



Republic of the Philippines  
Department of Education  
Region 12 (Cagayan Valley)

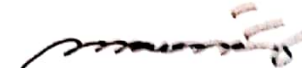
## SCHOOLS DIVISION OFFICE OF ISABELA

Alibon, City of Ilagan, Isabela 5500



### MEMORANDUM

To: Public Schools District Supervisors *Principals in Charge*  
Public Elementary and Secondary School Heads  
All Others Concerned

From:   
REYNANTE Z. CALIGUIRAN, PhD, CESO VI  
OIC - Schools Division Superintendent

Date: February 20, 2019

Subject: Assessment of Applicants for School Head, Master Teacher and Non-Teaching Positions in the Division of Isabela

1. This is to announce the assessment of applicants for the position of School Principal IV and II, Master Teachers II and I, Administrative Assistant III and SPET I on March 22, 2019 at 9:00 in the morning to be held at the Conference Hall, SDO Isabela, City of Ilagan.
2. Interested applicants should meet the herein Qualification Standards (QS) pursuant to DepEd Order No. 50, s. 2014 Qualification Standards for DepEd Unique Positions.

Position:	School Principal IV
Education:	Bachelor's degree in Secondary Education or Bachelors degree with 18 professional education units plus 6 units of management
Experience:	3 years as Principal
Training:	40 hours relevant training
Eligibility:	RA 1080 (Teacher)
Position:	School Principal II
Education:	Bachelor's degree in Elementary Education or Bachelors degree with 18 professional education units plus 6 units of management
Experience:	1 year as Principal
Training:	40 hours relevant training
Eligibility:	RA 1080 (Teacher)



- Position: Master Teacher II  
Jones RS, Raniag HS (Reclassification) and Luna NHS  
(Reclassification)
- Education: Bachelor of Secondary Education or Bachelors degree with 18 professional education units with appropriate major and 24 units for a Master's degree in education or its equivalent
- Experience: 1 year as Master Teacher I or 4 years as Teacher III
- Training: 4 hours relevant training
- Eligibility: RA 1080 (Teacher)
- Position: Master Teacher I  
Ramon NHS, Raniag HS (Reclassification) and Luna NHS  
(Reclassification)
- Education: Bachelor of Secondary Education or Bachelors degree with 18 professional education units with appropriate major and 18 units for a Master's degree in education or its equivalent
- Experience: 3 years of relevant experience
- Training: None required
- Eligibility: RA 1080 (Teacher)
- Position: Administrative Assistants III  
Rizal Region NHS
- Education: Completion of two-years studies in college
- Experience: 1 year of relevant experience
- Training: 4 hours relevant training
- Eligibility: Career Service (Sub-Professional/First Level)
- Position: Special Education Teacher I
- Education: Bachelor's degree in Education with Specialization in Special Education
- Experience: None required
- Training: None required
- Eligibility: RA 1080 (Teacher)

3. Interested applicants must submit their Letter of Intent to Mrs. Lou Jane M. Nicolas, Administrative Officer IV for Personnel with their pertinent documents for preliminary evaluation of the qualifications of applicants, prepare selection line-up to reflect qualifications of candidates and for the deliberation en-banc of the Promotion Selection Board (DO No. 29, s. 2002). Pertinent documents includes:

- a. TOR
- b. Service Record
- c. Certificate of Employment with Job Description (for Non Teaching)
- d. Latest Appointment
- e. Certificate of Eligibility
- f. Latest Personal Data Sheet
- g. Certificate of Training
- h. All other documents required under Division Memorandum No. 43, s. 2018





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## **SCHOOLS DIVISION OFFICE OF ISABELA**

Allbagu, City of Ilagan, Isabela 3300



3. Deadline for the submission of Letters of Intent and the aforementioned documents is on February 27, 2019. For inquiry please see Mrs. Lou Jane M. Nicolas, Administrative Officer IV (HRMO).

4. As stated in DepEd Order No. 29, s. 2002 (Merit Selection Plan of the Department of Education) Section V, Item No. 3, the HRMO shall conduct preliminary evaluation of the qualification of all applicants, prepare selection line-up which shall reflect the qualifications of the candidates, notify all applicants on the outcome of preliminary evaluation and submit the selection line-up for the PSB deliberation en-banc.

5. DepEd Order 42, s. 2007 shall be applied for School Heads positions, DepEd Order 66, s. 2007 for other Teaching, Related Teaching and Non-Teaching Position and MEC Order 10, s. 1979 for Master Teacher positions in the assessment of the qualification and competence of the candidates for appointment to the vacant positions.

6. Immediate and wide dissemination of this Memorandum is desired.

*PER/lmn*