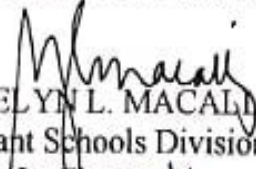




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF ISABELA

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. MACALINDIG, PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Date: August 26, 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 September 10, 2021 to start at 8:00AM, to wit:

Position: Principal III (Legislative District 6)
Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization plus 6 units of management
Experience: 2 years as Principal
Training: 40 hours relevant training
Eligibility: RA 1080 (Teacher)

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



Alibagu, City of Ilagan, Isabela 3300
(078) 323-0281; (078) 323-2015
isabela@deped.gov.ph



deped-isabela.com.ph
Sdo Isabela



| | | | |
|-----------|--------------|-------|----|
| Doc Code: | FM-ORD-003 | Rev: | 00 |
| As of: | July 2, 2018 | Page: | 2 |

Position: Principal II (San Mariano II, Gamu 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: Principal I (San Mariano I District)
Education: Bachelor's degree in Elementary Education or Bachelor's degree plus 18 professional units in Education
Experience: Head Teacher I for 1 year; or Teacher In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years
Training: 40 hours relevant training
Eligibility: RA 1080 (Teacher)

Position: Master Teacher I (San Mariano NHS-TLE, Jones RS-TLE)
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: Head Teacher III (Santo Isidro NHS)
Education: Bachelor's degree in Secondary Education or Bachelor's degree plus 18 professional education units with appropriate field of specialization
Experience: HT for 2 years; or TIC for 2 years; or Teacher for 5 years
Training: 24 hours relevant training
Eligibility: RA 1080 (Teacher)

Position: Head Teacher I (Gamu Rural School- Junction Upi Annex)
Education: Bachelors degree in Secondary Education; or Bachelor's degree with 18 professional education units
Experience: TIC for 1 year; or Teacher for 3 years
Training: 24 hours relevant training
Eligibility: RA 1080 (Teacher)

Position: Administrative Assistant III (San Mariano I 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: Administrative Assistant II (Benito Soliven North 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: Administrative Aide I (Echague East District)
Education: Must be able to read and write
Experience: none required
Training: none required
Eligibility: none required

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 September 3, 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 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 or procedure will be done on September 9, 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/Imm



Allibagu, City of Ilagan, Isabela 3300
(078) 323-0281; (078) 323-2015
isabela@deped.gov.ph



deped-isabela.com.ph
sdo.isabela



| | | | |
|-----------|---------------------|-------|-----------|
| Doc Code: | FM-ORD-003 | Rev: | 00 |
| As of: | July 2, 2018 | Page: | 2 |