

Republic of the Philippines

Department of Education

REGION II – CAGAYAN VALLEY SCHOOLS DIVISION OF NUEVA VIZCAYA

May 31, 2024

DIVISION MEMORANDUM No. 226, s. 2024

SCHEDULE OF ASSESSMENT OF VARIOUS POSITIONS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In Charge
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 155, s.2024 and Division Memorandum No. 187, s.2024 Re: Call for the Submission of Application for the Assessment of Various positions, this office would like to announce the herein Initial Evaluation Result (IER) of all documents submitted by applicants for the following positions to wit:

From Division Memorandum No. 155, s.2024

Secondary:

Position	No. of items	
a. Head Teacher III	2	
b. Master Teacher I	1	
TOTAL	3	

Elementary:

Position	No. of items
a. School Principal I	1
b. School Principal II	1
c. Head Teacher I	1
d. Master Teacher II	1
e. Master Teacher I	2
TOTAL	6





Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

Telephone Nos.: (078) 362-0106, 09171589946 Email Address: nuevavizcaya@deped.gov.ph

Website: www.deped-nv.com.ph

Non-Teaching:

Position	No. of items	
a. Medical Officer III	1	
b. Administrative Assistant Ii	1	
c. Accountant I	1	
TOTAL	8	

From Division Memorandum No. 155, s.2024

Secondary:

Position	No. of items
a. School Principal I	1
TOTAL	1

Elementary:

Position	No. of items
a. School Principal I	1
b. Head Teacher III	1
c. Head Teacher I	2
d. Master Teacher II	1
TOTAL	5

Non-Teaching

	Position	No. of items
a.	Administrative Aide VI (Clerk III)	1
b.	Administrative Assistant III (Senior Bookkeeper)	3
c.	Administrative Assistant II (Disbursing Officer II)	7
d.	Administrative Officer I (Cashier I)	1
e.	Administrative Officer II(Administrative Officer I)	1
	TOTAL	13

2. All Qualified Applicants with the specific application code as provided on the attached list, are advised to report at the DepEd SDO Nueva Vizcaya Conference Hall on June 10-11 and 13, 2024, based on their scheduled date and time of assessment. They are also advised to bring with them the original copies of their documents for evaluation. (For the documents to bring, please refer to DepEd Order No. 007, s.2023).





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- 3. Original Documents that will not be brought during the assessment process will no longer be entertained.
- 4. Queries and/or clarifications as regards the process and result of the IER shall be lodged to the HRMO through writing within three (3) calendar days from the date of posting of the result of the Initial Evaluation Result (IER).
- 5. For those who cannot remember their application code, you can visit us at the HR Office or call us on Telephone Number (078) 362-0106 or message us through our facebook page SDO Nueva Vizcaya Human Resource Management Office

6. For information, guidance, and wide dissemination.

ORLANDO MANUEL PhD., CESO V Schools Division Superintendent







Email Address: nuevavizcaya@deped.gov.ph

Website: www.deped-nv.com.ph

SCHEDULED DATE AND TIME OF ASSESSMENT

DATE AND TIME	POSITION	APPLICATION CODE
		P2-2024-04-01
		P2-2024-04-03
		P2-2024-04-04
		P2-2024-04-05
	School Dringing!	P2-2024-04-06
	School Principal II (Elementary)	P2-2024-04-07
		P2-2024-04-08
		P2-2024-04-09
		P2-2024-04-11
		P2-2024-04-12
		P2-2024-04-13
		P2-2024-04-14
		P1-2024-04-01
	School Principal I	P1-2024-04-05
	(Elementary)	P1-2024-05-07
	,	P1-2024-05-08
		P1-2024-05-01
		P1-2024-05-03
	School Principal I	P1-2024-05-04
	(Secondary)	P1-2024-05-06
		P1-2024-05-09
1 - 11 - 21 - 1		HT1-2024-04-01
June 10, 2024		HT1-2024-04-02
3:00AM - 12:00PM		HT1-2024-04-04
		HT1-2024-04-05
		HT1-2024-04-07
		HT1-2024-04-08
		HT1-2024-04-10
		HT1-2024-05-01
		HT1-2024-05-02
	-	HT1-2024-05-02
	Head Teacher I	HT1-2024-05-04
		HT1-2024-05-05
	(Elementary)	HT1-2024-05-06
		HT1-2024-05-07
		HT1-2024-05-07
		HT1-2024-05-09 HT1-2024-05-10
		A STATE OF THE STA
		HT1-2024-05-11
		HT1-2024-05-13
		HT1-2024-05-14
		HT1-2024-05-15
	Head Teacher I	HT1-2024-05-17
	(Secondary)	HTI-2024-04-09
June 10, 2024	Head Teacher III	HT3-2024-04-01
8:00AM - 12:00PM		HT3-2024-05-01
	(Elementary)	HT3-2024-05-02





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		HT3-2024-05-03
		HT3-2024-05-04
		HT3-2024-05-05
		HT3-2024-05-06
		HT3-2024-05-07
		HT3-2024-04-02
		HT3-2024-04-03
	Head Teacher III (Secondary)	HT3-2024-04-04
		HT3-2024-04-05
		HT3-2024-04-06
		MT1 2024-04-05
June 10, 2024		MT1-2024-04-01
1:00PM - 5:00PM		MT1-2024-04-03
	Master Teacher I	MT1-2024-04-04
	(Elementary)	MT1-2024-04-06
	,	MT1-2024-04-07
		MT1-2024-04-08
		MT1-2024-04-09
		MT1-2024-04-02
		MT1-2024-04-03
	Master Teacher I	MT1-2024-04-10
	(Secondary)	MT1-2024-04-11
	(Decommuny)	MT1-2024-04-12
June 11, 2024		MT1-2024-04-13
8:00AM - 12:00PM		MT2-2024-04-01
		MT2-2024-04-02
	Master Teacher II	MT2-2024-04-03
	(Elementary)	MT2-2024-04-04
		MT2-2024-05-02
	Medical Officer III	MDIII-2024-03-01
	Modical Officer 111	Accountant1-2024-04-01
	Accountant I	Accountant 1-2024-04-02
	Accountant 1	Accountant1-2024-04-03
		AO2-2024-05-01
		AO2-2024-05-04
		AO2-2024-05-06
		AO2-2024-05-07
		AO2-2024-05-10
	Administrative Officer	AO2-2024-05-10 AO2-2024-05-12
		AO2-2024-05-12 AO2-2024-05-13
June 11, 2024		AO2-2024-05-13 AO2-2024-05-14
1:00PM-5:00PM	II	AO2-2024-05-14 AO2-2024-05-15
		AO2-2024-05-17
		AO2-2024-05-18
		AO2-2024-05-19
		AO2-2024-05-20
		AO2-2024-05-21
		AO2-2024-05-23
		AO1-2024-04-01
	Administrative Officer I	AO1-2024-04-08
		AO1-2024-04-09
		AO1-2024-05-05





		AO1-2024-05-06
		AO1-2024-05-10
		ADAS2-2024-04-01
		ADAS2-2024-04-02
		ADAS2-2024-04-03
		ADAS2-2024-04-04
		ADAS2-2024-05-01
		ADAS2-2024-05-05
		ADAS2-2024-05-07
		ADAS2-2024-05-11
•		ADAS2-2024-05-12
		ADAS2-2024-05-13
	Administrative	ADAS2-2024-05-14
	Assistant II (Disbursing	ADAS2-2024-05-15
	Officer)	ADAS2-2024-05-16
	J. J	ADAS2-2024-05-20
		ADAS2-2024-05-21
		ADAS2-2024-05-23
		ADAS2-2024-05-25
		ADAS2-2024-05-27
June 13, 2024		ADAS2-2024-05-28
8:00AM - 12:00PM		ADAS2-2024-05-29
	•	ADAS2-2024-05-30
		ADAS2-2024-05-30 ADAS2-2024-05-33
		ADAS2-2024-05-36
		ADAS3-2024-05-02
		ADAS3-2024-05-03
	Administrative Assistant III (Senior	ADAS3-2024-05-04
		ADAS3-2024-05-05
		ADAS3-2024-05-06
		ADAS3-2024-05-07
		ADAS3-2024-05-09
		ADAS3-2024-05-10
	Bookkeeper)	ADAS3-2024-05-13
		ADAS3-2024-05-14
		ADAS3-2024-05-15
		ADAS3-2024-05-16
		ADAS3-2024-05-17
		ADAS3-2024-05-17 ADAS3-2024-05-18
		ADA6-2024-05-16
		ADA6-2024-05-01 ADA6-2024-05-02
		ADA6-2024-05-04
		ADA6-2024-05-05
		ADA6-2024-05-06
June 13, 2024	Administrative Aide VI	ADA6-2024-05-07
1:00PM - 5:00PM		ADA6-2024-05-08
		ADA6-2024-05-09
		ADA6-2024-05-10
		ADA6-2024-05-11
		ADA6-2024-05-12
		ADA6-2024-05-13
		ADA6-2024-05-14





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-	ADA6-2024-05-16
	ADA6-2024-05-17

Prepared by:

Administrative Officer IV

Approved:

ADONIS C. CEPEREZ PhD, CESE

Assistant Schools Division Superintendent



Qualification Standards of the Position

Position: SCHOOL PRINCIPAL II (ELEM)

SG/ Salary per Mor 21

Education: Bachelor's degree in Elementary Education/Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6units of Management

Training: 40 hours of relevant training

Experience: 1 years as Principal
Eligibility: RA 1080 (Teacher) NQESH passer

Eligibility:	RA 1080 (Teacher)	NQESH passer	1		1
APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
P2-2024-04-13	BEED, MAED (36 units)	2021 Virtual Division Technical and Pedagogical Training - 40 (March 15- 19, 2021)	SP1- 07/30/20 - present	LET	QUALIFIED
P2-2024-04-07	BEED, MAED (30 units)	2nd Regional Congress Cum Development Training Program of the Philippine Elementary School Principals Association-Leadership Training - 24 hours, School Heads Development Program (SHDP)- 152 hours	SP1-03/01/2022 to present	LET	QUALIFIED
P2-2024-04-09	BSEE,MAED	Leadership, Managerial and Supervisory Training-135 hrs	SP1- 2/17/2021 - present	LET	QUALIFIED
P2-2024-04-01	BSED-MAED	SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE, (Instructional, and Exemplar) Batch 5 (Module 1-3)-112 hours; INSTRUCTIONAL LEADERS' DEVELOPMENT TRAINING WORKSHOP FOR ELEMENTARY SCHOOL HEADS-10hrs	SP1-3/1/2022 ~ present	LET	QUALIFIED
P2-2024-04-03	BSED-ED.D	Regional Training of Trainers on the MATATAG Curnculum for Teachers and School \Leaders - March 11-15, 2024, Workshop on the Development of Contextualized Learning Resources - March 25-27, 2024	SP I - 5/4/21 TO PRESENT	LET	QUALIFIED
P2-2024-04-04	BEED-MAED	PEACEXCELS - 40 + (FEB. 28 - MAY 28, 2022)	SP I - 8/6/2020 TO PRESENT	LET	QUALIFIED
P2-2024-04-05	BEED-MED-ED.D	ORIENTATION ON GUIDELINES ON THE COUNSELING AND REFERRAL SYSTEM OF LEARNERS FOR SCHOOL YEAR 2020-2021 - 8 hours (March 20, 2021), Project Leaders- 56 + hrs	SP1-6/15/21 to present	LET	QUALIFIED
P2-2024-04-06	BEED-ED.D	STRATEGIC AND TRANSFORMATIONAL LEADERSHIP AND ADMINISTRATION - 24 HOURS (july 23-25, 2018), Project Leaders- 56 + hrs	SP1-8/1/2014-present	LET	QUALIFIED
P2-2024-04-08	BEED-MED-ED.D	HEALTHEXCELS - 40+ hours (April 27-June 14, 2020)	SP1-3/28/2019-present	LET	QUALIFIED
P2-2024-04-11	BSEEd, MAEd	SHDP - Feb 6-11, 2017	SP1 - 3/28/19 to present	LET	QUALIFIED
P2-2024-04-12	BSED-MAED-ED.D	TEACHEXCELS - 40+ (AUG.27-SEPT 2, 207)	SP1-6/14/2017 to present	LET	QUALIFIED
P2-2024-04-14	BSED-PhD-EM	International Training/Seminar/Workshop on Leadership and Management 24 hours (April 6-8, 2015), NAPPSHIs 5th Assembly of Public Secondary Heads- 24 hours (November 15-17, 2023), Capacity Building of School Heads & ESM Teachers on the Implementation of the NLC - 12 hours (July 19-20, 2023)	SP1-2/1/21 to present	LET	QUALIFIED

Prepared by:

PRINGES C. AQUITANIA Administrative Officer IV Approved:

Qualification Standards of the Position

Position:

SCHOOL PRINCIPAL I (ELEM)

SG/ Salary per Mor 19

Education:

Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units

Training:

40 hours of relevant training

Experience:

HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years RA 1080 (Teacher) NQESH passer

Eligibility:

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
P1-2024-04-01	BEED-MAED	TEACHING AND LEARNING EXCELLENCE IN SCHOOL LEADERSHIP FOR SOUTHEAST ASIA-60 hours	Head Teacher III – July 30, 2021 to Present	LET	QUALIFIED
P1-2024-04-05	BSED-PhD (Science)	2nd Regional Congress cum Development Training Program of PESPA- 24hrs, Division training of School Heads and Teachers on ELLN- 24hrs, Lunduyan sa Kahusayan Program Cohort 2 for School Heads Program- 50hrs	Head Teacher III- June 10,2022 to date	LET	QUALIFIED
P1-2024-05-07	BEED, MAED	TEACHeXCELS - 40+ (Aug. 26-Oct. 28, 2019)	MT1 - 09/03/2018 to present	LET	QUALIFIED
P1-2024-05-08	BEED-MAED-ED.D	SUPEREXELS - 40+ (AUG.27-NOV.27, 2020)	Head Teacher III-Dec. 11, 2019 to present	PBET	QUALIFIED

Prepared by:

Administrative Officer IV

Approved:

ADONIS C CEPEREZ PhD, CESE

OIC, Schools Division Superintendent

Qualification Standards of the Position

Position: SC

SCHOOL PRINCIPAL I (SECONDARY)

SG/ Salary per Mon 19

Education:

Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units

Training:

40 hours of relevant training

Experience:

HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years

Eligibility: RA 1

RA 1080 (Teacher) NQESH passer

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
P1 2024-05-6	AB-Eng, MAIT, EdD(FAR)	SEAMEO INNOTECH	AP-11/11/16 to present	LET	QUALIFIED
P1-2024-05-01	BSED-ED.D	SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE (SHDP:FC) - 40+ (AUG. 30-SEPT.5, 2018)	AP-9/12/19 to present	LET	QUALIFIED
P1-2024-05-03	AB MassCom, EdD	Enhanced School Improvement Plan(ESIP) Operational Process - 24 hrs, Training of Trainors on Project PAGPAPAKATAO - 24 HRS	HT III-8/10/2016-present	LET	QUALIFIED
P1-2024-05-04	BSAED, MAED, PhD	District In-Service Training - 16 hrs, Learning and Development for School Heads on DepEd order 40,5. 2014 - 16 hrs, Capability Building for Bids and Awards Committee of Deped NV - 8 hrs	HT III- 01/19/2015-present	PBET	QUALIFIED
P1-2024-05-09	BEED, EdD	Project Leaders- 56 + hrs, International Seminar in Reading- 24 hrs, International Seminar in Valus Formation- 24 hrs	ASP2- Dec. 27, 2021 to Present	PBET	QUALIFIED

Prepared by:

PRINCES C. AQUITANIA Administrative Officer IV Approved:

Qualification Standards of the Position

Position:

Head Teacher III (ELEMENTARY)

SG/ Salary per Mor 15

Education:

BEED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization

Training:

24 hours of relevant training

Experience:

HT for 2 years, or Teacher-In-Charge for 2 years, Teacher for 5 years RA 1080 (Teacher)

Fligibility:

Eligibility:	RA 1080 (Teacher)				
APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
HT3-2024-04-01	BEED-MAED .	TEACHEXCELS - 40+ (Jan. 20-March 20, 2020)	TIII/TIC-6/7/2010 to present	LET	QUALIFIED
41.3 2024.418.412	BS Industrial Education	PESPA and ABC+ - 48 hours	HT1-3/29/23	LET	QUALIFIED
HT-3 2024-05-01	BEED, MED-LRN	International Training/Workshop on Values Formation and Professional Ethics - 24 hrs, 2nd Rgional Congress cum Development Training Program - 24 hrs	T III/TIC - 9/13/21-present	LET	QUALIFIED
HT-3 2024-05-03	BEED, MAED	International Training/Workshop on Values Formation and Professional Ethics - 24 hrs, Division Training Workshop on Innovative Teaching-24 hrs	T III/TIC - 7/18/22-present	LET	QUALIFIED
HT-3 2024-05-04	BEED	Continuing Professional Development International Training on Values Formation and Professional Ethics - 24 hours, Regional Training PESPA - 24 hours.	T I- 11//12/10 - 5/17/15, TIII- 5/18/15 - 7/17/22, TIC-7/18/22 TO PRESENT -	LET	QUALIFIED
HT-3 2024-05-05	MAT Instructional Technology	An Online Self-Paced Learning Series	Teacher - 11/3/98 to present	LET	QUALIFIED
HT-3 2024-05-06	BSED	Lunduyan Sa Kahusayan Cohort 1-Program for School Heads - 50 hours,	TIC-Jan. 16, 2014 to July 31, 2016, Head Teacher I - August 30, 2016 to date	LET	QUALIFIED
T-3 2024-05-07	BACHELOR IN ELEMENTARY EDUCATION	Project LEADERS- 48 HRS	TIII/TIC- JUNE 1, 2020- PRESENT	LET	QUALIFIED

Prepared by:

Administrative Officer IV

Approved:

Qualification Standards of the Position

Position: Head SG/ Salary per Month: 16

Head Teacher III (SECONDARY)

Education:

BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialization

Training:

24 hours of relevant training

Experience:

HT for 2 years, or Teacher-In-Charge for 2 years, Teacher for 5 years

Eligibility: RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
HT3 - 2024-04-02	BS MATH	International Mind Education Specialist Training - 24 hours, Division Training on the Content and Delivery of HOTS - 24 hours, Training Workshop on Developing Inquiry- Based Research Lessons through Lesson Study - 40 hours	Teacher III - Sept 27, 2007 to present	PBET	QUALIFIED
HT3-2024-04-04	Bachelor in Secondary Education Major in Mathematics	Training in Research - 24 hours, Gender and Development Training - 48 hours, ICT Training - 24 hours, Training on Curriculum, Instruction and Pedagogy - 460 hours	Teacher II - May 15, 2017 to June 13, 2022, Teacher III - June 14, 2022 to present	LET	QUALIFIED
HT3-2024-04-05	AB Political Science with 18 education units	Project Educreate: Finalization of Completed Researches- 24 hours, 3rd Historical Congress- 8 hours	Teacher I - 11/26/07 to 9/11/13 Teacher II - 9/12/13 to present	LET	QUALIFIED
HT3-2024-04-03	Bachelor of Education Major in English/ MAT English (39 units)	and the state of t	Teacher I - August 17 2017 to November 19 2020, Teacher III November 20 2020 - present	LET	QUALIFIED
HT3-2024-04-06	BSED - MATHEMATICS	GURO21 Course 1 (Facilitating the Development oof 21st Century Skills for Southeast Asian Teachers- 160 hours, Interdisciplinary Approach in the K-12 Curriculum-24 hours	Teacher I - 5/15/13 to 6/2016 Teacher III - 6/21/2016 to present	LET	QUALIFIED

Prepared by:

Approved:

Administrative Officer IV

Qualification Standards of the Position

Head Teacher I (ELEMENTARY) Position:

SG/ Salary per Mor 14

Education: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units

Training:

24 hours of relevant training

TIC for 1 year; or Teacher for 3 years Experience:

Eligibility:	RA 1080 (Teacher)				
APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
HTI-2024-04-07	BSED, MAT	40th Principal Training and Development Program cum National Board Conference - July 17-19-2023	T III/TIC - 2/7/18/2022 TO PRESENT	LET	QUALIFIED
HTI-2024-05-03	BSED, MAT	40th Principal Training and Development Program cum National Board Conference - July 17-19-2023	T III/TIC - 2/7/18/2022 TO PRESENT	LET	QUALIFIED
HTI 2024-05-6	Bachelor of Secondary Education/MAED LEADERSHIP TRAINING AND MANAGEMENT TRAINING - 24 HOURS, INTERDISCIPLINARY APPROACH IN THE K-12 CURRICULUM - 24 HOURS, GURO 21 COURSE 1 - 240 HOURS, ICT TRAINING-40 HOURS LEADERSHIP TRAINING AND MANAGEMENT TRAINING - 24 HOURS, INTERDISCIPLINARY APPROACH IN THE K-12 JUNE 02, 2016, PSEF - APRIL 06, 2012 TO MARCH 29, 2013, CLASSROOM TEACHER - APRIL 06, 2001 TO MARCH 30, 2012		LET	QUALIFIED	
HT1-2024-04-10	BEED, MAT (FAR)	Workshop on the Development of Contextualized Learning Resources - March 25-27, 2024, 2019 International Education Leaders Training, Nov. 29-Dec. 1, 2019	T III/TIC- 6/14/2021 TO PRESENT	LET	QUALIFIED
HT1-2024-05-01	BEED, MED-LRN	International Training/Workshop on Values Formation and Professional Ethics - 24 hrs, 2nd Rgional Congress cum Development Training Program - 24 hrs	T III/TIC - 9/13/21-present	LET	QUALIFIED
HTI-2024-05-04	BEED,MAED	International Training/Workshop on Interdisciplinary Approach in the K-12 Curriculum - 24 hrs,	T III/TIC - 10/26/2020- present	LET	QUALIFIED
HTI-2024-05-06	BEED- Major in Mathematics	Leadership Training- 24 Hours	TIC- June 2020 to Present	LET	QUALIFIED
HTI-2024-05-07	Bachelor in Elementary Education, Finished Acad	Values Formation and Professional Ethics-24 hours, Online international Training/webinar/ Workshop on Reading- 24 hours, Project Leaders-64 hours, Leadership and Management in the Culture of Change- 24 hours, PESPA- 24 hours	Teacher I- July 16, 2002 to July 1, 2010, Teacher II- July 2, 2010 to July 23, 2013, Teacher III- July 24, 2013 to March 21, 2022, T-III,TIC- March 22, 2021 to present	LET	QUALIFIED
HTI-2024-05-08	BEED-MAED	INTERNATIONAL TRAINING/WEBINAR/WORKSHOP ON LEADERSHIP AND MGMT IN THE CULTURE OF CHANGE - 24 hours (Oct. 21-23, 2021)	TIII-2/11/2008	LET	QUALIFIED
HTI-2024-06-10	BEED-MAED	HEALTHEXCELS - 40+ (Sept. 14-Nov.16, 2020)	TIII-1/6/2012	LET	QUALIFIED
HTI-2024-05-11	Bachelor in Elementary Education	Continuous Professional Development International Training on Leadership and Management in the Culture of Change-24 Hours	TIII/TIC - November 7, 2016 to present	LET	QUALIFIED
HTI-2024-05-13	Bachelor in Elementary Education	PESPA 24	TIII-4/11/2018	LET	QUALIFIED
HTI-2024-05-14	Bachelor of Elementary Education	INSET-40hrs, Training Workshop in Research Propsal(Phase 2)-24hrs, International Training Virtual Wotkshop on Leadership and Management in the Culture Change-24hrs	Teacher 1- August 1, 2003-June 22, 2009 Teacher 2- June 22, 2009- May 30, 2011. Teacher 3- May 31, 2011- present	LET	QUALIFIED
HTI-2024-05-15	BACHELOR IN ELEMENTARY EDUCATION	Project LEADERS- 48 HRS	TIII/TIC- JUNE 1, 2020- PRESENT	LET	QUALIFIED
HTI-2024-05-17	BEED	Strengthening strat. Recognizing Challenges,Instilling Positivism toward the DepEd's MATATAG - 24 hours	TIII/TIC-July 17 2022 to present	LET	QUALIFIED
IT 1-2024-04-04	BEED, MAED (Acad reqts)	Project GUIDE, January 24-26, 2024 PRIMALS - June 28-30, 2021	Teacher 1 - 02/09/21 to 02/12/23, T1/TIC - 02/13/23 to 03/07/23, T3/TIC - 03/08/23 to Date	LET	QUALIFIED
HT 1-2024-05-02	BEED	Strategic Thinking and Innovation Course I (SEAMEO)-60 hours	T III/TIC - 09/13/2021 to date	LET	QUALIFIED

Qualification Standards of the Position

Position: Head Teacher

Head Teacher I (ELEMENTARY)

SG/ Salary per Mor 14

Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units

Education: Training:

24 hours of relevant training

Experience: Eligibility:

TIC for 1 year; or Teacher for 3 years
RA 1080 (Teacher)

Eligibility: RA 1080 (Teacher

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
HT-1 2024-05-9		Project L.E.A.D.E.R.S, Learners living in an environment of Peace and Harmony in the Global Setting - 40+ hours	MAY 03, 2017-Dec. 31, 2017-TIC, Sep.30,2019-Present	LET	QUALIFIED
HT1-2024-04-01	BEED, MAED (Acad reqts)	Peace Education - April 14-16, 2021	T III - TIC - 6/1/2020 - PRESENT	LET	QUALIFIED
HT1-2024-04-02		2018 Mind Education Specialist Training - Dec. 14-16, 2018, Peace Education - April 14-16, 2021	T III - TIC - 01/08/2019 - PRESENT	LET	QUALIFIED
ITI-2024-04-05	Bachelor of Elementary Education	TeachExcels - 40+hours	Teacher III/TIC- June 2020- to date	LET	QUALIFIED
T1-2024-04-08	BEED, MAT(24 UNITS)	Course for Manager of Learning - April 18-24, 2022	T III/TIC - 2/26/2021 TO PRESENT	LET	QUALIFIED

Prepared by:

Approved:

PRINCESEC. AQUITANIA Administrative Officer IV

Qualification Standards of the Position

Position:

Head Teacher I (SECONDARY)

SG/ Salary per Mor 14

Education:

BSED or Bachelor's degree with 18 professional units in Education with appropriate field of specialiation

Training:

24 hours of relevant training

Experience:

TIC for 1 year; or Teacher for 3 years
RA 1080 (Teacher-Secondary)

Fligibility:

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	Eligibility	REMARKS
HTI-2024-04-09	BSED, MAT	Training of Trainors on School Management and Digital Broadcast Media - Feb 22-224, 2024, Training of Trainers on the Content and Delivery of HOTS-PLP - Jan 29 - Feb 2, 2024		LET	QUALIFIED

Prepared by:

Approved:

Administrative Officer IV

ADONIS C. CEPEREZ PhD, CESE

OIC, Schools Division Superintendent

QUALIFICATION STANDARDS

Master Teacher II (Elem) Position:

SG/ Salary per Month:

Education:

19
BEED or Bachelor's degree with 18 professional units in Education plus 18 units for a Master's degree in Education or its equivalent

Training:

4 hours relevant training

1 year as MT1 or 4 years as Teacher III Experience:

RA 1080 (Teacher) Eligibility:

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
MT2-2024-04-02	BEED/MAEd	Division Technical and Pedagogical Training -40 hours	MT 1- Nov.18, 2019 to present, T3- June 7, 2010- Nov. 17, 2019	LET	QUALIFIED
MT2-2024-05-02	Secondary Education Major in English	Upskilling of Teachers on Campus Journalism (24 hrs), INSET on Fostering Equitable Practices in Curriculum Instruction and Assessment in Teaching and Learning (16 hrs)	Teacher 1- June 1, 2025 to December 14, 2016, Teacher III- December 15, 2016 to January 16, 2020, Master Teacher I- January 17, 2020 to present	LET	QUALIFIED
MT2-2024-04-01	BEED,MAED	Interdisciplinary Approach in the K-12 Curriculum-April 21-23, 2021	T1-2/1/12 - 3/5/17, T2 - 3/6/17-12/25/19, T3 - 12/26/19 - present	LET	QUALIFIED
WT2-2024-04-03	BSEE	Conduct of Project LACE - 10/10/11&18,2019	T18/1/1995 - 10/04/2001, T3 - 10/05/2001 to present	LET	QUALIFIED
MT2-2024-04-04	BEED, MAED	Mid-Year INSET - Jan 31 - Feb 5, 2021	T1-7/27/1998 - 11/27/2005, 8/6/09 - 10/09/11, T3- 10/10/11 to present	/ LET	QUALIFIED

Prepared by:

Approved:

Administrative Officer IV

ADONIS C. CEPEREZ PhD, CESE

OIC, Schools Division Superintendent

QUALIFICATION STANDARDS FOR MASTER TEACHER I (ELEMENTARY)

Position:

Master Teacher I

SG/ Salary per Mi 18 Education:

BEED or Bachelor's degree with 18 professional units in Education plus 18 units for a Master's degree in Education or its equivalent

Training:

Experience:

3 years relevant experience

Eligibility:

RA 1080 (Teacher)

APPLICATION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
MT1-2024-04-07	BACHELOR IN ELEMENTARY EDUCATION	Project Educreate (Educational and Comprehensive Research Advancement for Teachers Engagement 24 HRS	TEACHER 3- JULY 2015-PRESENT	LET	QUALIFIED
MT1-2024-04-04	BEED-Math	Training/ Workshop for Teacher-Writer, Illustrator and Evaluators on story Book Writing 6/21/23 to 6/23/23, Guro 21 Course 1 4/26/21 to 7/4/21	Teacher 1 - Sept 6, 2010 to Dec. 3, 2012, Teacher III - Dec. 4, 2012 to present	LET	QUALIFIED
WT1 2024-04-05	Bachelor of Elementary Education	Regional Training of Untrained Mentors for the Multiliteracy and Numeracy - 80 hours, Division Training on Content and Methodology in Elementary Mathematics - 32 hours	Teacher I - June 7, 1999 to July 14, 2005, Teacher III - July 15, 2005 to December 16, 2018, Teacher III/TIC - December 17, 2018 to Present	PBET	QUALIFIED
/T1-2024-04-06	Bachelor of Science in Industrial Education	District Mid-Year In-Service Training for S.Y. 2022-2023 (Project RECALL) - 40 hours, Online International Training/Webinar/Workshop on Values Formation and Professional Ethics - 24 hours	Teacher I - November 12, 1993 to July 27, 2010, Teacher III - July 28, 2010 to January 6, 2019, Teacher III/TIC - January 7, 2019 to Present	PBET	QUALIFIED
MT 1-2024-04-03	BACHELOR IN ELEMENTARY EDUCATION	CAPACITY BUILDING ON EDTECK FOR GR 6 AND 10 SCIENCE TEACHERS-24 HOURS, 2023 PROJECT CES 2.0-24 HOURS,	TEACHER III- SEPTEMBER 29, 2009 TO PRESENT	LET	QUALIFIED
MT1-2024-04-08	Bachelor in Elementary Education	DIVISION TRAINING OF TRAINERS ON SCHOOL PAPER MANAGEMENT AND BROADCAST MEDIA-24 hours, 2023 DISTRICT-BASED UPSKILLING OF MATHEMATICS TEACHERS IN TEACHING MATHEMATICS CUM IMS SHOWDOWN AND COMPASS AWARDING-8 Hours,	Teacher 3-December 28, 2022 to Present, Teacher 2- January 1, 2019 to December 27, 2022, Teacher 1-June 23, 2015 to January 2, 2019	LET	QUALIFIED
MT1-2024-04-01	BEED,MAED, EdD	Virtual In-Service Training - Aug. 30 - Sept 3, 2021	T3-10/10/16 to present	LET	QUALIFIED
/T1-2024-04-09	Bachelor in Elementary Education , MAED	Index of Inclusive Education-24hours, Division Training Online Writeshop in Araling Panlipunan - 24hours, Mid Year InSet, 32hours, Virtual Service Training for Public School Teachers -48hours	Regular Permanent - Teacher I - Dec. 07, 2011-July 27, 2014, Teacher III - July 28, 2014 to present	LET /	QUALIFIED
repared by:		. 	Approved:	1/	

Position:

Master Teacher I (Secondory)

SG/ Salary per Month: 18 Education:

BSED or Bachelor's degree with 18 professional units in Educaton with appropriate field of specialization plus 18 units for a Master's degree in Education or its Equivalent

Training:

None required

Experience:

3 years relevant experience

Eligibility:

RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
Mt1-2024-04-10	Bachelor of Secondary Education major in math	2020 Division Webinar on Pedagogical Retooling in K-12 Mathematics Education for Junior High School cum Finalization of project Base- 32 hours	Math Teacher -April 2007 to March 2009, Teacher 1- July 2009 to July 2016, Teacher III - July 2016- present	LET	QUALIFIED
MT1-2024-04-03	Bachelor of Secondary Education - English	Division Training of English Teachers on the Content and Delivery of the Higher Order Thinking Skills Professional Learning Package (HOTS-PLP) 24 hours	Teacher II- July 2020- Present,	LET	QUALIFIED
MT I-2024-04-13	Bachelor of Secondary Education Major in PEHM minor in T.L.E	3-Day Online International training/webinar/workshop on Teaching Strategies	Teacher I from May 15,2013-2015, Teacher III June 1,2015-Present	LET	QUALIFIED
MT1-2024-04-11	Bachelor of Science in Mathematics	International Seminar in Teacher Education - 24 hours, Regional	Teacher III - June 13, 2016 to Present, Teacher I - May 15, 2013 to June 12, 2016	LET	QUALIFIED
MT1-2024-04-12	BSED-Physics	Educational and Comprehensive Research Advancement for Teachers' Engagement - 24 hours, District Mid-Sem In-Service Training 2023 - 40 hours,	Teacher III - June 2017 to present, Teacher II - June 2016 - June 2017, Instructor I - June 2012 - March 2016, Ernergency Instructor - June 2010 - March 2012, Classroom Teacher - June 2008 to March 2010	LET	QUALIFIED
MT1-2024-04-02	BSA, BSMA, Master in Mngmnt.	2024 Mid-Year In-Service Training for Teachers - Jan. 24-26, 29-30, 2024	T2- 7/7/2020-9/3/23, T3-9/4/23 to presenbt	LET	QUALIFIED

Administrative Officer IV

ADONIS C CEPEREZ PhD, CESE

OIC, Schools Division Superintendent

Position:

Medical Officer III

SG/ Salary per Mor 21

Education:

Doctor of Medicine

Training:

None required

Experience:

None required

Eligibility:

RA 1080 (Physician's Licensure Exam)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
MD III2024-03-01	BSMT, MD	No attached COT	No attached COE	Physician	QUALIFIED

Prepared by:

Approved:

Administrative Officer IV

ADONIS C. CEPEREZ PhD, CESE

OIC, Schools Division Superintendent

Position:

Accountant I

SG/ Salary per Month: Education:

Bachelor's degree in Commerce/Business Administration major in Accounting

Training:

None required

Experience:

None required

Eligibility:

RA 1080 (CPA)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
Accountant1-2024-04-03	Bachelor of Science in Accountancy	Compliance Training - 2 hours, ICT Literacy Training- 24 hours,	Accountant - May 16, 2015 - Present, Accountant - January 10, 2014 to May 10, 2015	СРА	QUALIFIED
Accountant1-2024-04-01	BSA,MSA	Annual tax Incentive Rpoorts and annual benefits report of Cooperatives-8hrs., PICPA MMR-GAO Education Summit - 2 hrs	No Certificate of Employment	СРА	QUALIFIED
Accountant1-2024-04-04	BSMA	No Attached Cert. of Training	No attched COE	No submitted document	DISQUALIFIED
Accountant1-2024-04-02	BS ACCOUNTANCY/ BS MANAGEMENT ACCOUNTING	N/A	N/A	СРА	QUALIFIED

Prepared by:

S.C. AQUITANIA

Administrative Officer IV

Approved:

Position:

Administrative Officer II

SG/ Salary per Mor 11

Education: Bachelor's degree relevant to the job

Training:

None required

Experience:

None required

Eligibility:

CSC (Professional) Second Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
AO2-2024-05-04	BS Commerce major in Computer Science	Capacity Development Training-24 hours; IT infrastructure Security with Cyber security vs Ransomware - 8 hours	Admin and training- Sept 2020 to May 1, 2024, Data Supervisor February 2010 to March 2017	CSC Profesional	QUALIFIED
AO2-2024-05-07	Bachelor of Science in Commerce major in Marketing	SEMINAR WORKSHOP ON CASH MANAGEMENT New Technologies and Multimedia for Education- 24 hours, NT AND CONTROL SYSTEM-24 hours, ICT-24 hours, Leadership-24 hours	Service Crew- Nov.9, 2000 to Mar 15 2001, Administrative Staff-April 8, 2008 to August 30, 2019, Administrative Assistant II- October 1, 2019 to April 24, 2023, Administrative Officer II- April 25, 2023 to present	CSC Profesional	QUALIFIED
AO2-2024-05-15	BSED	Mid-Year In-Service training - 40 hrs	Volunteer Teacher - 2/14-7/30/2022, Substitute TEACHER - 2/17-5/16/2023	LET	QUALIFIED
AO2-2024-05-06	BSA	Seminar on the Preparation of Financial Reports - 24 hrs., Year End Coordination meeting cum Workshop with Division Accountants and Budget Officers - 16 hrs.	ADAS III - 10/10/2022 to present	CS Professional	QUALIFIED
AO2-2024-05-21	Bachelor's Degree in Mathematics	Training on Effective Documentation of Meetings and Conferences - 16 hours, Gender Sensitivity Training - 8 hours, Digital Literacy Series : Refresher on Productivity Tools (MS Word) - 4 hours,	Administrative Aide IV - November 16, 2023 to Present, Administrative Aide III - February 22, 2022 to November 15, 2023	CSC Profesional	QUALIFIED
AO2-2024-05-14	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	NEW ENTRANTS-24, GENDER SENSITIVITY SESSION- 8, HARMONIZED GENDER AND DEVELOPMENT	AGRARIAN REFORM PROGRAM OFFICER I - NOV. 30, 2023 TO PRESENT, AGRARIAN REFORM PROGRAM TECHNOLOGIST - FEB. 02, 2022 TO NOV. 29, 2023, OFFICE AIDE - SEPT. 03, 2018 TO JAN. 31, 2022, AUG. 01, 2018 TO AUG. 31, 2018	CSC Profesional	QUALIFIED
AO2-2024-05-17	BS in Information Technology	Data Privacy Awareness Course - 8 hours, Basics of Data Protection - 8 hours	Product Marketing and Collection Supervisor - July 5, 2010 to February 28, 2014, General Manager - March 1, 2014 to May 31, 2016, Field Marketing and Collection Manager / Branch Manager - June 1, 2016 to March 15, 2019, Credit Officer - March 16, 2019 to September 1, 2022	CSC Profesional	QUALIFIED
AO2-2024-05-13	BSIT(Educ units Earner)	NC II Computer Servicing,, Occupational First Aid and	ADAS II - 5/17/2023	LET	QUALIFIED
	ABSocSci(4th year college)	None	None	CS Professional	DISQUALIFIED

Position:

Administrative Officer II

SG/ Salary per Mor 11

Education:

Bachelor's degree relevant to the job

Training:

None required

Experience:

None required

Eligibility:

CSC (Professional) Second Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
AO 2 - 2024-05-10	Bachelor of Science in Public Administration	Values Orientation Workshop - 16 hours, Stress and Tension Elimination Protocols Seminar - 16 hours, Training Workshop on Coaching and Mentoring - 8 hours, Promoting Legislation and Upscaling Mindsets and Accountability - 24 hours	Production Operator - January 2010 to June 2010, Barangay Secretary - December 1, 2010 to January 2, 2012, Cashier - January 4, 2012 to October 20, 2012, Admin. Aide I - September 16, 2013 to January 31, 2016, Local Legislative Staff Employee II - February 1, 2016 to November 2, 2020, Local Legislative Staff Assistant II - November 3, 2020 to Present	CSC Profesional	QUALIFIED
AO2-2024-05-01	BSIT/BSED	Basic Computer Literacy - 80 hrs,	Samsung Promoter - Nov. 8, 2021 - present, Pharmacy Aid - Sept, 2019 - Feb, 2020, Promodiser - March 5, 2020 to May 31, 2021	CS Professional	QUALIFIED
AO2-2024-05-12	BSMA< Masters in Mngmnt	Capacity Building and Training Roll-Ourt on PMIS - 24 hrs,	ADAS III - 2/1/2018 - 10/19/2020, AO II - 10/20/2020 to present	CS Professional	QUALIFIED
107-2024-05-19	Bachelor in Elementary Education	Summit 16hrs Basia Coographic Information System	Tourism Operations Officer I - Oct 1, 2019 to present, OIC-Municipal Social Welfare and Development Officer - Sept 2020 to June 2021, Local Economic and Investment Program Officer Designate- Nov 21, 2019 to Oct 31, 2020, Administrative Aiden III (Clerk I) - Jan 7, 2019 to Sept 30, 2019, Administrative Aide-March 1, 2018 to December 31, 2018		QUALIFIED
AO2-2024-05-20	BSIT	Intensifying the International Initiatives of Higher Education Institutions of Region 02-16 hrs, Open Source Intelligence - 1 hr, Basic Computer Net Working -4 hrs	PDO - 4/3/2023-Present	honor grad	QUALIFIED
AO2-2024-05-18	BSMA, MPA	National Seminar-Workshop on e-Personnel and Leadership 5.0 for Hurnan Resource, Records and Office Management and Administration	ADAS III - 8/12/14-10/19/20, AO II - 10/20/20-present	CS Professional	QUALIFIED
O2-2024-05-23	BSCS	NC II Driving	Intern - 12 mos.	CS Professipnal	QUALIFIED

Prepared by:

PRINOES C. AQUITANIA Administrative Officer IV Approved:

Position:

Administrative Officer I (Cashier I)

SG/ Salary per Month:

10

Education:

Bachelor's degree relevant to the job

Training:

None required

Experience:

None required

Eligibility:

CSC (Professional) Second Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
AO1-2024-04-08	BSA	Bookkeeping and taxation for professional	Bookkeeper - Feb 15, 2010 to Dec 31, 2011, Accountant - Jan 1, 2012 to Aug 31, 2013, Deputy Chief Accountant - Sept 1, 2013 - April 10, 2015, Credit Review Officer - April 11, 2015 - July 3, 2015, Cashier - July 4, 2016 to Jan 15, 2017, Branch Manger - Jan 16, 2017 - Jan 18, 2018, Cashier - Jan 19, 2018 - Feb 28, 2018	LET	QUALIFIED
AO1-2024-04-01	BSBA, MBA	Bookkeeping &Payroll Accounting Fundamentals - 4 hrs	ADAS I- June 3, 2019 to present	LET	QUALIFIED
AO1-2024-04-09	BSPA	NC III BOOKKEEPIN 292 HRS	Clerk - Aug 11, 2020 to June 30, 2022, Clerk Sept 19, 2022	CSC Profesional	QUALIFIED
AO1-2024-05-06	Bachelor of Science in Accounting Technology	N/A	Data Processor - January 2-January 30, 2024, Team Supervisor - Sept. 4, 2023 - Nov. 8, 2023, Job Order - Nov. 1, 2021- July 31, 2022	CSC Profesional	QUALIFIED
AO1-2024-05-05	BSBA-Financial Management	ICT Training-24 hours, Administrative Records, Human Resource and Finance-40 hours, Administrative Management-16 hours, Learning Facilitator-48 hours	Administrative Assistant II- May 2,2023 to Present, Accounting Assistant- April 17,2017-April 29,2023	CSC Profesional	QUALIFIED
AO1-2024-05-10	Business Administration major in Financial Management	No Cert of Training	No COE	CSC Profesional	QUALIFIED
AO1-2024-04-03	Bachelor of Secondary Education	ICT Training -14 days, 5S training, TM1, ISO -2! days	N/A	LET	DISQUALIFIED
AO1-2024-04-02	BSCE	No Cert of Training	No COE	CSC Profesional	DISQUALIFIED

Prepared by:

Approved:

PRINCES C. AQUITANIA Administrative Officer IV

Position:

SG/ Salary per Month: Education:

Administrative Assistant III

Training:

Completion of 2 years studies in college

Experience:

4 hours relevant training

Eligibility:

One (1) year of relevant experience CSC (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-2024-05-13	B.S. In Public Administration	Bookkeeping NC - III - 292 hours	J.O8/11/20 - 630/22, Clerk - 9/19/22 to Present	CSC Professional	QUALIFIED
ADA\$3-2024-05-07	Bachelor in Secodary Education Major in Biological Science	Introduction to Sustainable Development Goals - 8 hours, Sk Provincial Summit (Basic Life Support Training) - 24 hours, Sangguniang kabataan training-workshop on planning and budgetting with righteous leadership - 16 hours	SK CHAIRPERSON - June 30, 2018 to November 28, 2023	CSC Sub Professional	QUALIFIED
ADAS3-2024-05-15	Bachelor of Science in Information Technology	Seminar Workshop on Cash Management and Control System-24 hours and member of TWG 48hrs,	ADMIN AIDE IV 2017 TO 2022, ADAS 3 2023 UPTO DATE	CSC Sub Professional	QUALIFIED
ADAS3-2024-05-14	Bachelor of Science in Accounting Technology	Professional Diploma in Personal Bookkeeping and Accounting- 5 hours	Administrative Assistant II (October 4, 2021 to Present), Accounting Clerk (January 15, 2020-September 30, 2021, Accounting Clerk (February 11, 2019-December 31, 2019, Accounting Clerk (May 19, 2017 to August 30, 2018)	CSC Sub Professional	QUALIFIED
ADAS 3-2024-05-17	B.S. Accountancy	Basic Computer Literacy - 10/16 to 10/26/24	ADAS III - 12/1/17 to Present	CS Professional	QUALIFIED
ADAS3-2024-05-10	BS in Accontancy	FINANCIAL MANAGEMENT-3/24-25/24	Teller- 2/1/18 to 3/27/23	CSC PROFESSIONAL	QUALIFIED
ADAS3-2024-05-06	BS ACCONTANCY	HR PAYROLL AND OTHER GOVERNMENT COMPLIANCES-18 hrs., CURRICULUM LEADERSHIP IN THE 21ST CENTURY SCHOOL ENVIRONMENT: ISSUES AND CHALLENGES FROM GLOBAL PERSPECTIVE THROUGH MIND EDUCATION-72 hrs.	Accounting Assistant-March 27,2017-May 9,2019,BOOKKEEPER-May 9,2019-Dec. 12,2021	LET	QUALIFIED
ADAS3-2024-05-05	BACHELOR OF SCIENCE IN ACCOUNTANCY	Computer Upskills Training: CT Integration in t6he 21st Century Education-120 hours, Effective Office Administration and Clerical Skills International Training-6 hours, Introduction to IT Auditing-16 hrs, Seminar on Financial Analysis, Borrower's Risk Rating and Loan Packaging-8 hours	Audit Assistant-January 18, 2022 to February 29, 2024, Branch Accountant December 10,2018 to January 17, 2022	CSC Profesional	QUALIFIED
ADAS3-2024-05-04	BS in Accounting Technology	Certified Bookkeeper, Baranggay Financial Management 40hrs, SKMT CUM FINANCIAL Management training-6/8-9/19	PENRO- 10/5/19 TO PRESENT	CSC SubProfessional	QUALIFIED
ADAS3-2024-05-16	2 yr Information Technology	Seminar workshop on Cash Management and Control System- 3/12-14/24	ADAS 3 - 5/8/23 TO present, expressions - 12/4/19 to 10/30/20, generika - 3/5/18 to 11/25/19, edge interlinks - 11/7/16 to 2/17/18, sandugo- 8/6/12 to 2/5/14, centro-3/29/10 to 2/15/12	CSC Professional	QUALIFIED
NDAS3-2024-05-03	BSC - MKTG	NC-III Bookkeeping	ENCODER- 8/1/18 TO 5/30/19 ,J.O 7/26/19 TO 2/26/21 , ADAS II - 3/1/21 TO DATE	CSC PROFESSIONAL	QUALIFIED
ADAS3-2024-05-18	BS in Electronics Engineering	Seminar-Workshop on Cash management and Control System3/19-21/24	ADA VI - 5/2/23 TO PRESENT	CS SubProfessional	QUALIFIED
NDAS3-2024-05-02	Bachelor of Science in Accountancy	NCIII in Bookkeeping	Accounting Clerk- Dec 28,2015 to April 30,2016, Bookkeeper- May 2, 2016-August 30,2020	CSC Profesional	QUALIFIED
ADAS3-2024-05-09	BS in Banking and Finance/Juris Doctor	Seminar Workshop on Cash Management & Control System 3/19-21/24	Legal Asst. ! - 2/13/19 TO DATE	CSC SubProfessional	QUALIFIED
\			Approved		

Prepared by:

PRINCES C. AQUITANIA Administrative Officer IV

Approved:

Position:

Administrative Assistant II (Disbursing Officer II)

SG/ Salary per Month: Education: Completion of 2 years studies in college

Training:

4 hours relevant training

Experience:

One (1) year of relevant experience CSC (Sub-Professional) First Eligibility

Eligibility:

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2024-05-31	BSED/BS in Office Administration	Plan Training Session- 40hrs, Facilitate learning Session - 32 hrs, Supervise Work-based learning- 24 hrs	None	No attached eligibility	DISQUALIFIED
ADAS2-2024-05-27	BS Criminology		Brgy. Sec 2005-2010, 2014 to present, Brgy. Kagawad- 2010-2013	RA 1080	QUALIFIED
ADAS2-2024-05-22	BS in Acconting Technology	Seminar workshop on cash management and Control System	ADA IV - 3/28/23 to 6/30/24	CSC SubProfessional	DISQUALIFIED
ADAS2-2024-05-21	B.S. Accountancy	Seminar on Personality Development- 4/15/18, Financial Literacy- 11/17-18/18, Cashiering and Tellering - 6/27/19, Records management- 7/12-13/19	Teller - 2/1/18 to 3/27/23	No attachment of eligibility	QUALIFIED
ADAS2-2024-05-36	BS Public Administration	NC II	Clerk- 3/1/17 to 6/30/22, ADA IV-5/18/23 TO Present	CSC SubProfessional	QUALIFIED
ADAS2-2024-05-29	BS in Office Administration	Bookkeeping NC-III	Brgy. Secretary - 10/4/21 to Present, Adm. Asst 2/18/18 to 12/14/19, GIP- 8/18/15 to 12/31/15, 7/7/16 to 12/31/16, COS- 1/16/17 to 6/30/17, AD. Aide- 7/6/17 to 12/31/17	LET	QUALIFIED
ADAS2-2024-04-35	BS in Business Administration	NVSU Operational Planning - 12/13-17/21	J.O 112/31/21 to Present, teller- 5/4/15 to 1/10/19	No attached copy of Eligibility	DISQUALIFIED
ADAS 2-2024-05-26	Bachelor of Science in Business Administration Major in Financial Management	N/A	Administrative Staff - Jan. 13, 2022 to May 31, 2023, Accounting Clerk - Sept. 9, 2019 - March 31, 2021, Customer Assistant - July 6, 2017 to Sept. 6, 2019	CSC Profesional	DISQUALIFIED
ADAS2-2024-04-03	Bachelor Of Science in Computer Science	Private Sector - May 24-27 2021, Cyber Security Awareness-	Head Cashier - March 2 2022 to Present, Administrative Aide IV- Nov 2018 to June 2021, Office Staff Government Internship Program - Jan 2017 to Nov 2018	CSC Sub Professional	QUALIFIED
ADAS - 2024-05-28	BSBA-FINANCIAL MANAGEMENT	OFFICE SYSTEM MANAGEMENT-80HOURS, CAREER DEVELOPMENT ONLINE SEMINAR - 80 HOURS, INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION - 80 HOURS, ANTI MONEY LAUNDERING ACT 1 -8 HOURS, ANTI LAUNDERING ACT 2-8 HOURS,	TELLER- JUNE 8, 2017 - AUGUST 18 2023 , FEBRUARY 14 2015 - JUNE 8 2017 NEW ACCOUNT BOOKKEEPER	LET	QUALIFIED
DAS 2-2024-05-07	Bachelor of Science in Information Technology	Seminar on Cash Management-24 hours	Administrative Aide VI-May 2, 2023-Present	LET	QUALIFIED

Position:

Administrative Assistant II (Disbursing Officer II)

SG/ Salary per Month: Education;

Completion of 2 years studies in college

Training:

4 hours relevant training

Experience:

Eligibility:

One (1) year of relevant experience
CSC (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2024-05-05	Bachelor of Secondary Education	Career Development and Office System Administration in Schools - 80hours, International Seminar on Leadership & Office Administration - 80hours, Computer Skills Development Training: Improving Classroom Learning Thru ICT - 80hours	Office Coordinator - Dec. 2010 to Dec. 2019, Document Controller - Apr. 2008 to Apr. 2010, Administrative Aide IIII/IT Personnel, Jan. 2007 to Feb. 2010, Clerk/IT Personnel - Feb 2005 to Dec. 2006	LET	QUALIFIED
ADAS2-2024-05-09	Bachelor of Science in Information Technology	Data Privacy Protection Training - 20 hours, Peso Employment Information System Orientation Seminar - 4 hours, Camp Basic: Back to Basic Adventures Strengthening Students in a Disaster Preparedness Camp - 8 hours	Administrative Aide (Job Order) - July 11, 2022 to June 08, 2023, Loan Officer - August 15, 2019 to February 28, 2022	No attached copy of Eligibility	DISQUALIFIED
ADAS2-2024-05-33	BS in Civil Engineering	Introduction on Occupational safety and health as a Career - 5/28/22, an overview on Geothermal Geotechnics for Urban Undergrounds- 6/2/23	Casual - 1/2/20 to present	CSC SubProfessional	QUALIFIED
ADAS2-2024-05-02	B.S. Accountancy	None	Livewell - 5/25/21 to 1/15/22 Bookkeeper	No attached copy of Eligibility	DISQUALIFIED
ADASII-2024-05-14	Associate in Computer Technology (Graduate); Bachelor of Science in Business Management (Undergraduate)	Training on Quality Assurance and Data Quality Management - 24 hours, Regional Cash Grants Conference -16 hours, Pantawid Pamilya Lecture Series: Financial Literacy	Administrative Assistant III (Municipal Roving Bookkeeper) July 2017 to Present, Social Welfare Aide - May 2026 to June 2017,	CSC Sub Professional	QUALIFIED
ADAS2-2024-05-13	BACHELOR OF SCIENCE IN ACCOUNTANCY	HR PAYROLL AND OTHER GOVERNMENT COMPLIANCES-18hrs	Bookkeeper - 4 years and 8 months	LET	QUALIFIED
DAS 2-2024-05-03	B.S. Information Technology	None	NO COE BUT W/ IPCRF - (Aug Dec. 2023)	PD 907	DISQUALIFIED
DAS 2-2024-04-02	BSC-COMPSCI	Seminar-Workshop on Cash Management and Control System - March 12-14, 2024	AdminAide III 2019-present, designated SO JUNE 2023- December 2023	CSC Profesional	QUALIFIED
ADAS 2-2024-05-15	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	SEMINAR FOR BUSINESS INCOME AND TAXATION AND TAX UPDATES W/ TAX REFORM-16 HOURS	BOOKKEEPER- APR 11, 2013 TO FEB 29, 2019, BUSINESS AND CLIENT RELATIONS ASSOCIATE- FEB 07, 2019B TO NOV 11, 2019, PHILHEALTH ASSISTANT- DEC 02, 2019 TO JULY 15, 2020, ACCOUNTING STAFF- JULY 16, 2020 TO PRESENT	CSC Profesional	QUALIFIED
DAS2-2024-05-17	Bachelor of Science in Information System	eLGU Users and Administrators Training Course- 16hrs	No attach COE	CSC Profesional	DISQUALIFIED
DAS 2- 2024-05-23	Bachelor Of Science in Accountancy	BASIC BOOKKEEPING-24, PREPARE TRIAL BALANCE - FINANCIAL MANAGEMENT -8, MANAGEMENT AND GOOD GOOD GOVERNANCE- 16	Bookkeeper - August 3,2021 to Present, Cashier/ Bookkeeper - June 15, 2019- August 1, 2021, Cashier /Bookkeeper- June 1, 2017- July 30, 2018	LET	QUALIFIED
DAS2-2024-05-06	B.A. Political Science	None	None	CSC Professional	DISQUALIFIED

Position:

Administrative Assistant II (Disbursing Officer II)

SG/ Salary per Month: Education:

Completion of 2 years studies in college 4 hours relevant training One (1) year of relevant experience

Training:

Experience:

Eligibility:

CSC (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2024-04-01	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY/ BACHELOR OF SECONDARY EDUCATION(UNIT EARNER)	BASIC COMPUTER LITERACY - 80 HOURS	ACCOUNTING STAFF/PHARMACY AIDE-SEPT. 2019 TO FEBRUARY 2020, SKYWORTH PRODUCT PROMOTER-MARCH 5 2020 TO MAY 31 2021, SAMSUNG PROMOTER-NOV. 8,2021 TO JUNE 15,2023	CSC Profesional	QUALIFIED
	No attached copy	No attached copy	No attached copy	No attached copy of Eligibility	DISQUALIFIED
ADAS2-2024-04-04	B.S.C. Management	Exercising Sustainable Development in the Workplace - 8 hours, IPR101: Introduction to Intellectual Property Rights - 24 hours, Webinar Series on Futures Thinking for Enhancing Public Sector Productivity - 2 hours, Receiving and Responding to Workplace Communication - 8 hours,	Administrative Aide - September 6, 2021 to present, Enumerator - September 2020 to October 2020	CSC Profesional	QUALIFIED
ADAS2-2024-05-25	BSED	2nd international Conference on Pedagogical and Research Innovations - 12/5-7/23, Computer Skills Development Training- 2/15-24/24	Clerk- 3/15/16 to 2/28/19, Stenographer - 3/1/19 to3/24/19, RCCI I- 3/25/19 to 1/25/24	LET	QUALIFIED
ADAS2-2024-05-12	Bachelors of Science in Accountancy	Fundamentals of Cooperative-3days, Client Engagement and the New Normal- 3 days, Philippine Standard on Auditing Updates and Trends- 8 hours, Climate Change Awareness Webinar-8hours	Accounting Assistant/ Branch Accountant- February 2018-Present	CSC Profesional	QUALIFIED
ADAS2-2024-05-18	Bachelor of Science in Hotel and Restaurant Management	Training on Local Government Procurement Process-16hrs	No attach COE	CSC Profesional	DISQUALIFIED
ADAS 2-2024-05-30	BS Public Administration	Integrated planning course on incident command system- 40hrs, Emergency operation Center training course- 24Hours, Basic incident Command System-24Hours, General Revision on Property Assessment Technical Workshop- 24Hours	ADA - 1/1/21 to Present, Data Encoder - 2/10/20 to 12/31/20,GIP-7/16/19 to 12/31/19,Tax Mapper- 9/25/16 to 10/25/17	CSC Sub Professional	QUALIFIED
ADAS2-2024-05-32	BS ECE	Python Programming Essentials Course Training- 9/18-22/23	Contructual - 9/20/23 to Present	CSC Professional/RA 1080	DISQUALIFIED
ADAS 2-2024-05-11	B.S. Information Technology	Personality Development Webinar - 2/5/22	Accountant Officer II - 2/28/15 to 6/15/23, J.O7/3/23 to Present	CSC Professional	QUALIFIED
ADAS2 2024-05-01	Bachelor of Science in Management Accounting	Training on eNGAs -12 hours, Applying Analytical Procedures on Financial Statement Audits - 1hour, Implementing a Zerobased budgeting -1hour, Expanded Withholding tax: Issues and Errors- 1hour, Strategic business planning for Accountants-1hour, Common payroll issues and how to fix it-1hour, Managing and identifying workplace challenge for Accountants- 1 hour	Operations Customer Service Representative- Nov. 14, 2015 to July 4, 2017, Accounting Clerk I - October 2, 2017 - Present	RA 1080/CSC Subprofessional	qUALIFIED

Position:

Administrative Assistant II (Disbursing Officer II)

SG/ Salary per Month: Education:

Completion of 2 years studies in college

Training:

4 hours relevant training

Experience: Eligibility:

One (1) year of relevant experience
CSC (Sub-Professional) First Eligibility

			data processor-june 26,2023 to july 31,2023, head cbms		
DAS2-2024-05-20 B	Bachelor of Science in Management Accounting		area supervisor-feb 13, 2023 to april 30,2023, data processor-nov 21,2022 to jan 31,2023, head cbms area supervisor-july 11,2022 to oct 30,2022, auditor july 18,2017 to june 15, 2020, accounting head-january 18,2011 to May 18, 2017, data entry clerk-august 3,2007 to october 4, 2009	CSC Profesional	QUALIFIED
1457 7074 05 16	BACHELOR OF SCIENCE MAJOR IN PSYCHOLOGY	1. EMPAWERING EMOTIONAL SUPPORT: A CERTIFICATION WORKSHOP FOR HUMAN- ANIMAL INTERACTION/ 4HRS 2. CREATING INCLUSIVE AND SAFE SPACES: INTEGRATING LGBTQIA-AFFIRMATIVE PSYCHOLOGY AND SOCIAL JUSTICE IN PHILIPPINE PSYCHOLOGY EDUCATION/ 4HRS 3. MOTIVATIONAL INTERVIEWING FOR CHILDREN WITH SUBSTANCE USE DISORDER/ 4HRS 4. EMPOWERING SCHOOL COMMUNITIES: A SUICIDE RESPONSE PROTOCOL WORKSHOP/ 4HRS 5. COGNITIVE BEHAVIORAL THERAPY IN THE CONTEXT OF THE FILIPINO CLIENTS/ 4HRS 6. UNCOVERING LAYERS OF THE MIND/ 4HRS 7. REGULATIONS SG 200-064 AND PPDOC SC/ 4HRS 8. DSM-IV TR TO DSM-5 REVIEW TECHNIQUES/ 4HRS 9. TEST TAKING SKILLS AND STRATEGIES/ 4 HRS		PSYCHOMETRICIAN	QUALIFIED

Prepared by

PRINCES C. AQUITANIA Administrative Officer IV

Approved:

Position:

Administrative Aide VI

SG/ Salary per Month: Education:

Completion of 2 years studies in college

None required

Training: Experience: Eligibility:

None required

CSC (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-2024-05-10	BSIT	Phyton Programming Essentials Course Training - 9/18-22/24, Training on RBIS - 5/16-17/22	COS- 2/7/17 to 3/24/19, Driver- 3/25/19 to 6/30/19, book binder - 7/1/19 to 6/30/22	CSC SUBPROFESSIONAL	QUALIFIED
ADA6-2024-05-08	Bachelor in Elementary Education	N/a	N /a	LET	QUALIFIED
ADA6-2024-05-02	Bachelor of Secondary Education Major in Social Studies	Computer Skills Development Training: Improving Classroom Learning Thru ICT-80 hours, International Seminar on Leadership & Office Administration-80 hours, Career Development and Office System Administration in Schools-80 hours	N/A	Honor Eligibility (PD 907)	QUALIFIED
ADA6-2024-05-14	BS Psychology	Public Service Values Program - 12/13-14/22	ADA III-4/1/19 TO PRESENT	CSC Professional	QUALIFIED
ADA6-2024-05-06	BSIT	N/A	NO COE	CSC PROFESSIONAL	QUALIFIED
ADA6-2024-05-05	BS IN BUsiness Administration	52nd Pafte nat. & 13th International Convention - 10/11-12/23	USSC- 10/26-10 TO 7/1/18, PHILSTAFF- 6/24/09 TO 11/23/09, Quorum International Inc. Sales Clerk- 4/3/10 to 8/8/10	LET/CSC SUBPROFESSIONAL	QUALIFIED
ADA6-2024-05-09	Bachelor Of Science in Accounting Technology	N/A	Enumerator - Sept. 4 to Oct. 25, 2023 , JOB Order-NOV. 3,2021 to Mar. 31,2022 , Accounting Staff - Jan. 26 to Oct. 7, 2020 , Accounting Staff-Nov. 15,2018 to Sept. 17, 2019	CSC Sub Professional	QUALIFIED
ADA 6-2024-05-16	Bachelor of Science in Civil Engineering	N/A	N/A	CSC Profesional	QUALIFIED
ADA6-2024-05-17	Bachelor of Science in Business Administration major in Financial Management	Training on 5S Quality Workplace (10/06/2023) -4 hours, Training on 5S Quality Workplace (09/01/2023)-4 hours, Revitalizing the Roles and Functions of Local Government Unit Links in the Implementation of the Pantawid Pamilyang Pilipino Program-24 hours, Kinatao: Reimagining the other-8 hours, Basic Skills Training on Soap Making- 8 hours	Administrative Aide III (Clerk I)- February 1, 2023 to Present, Intern- March 21, 2022 to July 9, 2022, Provincial Government Youth Employment Bridging Program- August 24, 2021 to September 24, 2021, Special Program for Employment Student- June 3, 2019 to July 23, 2019, Special Program for Employment Student- April 18, 2015 to May 15, 2015	Honor Graduate Eligibility (PD 907)	QUALIFIED

Position:

Administrative Aide VI

SG/ Salary per Month: Education:

Completion of 2 years studies in college

None required

Training: Experience:

None required

Eligibility:

CSC (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-2024-05-13	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	INTERNATIONAL SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL AS LIFELONG LEARNERS-ONBOARDING/SERVICES TRAINING-24HOURS	Technical Services Librarian- August 15, 2018 to present, Library Assistant-: February 16, 2016 to August 14, 2016	CSC Profesional	QUALIFIED
ADA6-2024-05-04	BA Social Sciences, Major in Economics Minor in Political Science	N/A	N/A	CSC Sub Professional	QUALIFIED
ADA6 2024-05-7	Bachelor of Science in Mathematics	Initial Training and Development Program of HCSR - 40 hours	Customer Service Specialist/Cashier - July 24, 2013 to January 04, 2014, Audit Staff - January 5, 2015 to August 31, 2019, Philhealth Assistant - September 23, 2019 to Present	CSC Sub Professional	QUALIFIED
ADA6-2024-05-12	Bachelor in Secondary Education major in Social Studies	Basic Computer literacy 80 HRS	Cashier savemore - april 09 2023-september 9 2023 cahier pandayan october 19 2023 -april 2 2024 review ambassador carl balita review center september 2022 to march 23 2023	LET	QUALIFIED
ADA6-2024-05-11	Bachelor in Secondary Education	District Inservice Training-40 hours, 2021	Substitute Teacher- September 12, 2023 to November 2, 2023, Provincial Special Education Fund Teacher-August 22, 2023 to July 14, 2023, Municipal Special Education Fund Teacher-April 1, 2021 to April 29, 2022, Shift Supervisor- November 11, 2018 to April 29, 2019	LET	QUALIFIED
ADA6-2024-05-01	BS IN OFFICE Administration	N/A	N/A	CSC SUBPROFESSIONAL	QUALIFIED
ADA6-2024-05-15	BS BIOLOGY	Govt. Quality Management Program's 5th Symposium on Service Quality Standards - 12/13/23, Public SERvice Values Overview	J.O 9/18/23 to present	CSC Professional	QUALIFIED

Prepared by:

Administrative Officer IV

Approved: