



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

14 March 2025

DIVISION MEMORANDUM
No. **142**, s. 2025

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
Administrative Officer V
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 39, s.2025, Re: Call for 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:

Secondary:

Position	No. of items
a. Assistant School Principal II	1
b. Head Teacher III	2
c. Head Teacher I	3
d. Master Teacher II	1
TOTAL	7

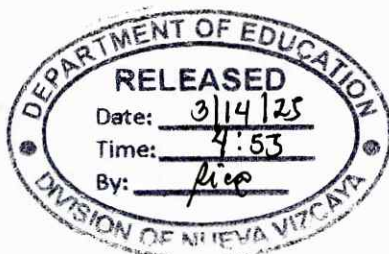
Elementary:

Position	No. of items
a. School Principal I	1
b. Head Teacher III	2
c. Head Teacher I	2
d. Master Teacher II	2
e. Master Teacher I	7
f. Special Education Teacher III	2
g. Special Education Teacher I	5
TOTAL	21

Non-Teaching

Position	No. of items
a. Guidance Counselor I	3
b. Guidance Counselor II	19
c. Guidance Counselor III	4
d. Administrative Officer II (Administrative Officer I)	5
e. Registrar I	1
f. Administrative Officer I (Cashier)	1
g. Administrative Officer I (Supply Officer I)	1
h. Accountant I	1
i. Administrative Assistant III (Senior Bookkeeper)	6
j. Administrative Assistant II (Disbursing Officer II)	15
k. Administrative Aide VI (Clerk III)	1
l. Administrative Aide IV (Clerk II)	2
m. Administrative Aide I (Utility Worker I)	5
n. Security Guard I	1
TOTAL	65

- 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 March 18-21, 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 evaluation. *(For the documents to bring, please refer to Assessment Guidelines per position).*
- Original Documents that will not be brought during the assessment process will no longer be entertained.
- Queries and/or clarifications as regards the process and result of the IER shall be lodged to the HRMO through writing three (3) calendar days from the date of posting of the result of the Initial Evaluation Result (IER).
- For those who cannot remember their application code, you can visit us at the HR Office or call us through cellphone number 09678810655.
- For information, guidance, and wide dissemination.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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FOR THE INITIAL EVALUATION RESULT (IER) PLEASE ACCESS THE LINK BELOW:

<https://tinyurl.com/March2025Assess>

Note:

Applicants for the following positions where Experience is not required, kindly bring during the assessment, a School Certification of your **General Weighted Average (GWA):**

- Administrative Officer II
- Administrative Officer I (Supply)
- Administrative Officer I (Cashier)
- Registrar
- Accountant I
- Administrative Aide VI
- Administrative Aide IV

SCHEDULED DATE AND TIME OF ASSESSMENT

DATE OF TIME	POSITION	APPLICATION CODE
March 18, 2025 8:30AM – 12:00PM	School Principal I (Elementary)	SP1-01-2025-01 SP1-01-2025-02 SP1-01-2025-03 SP1-01-2025-03 SP1-01-2025-05 SP1-01-2025-06 SP1-01-2025-07 SP1-01-2025-08
March 18, 2025 8:30AM – 12:00PM	Assistant Principal II (Secondary)	ASP2-01-2025-01 ASP2- 01-2025-02
March 18, 2025 8:30AM – 12:00PM	Head Teacher I (Elementary)	HT1E-01-2025-01 HT1E-01-2025-02 HT1E-01-2025-03 HT1E-01-2025-04 HT1E-01-2025-05 HT1E-01-2025-06 HT1E-01-2025-07 HT1E-01-2025-08 HT-IE-01-2025-08 HT1E-01-2025-10 HT1E-01-2025-11 HT1E-01-2025-12 HTIE-9-2025-13 HT1E-01-2025-14 HT1E-01-2025-15 HT1E-01-2025-16 HT1E-01-2025-16



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March 18, 2025 8:30AM – 12:00PM	Head Teacher I (Elementary)	HT1E-01-2025-17 HT-1-01-2025-18 HT1E-01-2025-19 HT1E-01-2025-20 HT1E-01-2025-21 HT1E-01-2025-22 HT1E-01-2025-23 HT1E-01-2025-24
March 18, 2025 8:30AM – 12:00PM	Head Teacher III (Elementary)	HT3E-01-2025-01 HT3E-01-2025-02 HT3-01-2025-03 HT3-01-2025-04 HT3-01-2025-05 HT3-01-2025-06 HT3-01-2025-07
March 18, 2025 8:30AM – 12:00PM	Head Teacher I (Secondary)	HT1S-01-2025-01 HT1S-01-2025-02 HT-1S-09-2025-03 HT1-01-2025-04 HT1S-01-2025-05 HT1S-01-2025-06 HT1S-01-2025-09 HT1S-01-2025-10 HTIS-01-2025-11 HT1S-01-2025-12 HT1S-01-2025-13 HT-1-01-2025-19
March 18, 2025 1:30PM – 5:00PM	Head Teacher III (Secondary)	HT3S-01-2025-01 HT3S-01-2025-02 HT3S-01-2025-03 HT3S-01-2025-04 HT3S-01-2025-05 HT3S-01-2025-06 HT3S-01-2025-07 HT3S-01-2025-08 HT3S-01-2025-09
March 18, 2025 1:30PM – 5:00PM	SPET1 (Elementary)	SPET1E-01-2025-01 SPET1E-01-2025-04 SPET1E-01-2025-06 SPET1E-01-2025-07 SPET1E-01-2025-08
	SPET III (Elementary)	SPET3-01-2025-03
March 18, 2025 1:30PM – 5:00PM	Master Teacher II (Elementary)	MT2-01-2025-02 MT2E-01-2925-02
March 19, 2025 8:30AM – 12:00PM	Master Teacher I (Elementary)	MT1E-01-2025-04 MT1E-01-2025-05



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March 19, 2025 8:30AM – 12:00PM	Master Teacher II (Secondary)	MT2S-01-2025-01 MT2S-01-2025-02 MT2S-01-2025-03 MT2S-01-2025-04 MT2S-01-2025-05
March 19, 2025 1:30PM – 5:00PM	Administrative Officer II (Human Resource Management Officer I)	AO2-01-2025-01 AO2-01-2025-02 AO2-01-2025-03 AO2-01-2025-04 AO2-01-2025-05 AO2-01-2025-06 AO2-01-2025-07 AO2-01-2025-08 AO2-01-2025-09 AO2-01-2025-10 AO2-01-2025-11 AO2-01-2025-12 AO2-01-2025-15 AO2-01-2025-16 AO2-01-2025-17 AO2-01-2025-18 AO2-01-2025-19 AO2-01-2025-20 AO2-01-2025-21 AO2-01-2025-22 AO2-01-2025-23 AO2-01-2025-24 AO2-01-2025-25 AO2-01-2025-26 AO2-01-2025-27 AO2-01-2025-28



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March 19, 2025 1:30PM – 5:00PM	Administrative Officer I (Supply Officer)	A01-01-2025-04 AO1-01-2025-05 AO1-01-2025-09 AO1-01-2025-11 AO1-01-2025-13 AO1-01-2025-14 AO1-01-2025-16 AO1-01-2025-16_01 AO1-1-2025-20 AO1-1-2025-26 AO1-01-2025-27 AO1-01-2025-28 AO1-01-2025-29 AO1-01-2025-30 AO1-01-2025-31 AO1-01-2025-33 AO1-01-2025-35 AO1-2025-34



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March 19, 2025 1:30PM – 5:00PM	Administrative Officer I (Supply Officer)	AO1-01-2025-37 AO1-01-2025-39 AO1-01-2025-40 AO1-01-2025-41 AO1-01-2025-42 AO1-01-2025-43 AOI-01-2025-44 AO1-01-2025-46 AO1-01-2025-49 AO1-01-2025-50
March 20, 2025 8:30AM-12:00PM	Administrative Officer I (Cashier)	AO1-01-2025-02 AO1-01-2025-19 AO1-01-2025-21 AO1-01-2025-36 AO1-01-2025-38 AO1-01-2025-45 AO1-01-2025-47 AO1-01-2025-48 AO1-01-2025-49
March 20, 2025 8:30AM-12:00PM	Registrar I	R1-01-2025-01 R1-01-2025-02 R1-01-2025-03 R1-01-2025-04 R1-01-2025-05 R1-01-2025-06 R1-1-2025-07 R1-01-2025-08 R1-01-2025-09 R1-01-2025-10 R1-01-2025-11 R1-01-2025-12 R1-01-20225-13 R1-01-2025-14 R1-01-20225-15 R1-01-2025-16
March 20, 2025 8:30AM-12:00PM	Accountant I	ACCT-01-2025-01 Acct 1-01-2025-3
March 20, 2025 8:30AM-12:00PM	Administrative Assistant III (Senior Bookkeeper)	ADAS3-01-2025-01 ADAS3-01-2025-02 ADAS3-01-2025-13 ADAS3-01-2025-18 ADAS3-01-2025-21 ADAS3-01-2025-22
March 20, 2025 1:30PM-5:00PM	Security Guard I	SG1-01-2025-02 SG1-01-2025-09



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March 20, 2025 1:30PM-5:00PM	Administrative Aide VI	AA6-01-2025-01 AA6-01-2025-02 AA6-01-2025-03 AA6-01-2025-05 AA6-01-2025-06 AA6-01-2025-08 AA6-01-2025-09 AA6-01-2025-10



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March 20, 2025 1:30PM-5:00PM	Administrative Aide I	AA1-01-2025-01 AA1-01-2025-02 AA1-01-2025-03 AA1-01-2025-04 AA1-01-2025-05 AA1-01-2025-06 AA1-01-2025-07 AA1-01-2025-08 AA1-01-2025-09 AA1-01-2025-09 AA1-01-2025-10 AA1-01-2025-10 AA1-01-2025-11 AA1-01-2025-12 AA1-01-2025-13 AA1-01-2025-14 AA1-01-2025-15 AA1-01-2025-16 AAI-01-2025-17 AA1-01-2025-18 AA1-01-2025-19 AA1-01-2025-20 AA1-01-2025-21 AA1-01-2025-22



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