and Ethics</li> <li>Result Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovation</li> </ul>	<b>Leadership Competencies:</b> <ul style="list-style-type: none"> <li>Leading People</li> <li>People Development</li> <li>People Performance Management</li> </ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>Head Teacher III</b> <b>SG – 16</b>  <b>Vice:</b>  <b>CAMILO T. SARANDI</b> (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  <b>TRAINING:</b> 24 hours of relevant training  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	<i>DepEd Order 007, s.2023</i> <i>(School Administration)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Leading Strategically</li><li>• Managing School Operations and Resources</li><li>• Focusing on Teaching and Learning</li><li>• Developing Self and Others</li><li>• Building Connections</li></ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"><li>• Self- Management</li><li>• Professionalism and Ethics</li><li>• Result Focus</li><li>• Teamwork</li><li>• Service Orientation</li><li>• Innovation</li></ul>	<b>Leadership Competencies:</b> <ul style="list-style-type: none"><li>• Leading People</li><li>• People Development</li><li>• People Performance Management</li></ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>Head Teacher I</b> <b>SG – 14</b>  <b>Vice:</b>  <b>Secondary:</b>  <b>MARK ANTHONY I. GANO</b> (SDO)  <b>VIRGILIO G. DEL CAMPO JR.</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization  <b>EXPERIENCE:</b> TIC for 1 year; or Teacher for 3 years  <b>TRAINING:</b> 24 hours of relevant training  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	<i>DepEd Order 007, s.2023</i> <i>(School Administration)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>Leading Strategically</li><li>Managing School Operations and Resources</li><li>Focusing on Teaching and Learning</li><li>Developing Self and Others</li><li>Building Connections</li></ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"><li>Self- Management</li><li>Professionalism and Ethics</li><li>Result Focus</li><li>Teamwork</li><li>Service Orientation</li><li>Innovation</li></ul>	<b>Leadership Competencies:</b> <ul style="list-style-type: none"><li>Leading People</li><li>People Development</li><li>People Performance Management</li></ul>



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<b>Master Teacher II</b> <b>SG – 19</b>  <b>Vice:</b>  <b>Secondary:</b>  <b>ROMEO R. VALDEZ</b> (NVGCHS)  <b>LULU S. DACAYO</b> (Quezon NHS)  <b>VERGIE B. SALAMANCA</b> (NVGCHS)	<b>EDUCATION:</b> Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area  <b>EXPERIENCE:</b> 5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers  <b>TRAINING:</b> 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 Stage III (Highly Proficient Teacher)  <b>ELIGIBILITY:</b>  <b>Secondary:</b> RA 1080, as amended (Teacher-Secondary)	<i>DepEd Order 20, s.2025</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>• Content Knowledge and Pedagogy</li> <li>• Content Knowledge and Pedagogy and Learning Environment</li> <li>• Diversity of Learners and Curriculum and Planning</li> <li>• Community Linkages and Professional Engagement</li> <li>• Personal Growth and Professional Development</li> </ul>		
<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"> <li>• Self- Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation Innovation</li> </ul>		



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>Master Teacher I</b> <b>SG – 18</b>  <b>Vice:</b>  <b>Secondary:</b>  <b>TOMASITA L. SABADO</b> (Quezon NHS)  <b>ABNER V. AGUADA</b> (Alfonso Castañeda NHS)  <b>Elementary:</b>  <b>MILAGROS T. LAURO</b> (Aritao II)  <b>GLEN MILLER M. CAMPO</b> (Dupax del Sur)  <b>ARMIDA M. CASTILLEJOS</b> (Dupax del Sur)  <b>JOSIE F. DE GUZMAN</b> (Aritao II)  <b>MARCELO C. CALIAG</b> (Sta. Fe)  <b>FELY L. MARQUEZ</b> (Bayombong I)	<b>EDUCATION:</b> Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area  <b>EXPERIENCE:</b> 5 years teaching experience  <b>TRAINING:</b> 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 Stage III (Highly Proficient Teacher)  <b>ELIGIBILITY:</b> <b>Elementary:</b> RA 1080, as amended (Teacher – Elementary/Secondary)  <b>Secondary:</b> RA 1080, as amended (Teacher-Secondary)	<i>DepEd Order 20, s.2025</i>



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**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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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>Master Teacher I</b> <b>SG – 18</b>  <b>Vice:</b>  <b>Senior High School:</b>  <b>JOSEPH B. HOGGANG</b> (Casat NHS)  <b>Specialization:</b> Academic Track and Core Subject (English/Math/Science)	<b>EDUCATION:</b> Master's degree in relevant strand/ subject plus 18 professional units in Education  Master's degree in relevant strand/subject  <b>EXPERIENCE:</b> 5 years' experience in teaching or industry work in relevant strand/subject  <b>TRAINING:</b> 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)  <b>ELIGIBILITY:</b> RA 1080, as amended (Teacher-Secondary) for permanent appointments	<i>DepEd Order 20, s.2025</i>



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	None required for provisional <sup>1</sup> and contractual appointments  <sup>1</sup> must pass the LET within 5 years after the date of first hiring	
<b>COMPETENCIES</b>		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Content Knowledge and Pedagogy</li><li>• Content Knowledge and Pedagogy and Learning Environment</li><li>• Diversity of Learners and Curriculum and Planning</li><li>• Community Linkages and Professional Engagement</li><li>• Personal Growth and Professional Development</li></ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"><li>• Self- Management</li><li>• Professionalism and Ethics</li><li>• Result Focus</li><li>• Teamwork</li><li>• Service Orientation Innovation</li></ul>	



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>SPECIAL EDUCATION TEACHER III SG-16</b>  <b>Vice:</b>  <b>KEVIN MARF SAQUING</b> (Bayombong I)  <b>ALEXANDRA G. BIRCO</b> (Bayombong I)	<b>EDUCATION:</b> Bachelor's degree in Education with specialization in Special Education.  <b>EXPERIENCE:</b> Two (2) years' experience as Special Education Teacher  <b>TRAINING:</b> 4 hours of relevant training  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	<i>DepEd Order 20, s.2025</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Content Knowledge and Pedagogy</li><li>• Content Knowledge and Pedagogy and Learning Environment</li><li>• Diversity of Learners and Curriculum and Planning</li><li>• Community Linkages and Professional Engagement</li><li>• Personal Growth and Professional Development</li></ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"><li>• Self- Management</li><li>• Professionalism and Ethics</li><li>• Result Focus</li><li>• Teamwork</li></ul> Service Orientation Innovation	



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>SPECIAL EDUCATION TEACHER I SG-14</b>  <b>Vice:</b>  <b>GAYLE L. WASIT</b> (Solano I)  <b>YVETTE QUIRANTE</b> (Bambang I)  <b>ALVIN JAN S. DE GUZMAN</b> (Bambang I)  <b>MYRNA L. REYES</b> (Aritao I)  <b>MAUREEN B. BRIONES</b> (Solano I)  <b>EMELIE B. ANCHETA</b> (Dupax del Sur)	<b>EDUCATION:</b> Bachelor's degree in Education with specialization in Special Education.  <b>EXPERIENCE:</b> None required  <b>TRAINING:</b> None required  <b>ELIGIBILITY:</b> RA 1080 (Teacher)	<i>DepEd Order 20, s.2025</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>Content Knowledge and Pedagogy</li> <li>Content Knowledge and Pedagogy and Learning Environment</li> <li>Diversity of Learners and Curriculum and Planning</li> <li>Community Linkages and Professional Engagement</li> <li>Personal Growth and Professional Development</li> </ul>	<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"> <li>Self- Management</li> <li>Professionalism and Ethics</li> <li>Result Focus</li> <li>Teamwork</li> <li>Service Orientation Innovation</li> </ul>	



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



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Dupax del Norte I <ul style="list-style-type: none"><li>• Parai ES</li></ul> Dupax del Norte II <ul style="list-style-type: none"><li>• New Gumiad ES</li><li>• Giayan ES</li><li>• Abatan PS</li><li>• Bugkalot HS</li></ul> Dupax del Sur <ul style="list-style-type: none"><li>• Ganao NHS</li><li>• Carolotan HS</li></ul> Eastern Kayapa <ul style="list-style-type: none"><li>• Pinayag NHS</li></ul> Kasibu East <ul style="list-style-type: none"><li>• ENVHS</li><li>• Malabing Valley NHS</li><li>• Capisaan ES</li><li>• Binogawan IS</li></ul> Kasibu West <ul style="list-style-type: none"><li>• Kakiduguen NHS</li><li>• Biyoy ES</li><li>• Catarawan ES</li><li>• Bua IS</li></ul> Quezon <ul style="list-style-type: none"><li>• Dippog NHS</li><li>• Cabinnuangan ES</li><li>• Runruno ES</li></ul> Sta. Fe <ul style="list-style-type: none"><li>• Cauco ES</li></ul> Villaverde <ul style="list-style-type: none"><li>• Ocapon ES</li><li>• Buenavista ES</li></ul> Western Kayapa <ul style="list-style-type: none"><li>• Napo Tuyak NHS</li><li>• Banao ES</li><li>• Abat es</li><li>• Alang Salacsac es</li></ul>		



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<ul style="list-style-type: none"><li>• Labeng ES</li><li>• Napo-Tuyak ES</li></ul> <b>ROSULA M. BALBERAN</b> (Bambang West ES)  <b>VANESSA JANE G. RALA</b> (Nagakay ES)		
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Personnel Administration</li><li>• Property Custodianship</li><li>• General Administrative Support</li><li>• Financial Management</li></ul>	<b>Core Behavioral Competencies</b> <ul style="list-style-type: none"><li>• Self-Management</li><li>• Professionalism and Ethics</li><li>• Results Focus</li><li>• Teamwork</li><li>• Service Orientation</li><li>• Innovations</li></ul>	<b>Core Skills</b> <ul style="list-style-type: none"><li>• Oral Communication</li><li>• Written Communication</li><li>• Computer ICT Skills</li></ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>ACCOUNTANT I</b> SG -12  Vice:  <b>MARYLOU LIBUNAO</b> (Quezon NHS)  <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 <i>(Non-Teaching Positions – SG 10-22 and 27)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>Financial Records and Reports</li> <li>Financial System Maintenance</li> <li>Monitoring and Evaluation</li> <li>Technical Assistance</li> <li>Accounting Servicers Performance</li> </ul>	<b>Core Behavioral Competencies</b> <ul style="list-style-type: none"> <li>Self-Management</li> <li>Professionalism and Ethics</li> <li>Results Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovations</li> </ul>	<b>Core Skills</b> <ul style="list-style-type: none"> <li>Oral Communication</li> <li>Written Communication</li> <li>Computer ICT Skills</li> </ul>



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



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



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



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)</b> <b>SG – 9</b>  Vice:  <b>LILIA A. YONGA-AN</b> (Kasibu East)  <b>ELEANOR L. JUAN</b> (SDO)  <b>FRANCES ANN B. CALMA</b> (SDO – Mobile ADAS)  <b>GLORINA MAE G. ATTEO</b> (SDO-Mobile ADAS)	<b>EDUCATION:</b> Completion of two-year studies in college  <b>EXPERIENCE:</b> One (1) year of relevant experience  <b>TRAINING:</b> 4 hours relevant training  <b>ELIGIBILITY:</b> CAREER SERVICE ( Sub-Professional) First Level Eligibility	<i>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>Accounting Services</li><li>Salary Administration and Payroll Processing</li><li>Payroll-related Services</li><li>Budgeting Services</li></ul>	<b>Core Behavioral Competencies</b> <ul style="list-style-type: none"><li>Self-Management</li><li>Professionalism and Ethics</li><li>Results Focus</li><li>Teamwork</li><li>Service Orientation</li><li>Innovations</li></ul>	<b>Core Skills</b> <ul style="list-style-type: none"><li>Oral Communication</li><li>Written Communication</li><li>Computer ICT Skills</li></ul>



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>ADMINISTRATIVE ASSISTANT II</b> <b>(Disbursing Officer II)</b> <b>SG – 8</b>  <b>Vice:</b>  <b>CORAZON C. MARQUEZ</b> (Bambang NHS)  <b>JENNIFER D. SALIRUNGAN</b> (Dupax del Norte II)  <b>MARISSA S. DELA CRUZ</b> (Canabuan NHS)	<b>EDUCATION:</b> Completion of two-year studies in college  <b>EXPERIENCE:</b> One (1) year of relevant experience  <b>TRAINING:</b> 4 hours relevant training  <b>ELIGIBILITY:</b> CAREER SERVICE ( Sub-Professional) First Level Eligibility	<i>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)</i>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>Accounting Services</li> <li>Budgeting Services</li> </ul>	<b>Core Behavioral Competencies</b> <ul style="list-style-type: none"> <li>Self-Management</li> <li>Professionalism and Ethics</li> <li>Results Focus</li> <li>Teamwork</li> <li>Service Orientation</li> <li>Innovations</li> </ul>	<b>Core Skills</b> <ul style="list-style-type: none"> <li>Oral Communication</li> <li>Written Communication</li> <li>Computer ICT Skills</li> </ul>



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



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



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



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



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



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