



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

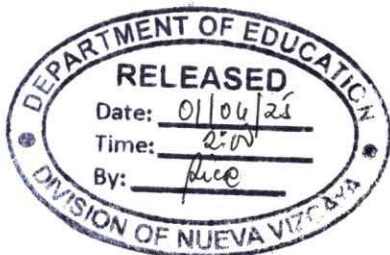
January 3, 2025

DIVISION MEMORANDUM
No. **08**, s. 2025

**SCHEDULE OF ASSESSMENT OF VACANT POSITIONS UNDER
DIVISION MEMORANDUM NO. 408, S.2024**

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. 408, s.2024 Re: Call for the Submission of Application for the Assessment of Various positions, this office would like to announce the herein result of the initial evaluation and schedule of assessment of the remaining vacant positions published on the aforementioned division memorandum.
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 January 14, 2025, based on their scheduled date and time of assessment. They are also advised to bring with them the original copies of their documents for verification and evaluation.
3. Failure to come on the scheduled date and time will no longer be rescheduled for assessment.
4. Queries and/or clarifications as regards the process and result of the Initial Evaluation Result (IER) shall be lodged to the HRMO through writing within three (3) calendar days from the date of posting of the result of the IER.
5. For those who cannot remember their application code, you can visit us at the HR Office or call us on Cellphone Number 09678810655.
6. For information, guidance and wide dissemination.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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

SCHEDULE OF ASSESSMENT

APPLICATION CODE	DOCUMENT ASSESSMENT AND INTERVIEW	EXAMINATION (Written and Skills)		
AO4-2024-10-02	January 14, 2025 at 8:30am - 10:30am	January 14, 2025 at 10:30am - 12:00pm		
AO4-2024-10-03				
AO4-2024-10-04				
AO4-2024-10-05				
AO4-2024-10-06				
AO4-2024-10-07				
AO4-2024-10-08				
AO4-2024-10-09				
AO4-2024-10-10	January 14, 2025 at 8:30am - 10:30am	January 14, 2025 at 10:30am - 12:00pm		
ACCT1-2024-10-01				
ACCT1-2024-10-02	January 14, 2025 at 10:30am - 12:00pm	January 14, 2025 at 8:30am - 10:30am		
Nurse II-2024-10-01				
Nurse II-2024-10-04				
Nurse II-2024-10-06				
Nurse II-2024-10-08				
Nurse II-2024-10-09				
Nurse II-2024-10-10				
Nurse II-2024-10-12				
Nurse II-2024-10-13				
Nursell-2024-10-02				
Nursell-2024-10-03				
Nursell-2024-10-11				
Nursell-2024-10-07				
SPET1-2024-10-01			January 14, 2025 at 10:30am - 12:00pm	January 14, 2025 at 8:30am - 10:30am
SPET1-2024-10-02				
SPET1-2024-10-04				
SPET1-2024-10-05				
AA1-2024-10-01	January 14, 2025 at 1:30 - 3:00pm	January 14, 2025 at 12:00pm - 1:30pm		
AA1-2024-10-02				
AA1-2024-10-03				
AA1-2024-10-04				
AA1-2024-10-05				
AA1-2024-10-06				
AA1-2024-10-07				
AA1-2024-10-08				
AA1-2024-10-09				
AA1-2024-10-10				
ADAS2-2024-10-04	January 14, 2025 at 1:30 - 3:00pm	January 14, 2025 at 12:00pm - 1:30pm		
ADAS2-2024-10-05				
ADAS2-2024-10-11				
ADAS2-2024-10-09-1				
ADAS2-2024-10-15				



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ADAS2-2024-10-18	January 14, 2025 at 1:30 - 3:00pm	January 14, 2025 at 1:30 - 3:00pm
ADAS2-2024-10-08		
ADAS3-2024-09-01	January 14, 2025 at 1:30 - 3:00pm	January 14, 2025 at 12:00pm - 1:30pm
ADAS3-2024-09-02		
ADAS3-2024-10-05		
SG1-2024-09-02	January 14, 2025 at 1:30 - 3:00pm	January 14, 2025 at 12:00pm - 1:30pm
ADAS I- 2024-10-11	January 14, 2025 at 3:00 - 5:00pm	January 14, 2025 at 12:00pm - 1:30pm
ADAS1-2024-10-01		
ADAS1-2024-10-05		
ADAS1-2024-10-06		
ADAS1-2024-10-07		
ADAS1-2024-10-09		
ADAS1-2024-10-10		
ADAS1-2024-10-12		
ADAS1-2024-10-12		
ADAS1-2024-10-13		
ADAS1-2024-10-16		
ADASI-2024-10-02		
ADASI-2024-10-03		
ADASI-2024-10-04		
ADASI-2024-10-04		
ADASI-2024-10-08		
ADASI-2024-10-14		
ADASI-2024-10-17		
ADASI-2024-10-18		
ADASI-2024-10-20		
ADASI-2024-10-21		
ADASI-2024-10-22		



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ADMINISTRATIVE OFFICER IV (CASHIER)

EDUCATION Bachelor's degree relevant to the job
 TRAINING 4 hours of relevant training
 EXPERIENCE One (1) year relevant experience
 ELIGIBILITY Career Service (Professional) Second Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
A04-2024-10-03	BACHELOR OF SCIENCE IN COOPERATIVE DEVELOPMENT	ACCOUNTING CONCEPTUAL FRAMEWORK, STANDARD CHART OF ACCOUNTS FOR COOPERATIVE SIMPLIFIED BOOKKEEPING, AND ACCOUNTING FOR HOME OFFICE AND BRANCH -16 hours, ENTREPRENEURSHIP AND BUSINESS MANAGEMENT TRAINING WITH RELEVANT MARKETING AND SELLING TECHNIQUES-16 hours	BOOKKEEPER- Nov. 14 2022- June 15, 2024	PD 907Honor Graduate Eligibility	QUALIFIED
A04-2024-10-6	Bachelor of Science in Agribusiness	Cash Management and its Internal Control System - 24 hours	AO I (Cashier) - 4/18/2023 to present	PD 907Honor Graduate Eligibility	QUALIFIED
A04-2024-10-02	BS Accountancy, MPA	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS-24 HOURS, PERSONAL FINANCIAL MANAGEMENT SEMINAR-24 HOURS	CLERK III-OCTOBER 22, 2009 TO JULY 23,2011, ACCOUNTING CLERK III/ACTING SDO/SCO-JULY 24, 2011TO FEBRUARY 28, 2021, ADAS III (SENIOR BOOKKEEPER)- MARCH 1, 2021 TO MARCH 29, 2023, ADMINISTRATIVE OFFICER II-MARCH 30, 2023 TO PRESENT	CSC Professional	QUALIFIED
A04-2024-10-05	Bachelor of Science in Public Administration and Legal Studies	Responding to the Continuing Challenges of Innovations and Technology to Public Financial Management - 32 hours, Orientation on Republic Act 9184 and Philippine Government Electronic Procurement System (PhilGEPS) - 8 hours, Orientation on Republic Act 9184 and Government Procurement and Policy Board 16 hours, DENR Nueva Vizcaya Training-Workshop on Organization Development and Planning Towards Enhancing Organizational Effectiveness - 8 hours, 46th Philippine Society for Talent Development (PSTD) Future Forward: Unlock your Company's Competitive Advantage" - 24 hours, Orientation on the RA 9184 and Management of Awarded Contracts of DENR-PENRO Nueva Vizcaya - 16 hours, Orientation on the New Implementing Rules & Regulations of RA No. 9184 & latest issuances of the Government Procurement Policy Board - 16 hours, On-The-Job-Training - Provincial Accounting Office - 203 hours	Bookkeeper - December 2023 to October 2024, Administrative Assistant September 2020 to December 2023, Administrative Aide VI January 2019 to August 2020, Administrative Assistant September 2017 to December 2018, Administrative Aide August 2015 to July 2017	CSC Professional	QUALIFIED
A04-2024-10-01	BSMA, BS Accountancy	Office Mangement and Administration - 24 hrs, Workshop on Cash Management and Control System - 24 hrs, PAGBA Quarterly Seminar Meeting - 32 hrs, Preparation of Financial Reports Cum Coordination Meeting of Division Office-based and Implementing units Finance Personnel - 24 hrs,	AO II - 4/22/2024 to present	CSC Professional	DISQUALIFIED (Lacks one (1) performance cycle in the current position)
A04-2024-10-04	BS Accountancy	Workshop on the Development of School Contingency Plan - 16 hrs, Capability Building for Bids and Awards Committee of Deped - NV - 8 hrs, Division Coordination Meeting on the Reconciliation and Preparation of Midyear Financial Statements and other Reports - 8 hrs, Personal Financial Management Seminar - 24 hrs, Financial Management Training -Workshop Phase I- 8 hrs, CapB Activity or SDONV BAC, Cum Coordination Meeting wit Contractors and Suppliers - 16 hrs	Administrative and Finance Assistant - 7/8/2013 to 8/10/2018, Agri Business Facilitator - 2/1/2010 to 6/30/2013, Regional Accountant - 7/9/2007 to 3/31/2009, Micro-Finance Officer - 6/1/1999 to 9/30/20000, PDO II - 10/1/2000 to 12/31/2002, Finance Analyst - 01/01/2002 to 07/07/2004, ADAS III - 07/04/2018 TO 03/29/2023, AO II - 03/30/2023 TO PRESENT	CS Professional	QUALIFIED

ADMINISTRATIVE OFFICER IV (CASHIER)

EDUCATION Bachelor's degree relevant to the job
 TRAINING 4 hours of relevant training
 EXPERIENCE One (1) year relevant experience
 ELIGIBILITY Career Service (Professional) Second Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
A04-2024-10-07	BSMA, BS Accountancy	Training on Cash Management and Control System (CMCS) for Deped Cashiers/Disbursing Officers in the Central, Regional and Schools Division Office - 40 hrs Learning Sessions by the Department of Budget and Management RO2 - 16 hrs, Office Management and Administration - 24 hrs, Basic Computer Literacy - 80 hrs	AO II - 3/30/2023 to present, ADAS III - 2/17/2021 TO 3/29/2023, ADAS II - 12/6/2017 TO 2/16/2021	CS Profesional	QUALIFIED
A04-2024-10-08	BSC-MA, BS Accountancy, MBA	Office Mangement and Administration - 24 hrs, Workshop on Cash Management and Control System - 24 hrs, Workshop on the Development of School Contingency Plan - 16 hrs, Preparation of Budget Proposal for Fiscal Year 2025 - 8 hrs, Capacity Building and Training Roll-Out on Program Management Information System (PMIS) - 24 hrs	AO II - 10/29/2020 to present, ADAS III - 8/11/2014 to 10/28/2020	LET	QUALIFIED
A04-2024-10-09	BS Accounting Technology	Accountable Officers of the PLGU NV - 8 hrs, Upstanding Treasurers and Assessors for Outstanding LGU's - 24 hrs, Treasurer's Forum - 8 hrs, Capability Building and Workshop Planning Revenue Collector, Disbursing Officers & Cashiers - 16 hrs	Admin Aide III (Clerk) - 7/1/2020 to present	CS Profesional	QUALIFIED
A04-2024-10-10	BSMA,	Cash Management and its Internal Control System - 24 hours,	AO II - 10/2020 to present, ADAS III - 8/12/2014 to 10/19/2020	CS Profesional	QUALIFIED
A04-2024-10-11	BSBA	Social Health Insurance Educatio series on Health Care inancing in the Philippines under the Universal Health Care Law - 16 hrs,	No attached COE	PD 907 Honor Graduate Eligibility	DISQUALIFIED (No attached COE)

Prepared by:


PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPRES EdD, CESE
 Assistant Schools Division Superintendent

ACCOUNTANT I

EDUCATION Bachelor's degree in Commerce/ Business Administration major in Accounting, Bachelor of Science in Accountancy
TRAINING None Required
EXPERIENCE None Required
ELIGIBILITY RA 1080 (CPA)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ACCT1-2024-10-01	BS Accountancy	None	None	Accountant	QUALIFIED
ACCT1-2024-10-02	BS Accountancy	None	None	Accountant	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
Assistant Schools Division Superintendent

NURSE II

EDUCATION Bachelor of Science in Nursing
TRAINING 4 hours of relevant training
EXPERIENCE One (1) year relevant experience
ELIGIBILITY RA 1080 (Nursing Licensure Examination)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
Nursell- 2024-10-7	BS Nursing	Ready, Set, Safe: A School Contingency Plan Proposal for ACS - 1 hour, Fostering Student Well-being: A strategic Framework for Addressing Mental Health Challenges and Enhancing Educator Efficacy- 16 hours, Adolescent Health Education and Practical Training- 9.5 hours, Foundational Course on Adolescent Health Care for Primary Service Providers- 16 hours	Nurse Reliever - June 12, 2021 to April 15, 2023, Ophtalmic Nurse - June 12, 2021 to April 29, 2023, Nurse I - April 1, 2021 to Dec 31, 2021, January 18, 2022 to June 30, 2022	RA 1080 Nurse	QUALIFIED
Nurse II-2024-10-05	BS Nursing	BLS Training Course - 8 hrs, Orientatio on the Universal Health Care - 8 hrs, DOH Primary Care Workers Online Orientation - 8 hrs	No relevant experience	RA 1080, Nurse	DISQUALIFIED (No relevant Experience)
Nurse II-2024-10-06	BS Nursing	Mental Health Awareness - 24 hrs, Advance Cardiac Life Support - 16- hrs, Basic ECG and Dysrhythmia Recognition-16 hrs, Electrical Theraphy - 16 hrs	Disco Manager/ Company Nurse - June 1, 2011 - April 30, 2013	RA 1080 Nurse	QUALIFIED
Nurse II-2024-10-09	BS Nursing	Online Course on the Framework and Mandates of Universal Health Car - Continuing Professional Development Course - 3 hrs,	Nurse - April 1, 2021 to February 6, 2022, March 20, 2020 to December 31, 2022	RA 1080 Nurse	QUALIFIED
Nurse II-2024-10-10	BS Nursing	Fostering Student Well Being: A Strategic Framework for Addressing Mental Health Challenges and Enhancing Educator Efficacy Through Targeted Inventions - 8 hours, Foundation Course on Adolescent Health Care for Primary Service Providers, etc. - 8 hours, Standard First Aid Training Course - 24 hours	Nurse - January 2013 to June 2024	RA 1080 Nurse	QUALIFIED

NURSE II


EDUCATION Bachelor of Science in Nursing
TRAINING 4 hours of relevant training
EXPERIENCE One (1) year relevant experience
ELIGIBILITY RA 1080 (Nursing Licensure Examination)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
Nurse II-2024-10-12	BS Nursing	Community-Based Psychosocial Support Training - 24 hours, Basic Rescue Skills Training - 40 hours	TB Aiders - February 5, 2015 to December 31, 2015, Nurse - November 14, 2016 to February 28, 2022)	RA 1080 Nurse	QUALIFIED
Nurse II-2024-10-13	BS Nursing	BLS - 16 hours, IVT - 24 hours	Retainer Dermatologist Assistant - January 18, 2012 to September 22, 2012, Nurse - July 1, 2011 to November 26, 2011, Emergency Room Nurse - January 4, 2010 to March 24, 2010	RA 1080 Nurse	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
Assistant Schools Division Superintendent

NURSE II

EDUCATION Bachelor of Science in Nursing
TRAINING 4 hours of relevant training
EXPERIENCE One (1) year relevant experience
ELIGIBILITY RA 1080 (Nursing Licensure Examination)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
Nursell-2024-10-02	BS Nursing, Master of Science in Nursing	NC II -Care Giving , NC II - Health Care Services,	Clinical Instructor- August 9,2021 to Present (September 30, 2024), Clinical Instructor- October 2020-July 2021, Staff Nurse - March 1, 2013 to August 15, 2016	RA 1080 - Nurse	QUALIFIED
Nursell-2024-10-14	BS Nursing	BLS-4hrs, ACLS- 12hours, NCII Caregiving- 12hrs, NCII health care services- 12hrs, ORNAP- 8hrs	No attached Certificate of Employment	RA 1080 - Nurse	DISQUALIFIED (No attached COE)
Nurse II-2024-10-01	BS Nursing	ACLS-16 hours, BLS-8 hours, ADPCN- 16 hours	Clinical Instructor- February 06,2023 to Present	RA 1080 -Nurse	QUALIFIED
Nursell-2024-10-03	BS Nursing	BASIC LIFE SUPPORT-16,hrs, FOUNDATIONAL COURSE ON ADOLESCENT HEALTH CARE FOR PRIMARY SERVICE PROVIDERS-16 hrs, ADOLESCENT HEALTH EDUCATION AND PRACTICAL TRAINING (ADEPT)- 9.5 hrs,	NURSE I- June 7, 2024 to PRESENT (June 25, 2024), JOB ORDER NURSE- January 16, 2023 to June 6, 2024, Nurse II - July 16, 2019 to December 31, 2022, Nurse(COS) - July 1, 2019 to July 15, 2019, February 11, 2019 to March 30, 2019, August 10 2017 to December 31, 2018, Nurse - Oct. 8, 2012 to Oct. 15, 2014, Staff Nurse - February 2010 to Feruary 2011	RA 1080 - Nurse	QUALIFIED
Nurse II-2024-10-04	BS Nursing, MSN (36 units)	Primary care worker under DOH and PRC	Nurse II - 1/17/2022 to 12/31/2022, Public Health Associate(COS) - 1/7/2020 to 12/31/2020, 2/1/2021 to 12/31/2021	RA 1080-Nurse	QUALIFIED
Nurse II - 2024 - 10 - 08	BS Nursing	OHNAP-BOSH 40 hours, BLS with AED 40 hours	Nurse I - 2/1/1999 to 1/31/2010, Project Nurse - June 10,2021 to June 23, 2023,Staff Nurse - Oct. 19, 2009 April 15, 2010, April 16, 2010 to Aug 10, 2015	RA 1080 Nurse	QUALIFIED
Nursell- 2024-10-11	BS Nursing	PNA 8th Summer Conference 2024 - 8 hrs, Mental Health Awareness Training - 16 hrs	Staff Nurse 1/09/2004-6/16/2005,Staff Nurse 03/23/2003-9/25/	RA 1080 Nurse	QUALIFIED

SPECIAL EDUCATION TEACHER I

EDUCATION Bachelor's degree in Education with Specialization in Special Education
 TRAINING None Required
 EXPERIENCE None Required
 ELIGIBILITY RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SPET1-2024-10-01	BEED-SPED	Educational Psychology - 45hrs, Google Workspace training for techears - 6 hours	Explain well, and helpful	LET	QUALIFIED
SPET1-2024-10-03	BEED	SPED Identification and Intervention in Inclusive Setting - 8 hours, Assessment of Children with Special Needs - 8 hours, IEP Preparation and Process - 8 hours, Teaching Strategies and Methods in SPED -8 hours, Behavioral Modification and Management for Children with Special Needs - 8 hours	Substitute Teacher - 10/01/14-11/28/14, Substitute Teacher 02/04/15-03/27/15, Audit Clerk 07/01/15-10/02/15 ADAS II 10/03/16- Present	LET	DISQUALIFIED (Education)
SPET1-2024-10-04	BSED, MAED-SPED	2021 National Schools Press Conference -24 hrs, Index of Inclusive Education Webinar- 24 hrs,	Teacher I 7/19/2013 to 8/5/2015, Teacher II - 8/6/2015 to 11/30/2017, Teacher III - 12/01/2017 to present	LET	QUALIFIED
SPET1-2024-10-05	BEED, MAED-SPED	No attached Cert of training	Teacher I - 8/15/20 11 to 9/29/2020, Teacher III - 9/30/2020 to present	LET	QUALIFIED
SPET1-2024-10-02	BEED - MAED SPED	Division Training of Teachers on Basic Filipino Sign Language Training - 40 hours, Regional Training of Trainers on Sign Language and Braille Writing and Reading-40 hours, Division In-Service Training-40 hours, Seminar of Selected School Heads on Special Education-24 hours	Kindergarten Teacher/Teacher I - June 1, 2018 to April 6, 2018, Teacher III/Special Education Teacher Designate- June 12 to Present	LET	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
 Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
 Assistant Schools Division Superintendent

ADMINISTRATIVE ASSISTANT III

EDUCATION Completion of 2 years studies in College
 TRAINING 4 hours of relevant training
 EXPERIENCE One (1) year relevant experience
 ELIGIBILITY Career Service (Sub Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-2024-09-02	Information Technology	NC III Bookkeeping	Finance Specialist - 9 months, Bookkeeping Officer - 5 months, Bookkeeper - 7 years and 11 months	CSC Profesional	QUALIFIED
ADAS3-2024-09-01	BS in Accountancy	Financial Management- 16 hours, Records and Archives Management - 2 hours, Procurement Management- 2 hours, Financial Literacy Management- 2 hours, From Cyber Attacks to Cyber Resilience- 2 hours, Mastering Xero: Simplified Online Accounting for Accountants and Non-Accountants- 16 hours, Blockchain Technology and its Impact on Accounting and Taxation- 2 hours, Empowering SMEs: Streamlined Bookkeeping, Accounting, and Taxation Support for Digital Transformation.- 2 hours,	Teller - February 1, 2018 to March 27, 2023	CS Profesional	QUALIFIED
ADAS3-2024-10-05	BS Commerce - Financial Management	Bookkeeping	Account Officer - 1 year and 10 months, Account Assitant - 2 years and 6 months, Project Officer - 3 years and 5 months	LET	QUALIFIED
ADAS3-2024-10-04	Undergraduate or Bachelor in Secondary Education major in English	None	GIP- Oct.17, 2022 to December 30, 2023	CSC Profesional	DISQUALIFIED (Training, Experience)
ADAS3-2024-10-06	Bachelor of Science in Management Accounting	Seminar-Workshop on Cash Management and Control System-24 hours	Administrative Assistant-III-May 17, 2023 to present,	CS Sub Profesional	DISQUALIFIED (Transfer)
ADAS3-2024-10-03	Bachelor of Science in Mathematics	No relevant training	clerk-oct. 2013 to june 2019, secretary-sept. 2020 to june 2021, admin aide IV-july 2022 to present	LET	DISQUALIFIED (Training, Experience)
ADAS3-2024-10-07	BSHRM, Teacher Cert.Program	Googlespace Workshop: A comprehensive Intro - 6 hours	Database Administrator June 16 2016 to present	LET	DISQUALIFIED (Experience, Training)

Prepared by:


PRINCES C. AQUITANIA
 Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
 Assistant Schools Division Superintendent

ADMINISTRATIVE ASSISTANT II

EDUCATION Completion of 2 years studies in College
 TRAINING 4 hours of relevant training
 EXPERIENCE One (1) year relevant experience
 ELIGIBILITY Career Service (Sub Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2024-10-03	Bachelor of Science in Public Administration	Bookkeeping with quickbooks online - 15 hours, Basic bookkeeping and accounting for non-accountants - 9 hours	Call Center Associate - January 30, 2023 to June 12, 2023, Call Center Associate/ Trainer - June 12, 2023 to January 29, 2024, Trainer/HR Assistant/Admin Staff- January 29, 2024 to present	CSC Professional	DISQUALIFIED (Experience)
ADAS II-2024-09-01	BS Forestry	No relevant Training	FORESTER- November 17,2023 to June 30,2023, ASSISTANT AREA SUPERVISOR- July 31,2023 toNovember 8,2023, DATA PROCESSOR- November 13,2023 to December 30,2023to	Forester	DISQUALIFIED (Experience, Training)
ADAS 2-2024-10-04	Bachelor of Science in Computer Science	Strategic Awareness Training about ISO 21001:2018 standard - 3 hours, Webinar on leadership in Education-2 hours, Credit Cooperative Pre-membership Education Seminar-3hours, Financial Literacy Management-4hours, Accounting for non-accountants-4 hours, Basic Pricing and Costing-4 hours	Audit Assistant - August 1, 2023 to April 1, 2024, Accounting Clerk - December 6, 2022 to July 31, 2023, Audit Staff - September 1, 2022 to November 20, 2022, Savings Bookkeeper - June 23, 2011 to August 15, 2012	CSC Sub Professional	QUALIFIED
ADAS2-2024-10-05	Bachelor of Science in Accountancy	Basic Occupational Safety and Health Training - 16hrs, Branch Officer and Orientation Training - 40 hrs, Basic Occupational Safety and Health training - 10 hrs, BLS - 16hrs,	Admin Support Staff - July 2024 to present; January 2020 to April 2023 - Service Operation Head, Sr. Service Assoc - June 2019 to December 2019, CRO - December 2016 to May 2019 and May 2006-September 2013, Sr. CRO - October 2013 to November 2016 , Bookkeeper June 2006 to April 2006	CSC Professional	QUALIFIED
ADAS2-2024-10-08	BS Accountancy	Webinar on RFRS 16 WITH Tax Implication - 2 hours, Tanglaw Webinar on Government Accounting - 8 hours	Administrative Aide I - November 2022 to June 2023, Finance Staff - August 2023 to June 2024	CSC Professional	QUALIFIED
ADASI-2024-10-07	BS PUBLIC ADMINISTRATION	General Revision Of Property Assessment-24Hours, Basic First Aid And Basic Life Support 24Hours, Basic Incident Command System 24Hours, Emergency Operation Center Training Course 24 Hours, Integrated Planning Course On Incident Command System 40 Hours, Crashed Vehicle/Victim Extrication Rescue Training For Instructors 40Hours	Tax Mapper-Sept. 05, 2016 to October 25, 2017, Admin-Aide GIP-July 16,2019 to Dec. 31, 2019, Data Encoder- February 10 , 2020 to Dec. 31, 2020, Admin-Aide-January 1, 2021 to Present	CSC Sub Professional	DISQUALIFIED (Experience, Training)
ADAS 2-2024-10-12	BSED	Career Development and Office System Administration in Schools - 80 hours, Computer Skills Development Training: Classroom Learning Thru ICT - 80 hour's,	No relevant Eperience	LET	DISQUALIFIED (Experience, Training)
ADAS 2-2024-10-10	BS Civil Engindeering	No relevant Training	Engineering Assistant - 01/02/2020 to present	CSC Sub Professional	DISQUALIFIED (Training)
ADAS2-2024-10-13	BSBA	ORIENTATION ON QUALITY MANAGEMENT SYSTEM-16 HRS., ORIENTATION ON MAINSTREAMING OF GENDER AND DEVELOPMENT (GAD)-24 HRS., PROJECT MONITORING AND EVALUATION SYSTEM-24 HRS, VALUES RESTORATION-8 HRS,GENDER AND DEVELOPMENT TRAINING/WORKSHOP-8 HRS., OPERATIONAL PLANNING WORKSHOP-40 HRS	BUDGET ASSISTANT-JAN. 3, 2018-DEC. 31, 2023, FINANCIAL ANALYST-JAN. 15, 2024-PRESENT	CSC Sub Professional	DISQUALIFIED (Training)
ADAS2-2024-10-11	Bachelor of Science in Hospitality Management	National Training/Seminar/Workshop on Office Management and Administration - 24 hours, Seminar-Workshop on Cash Management and Control System - 24 hours	Administrative Aide IV - January 01, 2024 to Present, Administrative Aide IV - September 22, 2022 to December 31, 2023, Administrative Aide (COS) - January 20, 2020 to December 31, 2021, Partylist Coordinator - March 16, 2019 to October 31, 2019, Store Manager - April 01, 2018 to March 15, 2019, Clerk - January 07, 2017 to March 31, 2018	CSC Professional	QUALIFIED
ADAS2-2024-10-02	BS Electronic and Com. Eng	Bookkeping and Payroll Accounting Fundamentals - 4 hrs	COS - Sept 1, 2021 June 30, 2022	CS Prof	DISQUALIFIED (Experience, Training)
ADAS2-2024-10-06	BSBio	No relevant Training	Office Clerk - Sept. 26, 2018 to Nov. 19, 2018, Clerk - July 19 to Sept. 25, 2018	LET	DISQUALIFIED (Experience, Training)

ADMINISTRATIVE ASSISTANT II

EDUCATION Completion of 2 years studies in College
 TRAINING 4 hours of relevant training
 EXPERIENCE One (1) year relevant experience
 ELIGIBILITY Career Service (Sub Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2024-09-03	BS Math	Filipino Brand of Service Excellence Seminar - 8 hrs	Clerk - Oct. 1, 2013 to June 30, 2019, Secretary - Sept. 2020, June 30, 2021	LET	DISQUALIFIED (Training)
ADAS2-2024-10-09-1	BSComp. Sci	Payroll, benefits and Compensation Management Training - 8 hrs, , Microsoft Office Application - 30 days, Developing Core Skills for Administrators Training - 2 hrs, Cyber Security Awareness - 2 hrs	Head Cashier - March 2, 2022 to present, Staff Employee II - Nov. 22, 2018 to June 30, 2019, Clerk II - July 2, 2019 to June 30 2021, GIP - January 3, 2017 to November 2018	CS Sub Prof	QUALIFIED
ADAS2-2024-10-09-2	BSC	Driving NC II	Health and Safety Officer - May 23, 2013 to December 19, 2015, Singer Finance Cop. January 2006 to March 2007.	CS Sub Prof	DISQUALIFIED (Experience, Training)
ADAS2-2024-10-15	BSBA	Values Orientation - 8 hrs, The Effective Methods and Enabling Policy of Managing Records Disposition Program In Government Office - 24, 2023, NC III - Bookkeeping	Clerk - 3/1/2023 -5/31/2023, Admin. Aide II - 6/1/20233 to present	CS Sub Prof	QUALIFIED
ADAS2-2024-10-17	BSIT	TMC I	SK Chairman - July 1, 2018 to November 30, 2023	Barangay Official	DISQUALIFIED (Experience, Training)
ADAS2-2024-10-18	BS Electronic Eng	Workshop on Office Management and Administration - 24 hrs, Cash Mngement and Control System - 24 hrs, Information and Communications Technology Tools, Platforms and Trends Updates for District Administrative Staff - 24 hrs	ADA VI - 5L2L2023 To present, ADAS II - 1/1/2022 to 3/6/2023	CS Sub Prof	QUALIFIED
ADAS2-2024-10-19	BSOA	No attached Cert of training	Records Officer - July 19, 2022 to January 15, 2023	None	DISQUALIFIED (Experience, Training, Eligibility)
ADAS2-2024-10-20	BEED	Workshop on the Development of School Contingency Plans - 16 hrs, Cash Management and Control System - 24 hrs	7/10/2018 to Present	LET	TRANSFER

Prepared by:


PRINCES C. AQUITANIA
 Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
 Assistant Schools Division Superintendent

ADMINISTRATIVE ASSISTANT I

EDUCATION Completion of 2 years studies in College
 TRAINING None Required
 EXPERIENCE None Required
 ELIGIBILITY Career Service (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADASI-2024-10-08	BS Ind. Tech.(undergrad)	N/A	N/A	CS Sub Professional	QUALIFIED
ADAS1-2024-10-07	BSMA	Emerging Trends In Informaton Technology - 8 hrs, Mastering Data Analysis with with the Power of Pivot tables - 3 hrs, Employees Co pensation ProgramSeminar - 8 hrs,	Administrative Aide III(Accounting Clerk) - Feb. 16, 2024 to July 15, 2024, Savings Bookkeeper - March 1, 2022 to May 20, 2022, New Accounts Clerk - Apr. 1, 2021 to Feb. 28, 2022, Customer Care Representative - Dec. 16, 2019 to March 30, 2021, Procurement Assistant/Accounts - Apr. 15, 2017 to Apr. 15, 2019, Teller - July 22, 2013 to June 4, 2015	CS Profesional	QUALIFIED
ADAS1-2024-10-12	Bachelor of Science in Public Administration	No attached cert of training	No Attached COE	CS Sub Professional	QUALIFIED
ADAS1-2024-10-13	BS COMPUTER SCIENCE	Basic Graphic Design Using Canva - 6 hrs	Library Services - May 5, 2021 to present	CS Profesional	QUALIFIED
ADAS1-2024-10-16	BS Entrepreneurship, BSED	BASIC FIRST AID TRAINING AND PROPER USE OF FIRE EXTINGUISHER	Stock Clerk-Aug. 9, 2017 to March 3, 2018, Sales Supervisor-April 2, 2018 to December 16, 2022, Registrar Staff- February 20,2023 to Present	CS Profesional	QUALIFIED
ADAS1-2024-10-12	Bachelor of Science in Public Administration	N/A	N/A	CSC Sub Professional	QUALIFIED
ADAS1-2024-10-01	BS Hospitality Management	N/A	Admin Asst. - July2017 to present	CS Sub Professional	QUALIFIED
ADASI-2024-10-04	BSC	N/A	Cashier- October 14,2014-July 15,2024	CS Sub Professional	QUALIFIED
ADAS1-2024-10-05	BS Hospitality and Tourism Management	N/A	Administrative Assistant- May 15, 2023 to present, COS employee- October 1, 2018- October 29, 2021, GIP April 16, 2014 to Octoer 16, 2014	CS Profesional	QUALIFIED
ADAS I- 2024-10-11	Bachelor of Arts in English	Training on conducting environmental research-5 hours, Forum on Federalism w/ the theme " Road to Federalism: A journey of changing Decades in Government Approach-3 hours	N/A	LET	QUALIFIED
ADAS1-2024-10-09	BS Forestry	Solid Waste Management Benchmarking and assessment/action planning workshop-32 hrs, hazardous waste management training- 5 hrs, basic GIS mapping workshop- 16hrs	SPLIT Processor- February 5,2024 to June 30, 2024, SPLIT Processor- October 5,2023 to December 31,2023, Statistical Researcher- June 27,2023 to July 31, 2023, SPLIT Processor- September 6,2022 to October 31,2022, Office Clerk- July 12,2019 to June 15,2022	Forester	QUALIFIED
ADAS1-2024-10-10	BSC	RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION - 3 hours	Account Officer - Sept. 27, 2010 to Mar. 26, 2011, Field Officer - Aug. 17, 2015 to Jan. 11, 2018, Statistical Researcher - Jul. 02, 2018 to Jul. 30, 2018, Collection Officer - Dec. 2, 2019 to Oct. 15, 2021, Market Researcher (Virtual Assistant) - Nov. 08, 2022 to Present	CS Profesional	QUALIFIED

ADMINISTRATIVE ASSISTANT I

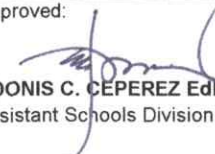
EDUCATION Completion of 2 years studies in College
 TRAINING None Required
 EXPERIENCE None Required
 ELIGIBILITY Career Service (Sub-Professional) First Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS1-2024-10-06	BS Electronics and communication Engineering	N/A	N/A	CS Sub Professional	QUALIFIED
ADASI-2024-10-04	BS Commerce (Management)	N/A	Cashier- October 14,2014-July 15,2024, Enumerator July 15,2024-September 15, 2024	CSC Sub Professional	QUALIFIED
ADASI-2024-10-02	Bachelor of Physical Education	Intangible Assets - 8 hrs	SK Kagawad - March 2018 to Nov. 2023, Clerk II - 11/21/2023 to 6/30/2024	LET	QUALIFIED
ADASI-2024-10-03	BSBA	N/A	JO - 09/15/2023 to present	CS Professional	QUALIFIED
ADASI-2024-10-14	BSMA, BS Accountancy	NC III - Bookkeeping	Bookkeeper - May 2, 2016 to Aug. 30, 2020, Accounting Clerk - Dec. 28, 2015 to April 20, 2016,	CS Professional	QUALIFIED
ADASI-2024-10-15	BEED	No attached cert of training	Barangay Treasurer - November 2023 to present	No attached Cert. Eligibility	DISQUALIFIED
ADASI-2024-10-17	BSMA	Anti Money Laundering/Counter terrorism Financing - 3 hrs, Office and Administrative Management Training - 2 hrs,	JR. Admin Asst. - July 1, 2016 to August 15, 2023, Cashiering Officer - August 17, 2023 to October 31,2023,	CS Sub Professional	QUALIFIED
ADASI-2024-10-18	BSED	No attached cert of training	No Attached COE	CS Sub Professional	QUALIFIED
ADASI-2024-10-20	BSBA	No attached cert of training	No Attached COE	PD 907	QUALIFIED
ADASI-2024-10-21	BSBA	No attached cert of training	No Attached COE	CS Professional	QUALIFIED
ADASI-2024-10-22	BSC	No attached cert of training	Branch Operation Asst. - February 3, 2020 to Nov. 15, 2021, Auditor II - February 2014 to may 2019, Branch Contorller - May 2010 to August 2013, Admin Assistant July 30, 2008 to December 16, 2009	CS Professional	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
 Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
 Assistant Schools Division Superintendent

SECURITY GUARD 1

EDUCATION High School Graduate
TRAINING None Required
EXPERIENCE None Required
ELIGIBILITY Security Guard License MC 10, S.2013 Cat. IV

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SG1-2024-09-02	BS Criminology	In-Service Enhancement Security Training Course - 24 hours, Gun safety and responsible gun handling with live firing - 8 hours, Basic Supervisory Security Training Course - 40 hours,	None	Security Officer	QUALIFIED
SG1-2024-09-01	High School Graduate	NC II Electrical Installation and Maintenance, NC II Motorcycle/ Small Engine Servicing, Emergency Preparedness/ Basic Water Search and Rescue Training	None	None	DISQUALIFIED (License)

Prepared by:


PRINCESS C. AQUITANIA
Administrative Officer IV (HRMO)

Approved:


ADONIS C. CEPEREZ EdD, CESE
Assistant Schools Division Superintendent

ADMINISTRATIVE AIDE I

EDUCATION Must be able to read and write
 TRAINING None Required
 EXPERIENCE None Required
 ELIGIBILITY None Required (MC 10, S.2013, Cat. III)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
AA1-2024-10-01	Certificate in Agriculture Science	None	Research Aide - September 2023 to September 13, 2024, GIP - June 19, 2023 to September 198, 2023	None	QUALIFIED
AA1-2024-10-02	High School Graduate (ALS)	None	None	None	QUALIFIED
AA1-2024-10-03	High School Graduate	Performing Solid Waste Management in the Workplace - 8hours	Job Order - February 3, 2021 to October 2, 2024, Utility Personnel - June 1, 2014 to March 15, 2020	None	QUALIFIED
AA1-2024-10-04	Bachelor of Science in Civil Engineering	None	Account Officer - May 20, 2024 to September 27, 2024	None	QUALIFIED
AA1-2024-10-05	Bachelor of Science in Commerce	Driving NC II (118 hours)	Repair of Wharves and Jetties - May 23, 2013 to December 19, 2015, Singer Finance Corp - January 2006 to March 2007	CSC Sub Professional	QUALIFIED
AA1-2024-10-06	Bachelor in Animal Science	None	Administrative Aide I - January 1, 2024 to December 31, 2024	None	QUALIFIED
AA1-2024-10-07	High School Graduate	Domestic Work NC II	Domestic Work - February 2, 2022 to April 9, 2022, Lady Guard - September 2017 to present	None	QUALIFIED
AA1-2024-10-08	General Radio Communication Operator	Shielded Metal Arc Welding NC II	COS - January 5, 2015 to April 30, 2021	None	QUALIFIED
AA1-2024-10-09	None	None	Utility - January 1, 2023 to October 7, 2024	None	QUALIFIED
AA1-2024-10-10	Bachelor of Science in Criminology	Barangay Peacekeeping Action Team Training - 8 hours	Security Guard - August 8, 2007 to October 4, 2024	None	QUALIFIED

Prepared by:


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 Assistant Schools Division Superintendent