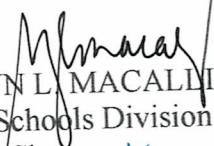




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF ISABELA

MEMORANDUM

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Administrative Officer V
 Administrative Officer IV (HRMO)
 Public Schools District Supervisors/District In-Charge
 Secondary School Heads (Public Elementary and Secondary)
 Other Concerned Personnel

From: 
 MADELYN L. MACALLING, PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer In Charge
 Office of the Schools Division Superintendent

Date: July 12, 2021

Subject: Assessment of Applicants for Various Positions

1. The field is hereby notified on the scheduled online Virtual Assessment to all interested and qualified applicants for the various vacated positions shown below on July 28, 2021 to start at 8:00AM, to wit:

Position: Principal II (San Agustin District)
 Education: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization plus 6 units of management
 Experience: 1 year as Principal
 Training: 40 hours relevant training
 Eligibility: RA 1080 (Teacher)


Position: Master Teacher I (San Agustin, San Guillermo District)
 Education: Bachelor of Elementary 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

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DEPED
 WELCOME
 DATE: 7/12/21
 BY: 
 CONTROL NO. 40

Position: Master Teacher I- TLE (Ugad HS)
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 Assistant II (San Guillermo District)
Education: Completion of two-year studies in college
Experience: 1 year relevant experience
Training: 4 hours relevant training
Eligibility: Career Service Subprofessional/First Level Eligibility

Position: Security Guard I (San Isidro NHS)
Education: High School Graduate
Experience: none required
Training: none required
Eligibility: Security Guard License MC 10, s. 2013 Cat IV

2. Interested and qualified applicants shall submit their Letter of Intent to the Schools Division Superintendent **ATTN: Mrs. Lou Jane M. Nicolas**, Administrative Officer IV for Personnel with their pertinent documents for preliminary evaluation on the qualifications of applicants, preparation of selection line-up and for deliberation of the Promotion Selection Board en-banc. (DO No. 29, s. 2002). Pertinent documents include the following:

- 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

3. To ensure that all documents submitted are photocopies of the original documents, Omnibus Sworn Statement shall be submitted together with the aforementioned application documents. Deadline for the submission will be on or before July 19, 2021.

4. **Only submitted documents on the scheduled date shall be assessed. Additional documents shall no longer be considered after the deadline of submission and during the assessment proper.**

5. All submitted photocopied documents for any previous assessment can be retrieved from the Office of the HRMO through a written request. Please be guided that it is the solely responsibility of the would-be candidate/applicant to prepare all the needed documents to be submitted.

6. Qualified applicants after the pre-assessment of documents will be informed through letter or text messages before the online assessment date. An orientation on the online process flow



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or procedure will be done on July 27, 2021 at 8:00AM. Google meet link will be provided a day before the said date through text message.

7. In the observance of the Equal Employment Opportunity Privilege (EEOP), this Office highly encourages all interested and qualified applicants, including persons with disability, members of indigenous groups and communities, regardless of gender identity to join the said assessment.

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

PER/lmm



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