



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

23 January 2026

DIVISION MEMORANDUM  
No. **34**, s. 2026

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
Administrative Officer V  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. To facilitate the filling up of various positions, this office would like to announce the call for submission of application for the following positions to wit:

**Secondary:**

Position	No. of items
a. School Principal IV	2
b. Master Teacher II	2
c. Master Teacher I	3
<b>TOTAL</b>	<b>7</b>

**Elementary:**

Position	No. of items
a. School Principal II	3
b. School Principal I	2
c. Master Teacher II	4
d. Master Teacher I	6
<b>TOTAL</b>	<b>15</b>

**Non-Teaching**

Position	No. of items
a. Administrative Officer V	1

b. Senior Education Program Specialist	1
c. Education Program Specialist II	1
d. Administrative Officer IV	2
e. Administrative Officer II	4
f. Legal Assistant	1
g. Administrative Assistant III (Senior Bookkeeper)	14
h. Administrative Assistant II (Disbursing Officer)	9
i. Administrative Aide IV (Clerk II)	2
j. Administrative Aide III (Driver)	1
k. Security Guard I	1
l. Administrative Aide I (Utility Worker I)	1
<b>TOTAL</b>	<b>38</b>

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

2. DepEd Schools Division of Nueva Vizcaya adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.
3. All interested applicants are advised to submit one (1) set of documents arranged accordingly into one (1) folder for the **Pre-assessment of their Eligibility** based on the **Qualification Standard** of the position being applied for:
  - a. Application Letter indicating therein the position being applied for
  - b. Duly notarized Personal Data Sheet (**PDS Form 212**) with Work Experience Sheet
  - c. Authenticated Transcript of Records/Certification of units earned
  - d. Xerox copy of Eligibility (CSC-Prof/CSC-Subprof/PRC License)
  - e. Service Record
  - f. Certificate of Training related to the position being applied for

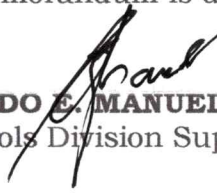
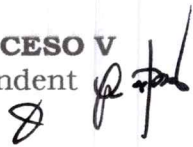
**For applicants of Non-teaching positions please refer to Annex A for additional documents to be submitted.**

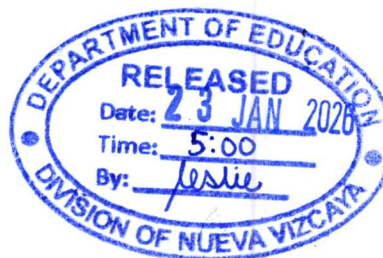
4. All applicants are advised to fill up the form on this link [bit.ly/ApplicantRegistration2024](http://bit.ly/ApplicantRegistration2024) after submission of the above mentioned documents.
5. All documents must be submitted to this Office through the Records Section on or before **February 3, 2026** until 5:00 o'clock in the

afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO).**

**Late submission will no longer be accepted.**

6. A separate memorandum will be released regarding the result of the pre-assessment including the time and schedule of each applicant to be assessed. Please be updated through our official webpage 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/TEACHING-RELATED POSITIONS**

**Submission of Application:**

1. Applicants are required to submit the following documents upon application:
  - a. **Pre-Assessment Documents** – documents to be submitted for the evaluation of eligibility of an applicant to determine whether he/she is Qualified or Disqualified for the position:
    - a. Application Letter
      - Indicate the position being applied for
      - If there are more than three vacant items of the same position, the applicant has to choose 2 places of assignment from his/her locality where he/she wants to apply.
    - b. Duly notarized Personal Data Sheet (**PDS Form 212**) with Work Experience Sheet
    - c. Authenticated Transcript of Records/Certification of units earned
    - d. Xerox copy of Eligibility (CSC-Prof/CSC-Subprof/PRC License)
    - e. Service Record/Certificate of Employment
    - f. Certificate of Training related to the position being applied for
  - b. **Assessment Documents** – additional documents to be submitted for the evaluation of points based on the criteria for assessment.
    - The assessment for Non-teaching/Related-teaching positions shall be based on the following criteria:

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



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

	<p><b>Positions with no experience requirement:</b></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><b>g. APPLICATION OF LEARNING AND DEVELOPMENT (L &amp; D)</b> Application of L &amp; 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"> <li>1. Certificate of Training or Certification on any applicable L &amp; D intervention acquired</li> <li>2. Action Plan/ Re-entry Action Plan/ Job Embedded Learning</li> <li>3. Accomplishment report with General Certification that the L &amp; D intervention was adopted by the office</li> </ol>

### 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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SCHOOLS DIVISION OF NUEVA VIZCAYA

POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>School Principal IV SG – 22</b>  <b>Vice:</b>  <b>MERLITA C. PADILLA</b> (SDO)  <b>TERESITA TABOY</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 II</b> <b>SG -20</b>  <b>Vice:</b>  <b><u>Elementary:</u></b>  <b>MAGGIE RONALYN Y. BACANI</b> (SDO)  <b>ALICE G. ASUNCION</b> (SDO)  <b>BENTRIZ P. CAYAT</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>School Principal I SG -19</b>  <b>Vice:</b>  <b>Elementary:</b>  <b>ROGER G. RAMOS</b> (SDO)  <b>RUBILITA TALLASE</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 9 units in Management  <b>EXPERIENCE:</b> 5 years teaching experience and 2 years' experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision.  <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>Master Teacher II</b> <b>SG – 19</b>  <b>Vice:</b>  <b>Elementary:</b>  <b>RODEL G. OONES</b> (Sta. Fe)  <b>MELCHOR B. BADUA</b> (Dupax del Norte I)  <b>ROSEBELINDA C. RUBEN</b> (Solano I)  <b>NARCITA B. MANZANO</b> (Quezon)  <b>Secondary:</b>  <b>NELIA D. ACOB</b> (NVGCHS)  <b>CRIZELDA S. ESTRADA</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;z  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) <b>Secondary:</b> RA 1080, as amended (Teacher-Secondary)	DepEd Order 20, s.2025
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> </ul>		<b>Core Behavioral Competencies:</b> <ul style="list-style-type: none"> <li>Self- Management</li> <li>Professionalism and Ethics</li> </ul>



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| <ul style="list-style-type: none"><li>• Diversity of Learners and Curriculum and Planning</li><li>• Community Linkages and Professional Engagement</li><li>• Personal Growth and Professional Development</li></ul> | <ul style="list-style-type: none"><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>NOEL S. AMADOR</b> (Dupax del Sur NHS)  <b>PURIFICACION B. ASIS</b> (NVGCHS)  <b>REYNALDO S. GALICIA</b> (Solano High School)  <b>Elementary:</b>  <b>GLORIA L. DINGPAYAN</b> (Kayapa East)  <b>ESTRELITA T. CAMPOY</b> (Kayapa East)  <b>SHIRLEY D. VICENTE</b> (Kasibu West)  <b>CORNELIA C. LIGMAYO</b> (Kayapa East)  <b>TERESITA O. CADELIÑA</b> (Solano I)  <b>RACKEL S. ASIM</b> (Ambaguio)	<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>ADMINISTRATIVE OFFICER V</b> <b>SG – 18</b>  <b>Vice:</b>  <b>MARITESS E. VIDAD</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree relevant to the job  <b>TRAINING:</b> 8 hours relevant training  <b>EXPERIENCE:</b> 2 years of relevant experience  <b>ELIGIBILITY:</b> CSC (Professional) Second Level Eligibility	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Administrative Policies and Guidelines</li><li>• Personnel Administration</li><li>• Records Management</li><li>• Supply and Procurement Management</li><li>• Cash Management</li><li>• Security and Custody of Properties</li><li>• Maintenance of Grounds and Facilities</li><li>• Administrative Service 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>SENIOR EDUCATION PROGRAM SPECIALIST SG – 19</b>  <b>Vice:</b>  <b>MARIANNE C. EUGENIO</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job  <b>TRAINING:</b> 8 hours relevant training  <b>EXPERIENCE:</b> 2 years experience in education, research, development, implementation, or other relevant experience  <b>ELIGIBILITY:</b> RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>• HR Strategic Plans and Policies</li> <li>• Professional and Career Development</li> <li>• HR Development Interventions</li> <li>• Scholarship and Professional Program Coordination</li> <li>• Training and Development Records</li> <li>• Succession and Exit</li> <li>• Employee Welfare</li> <li>• Technical Assistance</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>EDUCATION PROGRAM SPECIALIST II</b> <b>SG – 16</b>  <b>Vice:</b>  <b>KENNETH JEYSON U. GALINGANA</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job  <b>TRAINING:</b> 8 hours relevant training  <b>EXPERIENCE:</b> 2 years experience in education, research, development, implementation, or other relevant experience  <b>ELIGIBILITY:</b> RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>• HR Strategic Plans and Policies</li> <li>• Professional and Career Development</li> <li>• Training and Career Development Materials</li> <li>• Scholarship and Professional Program Coordination</li> <li>• Training and Development Records</li> <li>• Succession and Exit</li> <li>• Employee Welfare</li> <li>• Technical Assistance</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 OFFICER IV (Administrative Officer II)</b> <b>SG – 15</b>  <b>Vice:</b>  <b>VIRGINIA F. BALANGTO</b> (Alfonso Castañeda)	<b>EDUCATION:</b> Bachelor's degree relevant to the job  <b>TRAINING:</b> 4 hours relevant training  <b>EXPERIENCE:</b> One (1) year of relevant experience  <b>ELIGIBILITY:</b> CSC (Professional) Second Level Eligibility	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>• Administrative Policies and Guidelines</li><li>• Personnel Administration</li><li>• Records Management</li><li>• Supply and Procurement Management</li><li>• Cash Management</li><li>• Security and Custody of Properties</li><li>• Maintenance of Grounds and Facilities</li><li>• Administrative Service 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>ADMINISTRATIVE OFFICER IV (Administrative Unit – Procurement)</b> <b>SG – 15</b>  <b>Vice:</b>  <b>NEW</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree relevant to the job  <b>TRAINING:</b> 4 hours relevant training  <b>EXPERIENCE:</b> One (1) year of relevant experience  <b>ELIGIBILITY:</b> CSC (Professional) Second Level Eligibility  <b>PREFERRED QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>2-years experience in Procurement</li></ul>	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"><li>Procurement Planning</li><li>Procurement Process Management</li><li>Procurement Contracts Management</li><li>Procurement Monitoring and Evaluation</li><li>Secondary Duties</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 OFFICER II (Administrative Officer I)</b> <b>SG – 11</b>  <b>Vice:</b>  Mabasa ES  Talbec ES  Dempeg ES	<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>
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>ADMINISTRATIVE OFFICER II</b> SG - 11  <b>Vice:</b>  <b>NEW</b> <b>(SDO - Administrative Unit-Procurement)</b>	<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>PREFERRED QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Must have 1- year relevant experience in Procurement</li> </ul>	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>• Procurement Planning</li> <li>• Procurement Process Management</li> <li>• Procurement Contracts Management</li> <li>• Procurement Monitoring and Evaluation</li> <li>• Administrative and Records Management</li> <li>• Secondary duties</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>LEGAL ASSISTANT I</b> <b>SG - 10</b>  <b>Vice:</b>  <b>NEW</b> (SDO)	<b>EDUCATION:</b> Bachelor's degree  <b>EXPERIENCE:</b> None required  <b>TRAINING:</b> None required  <b>ELIGIBILITY:</b> CAREER SERVICE (Professional) Second Level Eligibility  <b>PREFERRED QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Preferably with a least Units of Bachelor of Laws</li> <li>• Excellent written and verbal communication skills</li> <li>• Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of internet</li> </ul>	<b>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)</b>
COMPETENCIES		
<b>Functional Competencies/ Key Result Area:</b> <ul style="list-style-type: none"> <li>• Procurement Planning</li> <li>• Procurement Process Management</li> <li>• Procurement Contracts Management</li> <li>• Procurement Monitoring and Evaluation</li> <li>• Administrative and Records 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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• Secondary duties		
POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
<b>ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)</b> <b>SG – 9</b>  Vice:  <b>CLEOFÉ B. COVITA</b> (Casat NHS)  <b>JOAN G. RODRIGUEZ</b> (Dupax del Sur)  <b>MICHELLE Y. UMayAM</b> (SDO)  <b>ASTOR M. EMBONG</b> (Nansiakan NHS)  <b>MA. LORELIE R. BRIONES</b> (SDO Mobile)  <b>DARREL DE GUZMAN</b> (Kayapa East)  <b>CLYDINNE BALLON</b> (Alfonso Castañeda – JHS Cluster)  <b>ROMELYN GRACE A. PASION</b> (SDO Mobile)  <b>ZARINA JANE R. RIVERA</b>	<b>EDUCATION:</b> Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  <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>



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<p>(SDO)</p> <p><b>EDEN LYKA E. GIRON</b> (SDO)</p> <p><b>MARICRIS A. GULLINGAY</b> (Dupax del Norte I)</p> <p><b>ABEGAIL C. KIBARA</b> (Kasibu West – JHS)</p> <p><b>ROSENDA J. NATIGUING</b> (Kongkong Valley NHS)</p> <p><b>MARY ANN T. CAILIN</b> (Bagabag JHS)</p>		
COMPETENCIES		
<p><b>Functional Competencies/ Key Result Area:</b></p> <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>	<p><b>Core Behavioral Competencies</b></p> <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>	<p><b>Core Skills</b></p> <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 (Disbursing Officer II)</b> <b>SG – 8</b>  <b>Vice:</b>  <b>LOVELY JOY A. RINGOR</b> (Kakiduguen NHS)  <b>KAIZZER B. TAPICERIA</b> (Casecnan NHS)  <b>VANESSA G. CANILLO</b> (Carolotan NHS)  <b>MARCO FERNAN SANTIAGO</b> (Casenan NHS)  <b>LENIE B. LUCAS</b> (ENVHS)  <b>MARY GRACE W. AMBOY</b> (Malabing Valley NHS)  <b>MICHAEL ANGELO O. DACULAN</b> (Runruno NHS)  <b>MARY JANE MARIANO</b> (Sta. Cruz Pingkian)  <b>JOSEPHINE M. DURANA</b> (Kasibu West)	<b>EDUCATION:</b> Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)  <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>



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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>Innovation</li><li></li><li></li><li></li><li>ns</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)</b> <b>SG – 4</b>  <b>Vice:</b>  <b>RHEALYN M. DOMINGO</b> (SDO)  <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>JOJO D. CARREON</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> 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</b> <b>SG – 3</b>  Vice:  <b>JOHNNY L. CABAL</b> (Diadi 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) SG – 1</b>  Vice:  <b>ALVIN D. AMBATALI</b> (NVGCHS)	<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)	<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>• 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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