



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

02 September 2026

DIVISION MEMORANDUM
No. 326 , 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:

Elementary:

Position	No. of items
a. School Principal I	11
b. Master Teacher I	1
TOTAL	12

Non-Teaching

Position	No. of items
a. Administrative Officer II	4
b. Administrative Assistant III	2
c. Administrative Assistant II	1
d. Security Guard	1
TOTAL	8

**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 - revised 2026**) 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 if applicable
- 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.

For MASTER TEACHER APPLICANTS submit a complete copy of your three (3) latest IPCRF for the evaluation.

4. All applicants are advised to fill up the form on this link <https://tinyurl.com/ApplicantRegistration2026> after submission of the above-mentioned documents.

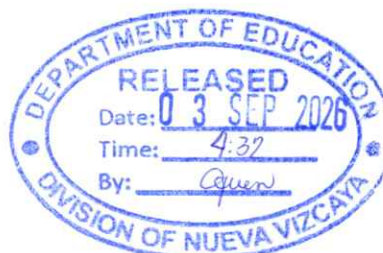
5. All documents must be submitted to this Office through the Records Section on or before **September 9, 2026** until 5:00 o'clock in the afternoon, addressed to the Schools Division Superintendent, **Attn: Administrative Officer IV (HRMO)**.

Late submission will no longer be accepted.

6. A separate memorandum will be released as regards 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
09-2026-601





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**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- revised 2026**) 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
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 (Xeroopy)



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c. EXPERIENCE Experience relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved Qualification Standards	Certificate of Employment/ Service Record
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.	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 Cum laude, Magna Cum laude or Suma Cum laude d. GWA
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.	a. Awards and Recognition This refers to citations or commendations, academic or inter-school awards, or outstanding employee awards. b. Research and Innovation - Research Conducted c. Subject Matter Expert/ Membership in National TWGs or Committees - Certificate as Subject Matter Expert or Certificate as National TWG d. Resource Speakership/ Learning Facilitation - Certificate of Recognition as Resource Speaker e. NEAP Accredited Learning Facilitator - Certification as NEAP Facilitator



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f. APPLICATION OF EDUCATION Application of education is the contribution made by an applicant to their workplace as a result of their learning from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled.	Positions with experience requirement: Application of education is the contributions made by the applicant to their workplace as a result of their learning sfrom their education degrees or untis earned, such as but not limited to applied concepts, processes, and skills that re 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.	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
School Principal I SG -19 Vice: DANTE SAQUING (SDO) REMAINING SCHOOL PRINCIPAL I ITEMS (10)	EDUCATION: 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 EXPERIENCE: 5 years teaching experience and 1-year experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision. TRAINING: 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 ELIGIBILITY: RA 1080, as amended (Teacher)	<i>DepEd Order 007, s.2023</i> <i>(School Administration)</i>
COMPETENCIES		
Functional Competencies/ Key Result Area: - Leading Strategically - Managing School Operations and Resources - Focusing on Teaching and Learning - Developing Self and Others - Building Connections	Core Behavioral Competencies: - Self- Management - Professionalism and Ethics - Result Focus - Teamwork - Service Orientation - Innovation	Leadership Competencies: - Leading People - People Development - People Performance Management



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
Master Teacher I SG – 18 Vice: Elementary: VIVIAN OREÑA (Bambang I)	EDUCATION: Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area EXPERIENCE: 5 years teaching experience 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 Stage III (Highly Proficient Teacher) ELIGIBILITY: Elementary: RA 1080, as amended (Teacher – Elementary/Secondary) Secondary: RA 1080, as amended (Teacher-Secondary)	<i>DepEd Order 20, s.2025</i>
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
ADMINISTRATIVE OFFICER II (Administrative Officer I) SG – 11 Vice: <u>Elementary:</u> IVY GONZALES CARASCO DENNIS VALDEZ MINCEL GRACE LIMBAWAN DENNIS VALDEZ	EDUCATION: Bachelor's degree relevant to the job. EXPERIENCE: None required TRAINING: None required ELIGIBILITY: CAREER SERVICE (Professional) Second Level Eligibility	DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 10 – 22 and 27)
COMPETENCIES		
Functional Competencies/ Key Result Area: - Personnel Administration - Property Custodianship - General Administrative Support - Financial Management	Core Behavioral Competencies - Self-Management - Professionalism and Ethics - Results Focus - Teamwork - Service Orientation - Innovations	Core Skills - Oral Communication - Written Communication - Computer ICT Skills



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) SG – 9 Vice: ANNIE LYN CALICA (Aritao II) KATE GILLIANE LU (SDO)	EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016) EXPERIENCE: One (1) year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility	<i>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)</i>
COMPETENCIES		
Functional Competencies/ Key Result Area: - Accounting Services - Salary Administration and Payroll Processing - Payroll-related Services - Budgeting Services	Core Behavioral Competencies - Self-Management - Professionalism and Ethics - Results Focus - Teamwork - Service Orientation - Innovations	Core Skills - Oral Communication - Written Communication - Computer ICT Skills



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POSITION	QUALIFICATION STANDARD	HIRING GUIDELINES
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) SG – 8 Vice: MAYLENE LIBAN (Bonfal NHS)	EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016) EXPERIENCE: One (1) year of relevant experience TRAINING: 4 hours relevant training ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility	<i>DepEd Order 007, s. 2023 (Non-Teaching Positions – SG 1 – 9 Non-General Services)</i>
COMPETENCIES		
Functional Competencies/ Key Result Area: - Accounting Services - Budgeting Services	Core Behavioral Competencies - Self-Management - Professionalism and Ethics - Results Focus - Teamwork - Service Orientation - Innovations	Core Skills - Oral Communication - Written Communication - Computer ICT Skills



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