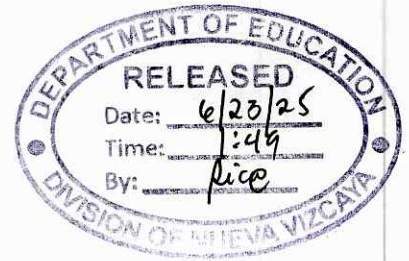




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



June 23, 2025

DIVISION MEMORANDUM

No. **269**, s. 2025

**COMPLETION OF DOCUMENTARY REQUIREMENTS FOR THE
RECLASSIFICATION OF QUALIFIED PERSONNEL TO SCHOOL PRINCIPAL I
POSITION**

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

1. Relevant to **Memorandum DM-OUHROD-2025-1331** titled, **Reclassification of Qualified Personnel to School Principal I Position**, this office would like to inform the following School Heads as provided in the list below (*Attachment 1*), to submit the following documents until **June 26, 2025** for submission at the Regional Office for **reclassification and retitling of positions to appropriate School Principal positions** to wit:
 - a. Reclassification Form for School Principal Positions (RFSPP)
 - b. Letter of intent addressed to the SDS containing the following information:
 - Statement of Purpose/ Expression of interest
 - Position Applied for
 - c. Duly accomplished PDS (*CSC Form 212, Revised 2017*) with Work Experience Sheet
 - d. Photocopy of Voter's ID and/or any proof of residency;
 - e. Photocopy of valid and updated PRC License/ID
 - f. Certificate of Competency Level issued by Authorized body (if applicable)
 - g. Photocopy of scholastic/academic record (I.E. Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)
 - h. Photocopy of duly signed Service Record
 - i. Photocopy of certificate/s of relevant training (acquired within the last 5 years)
 - j. Photocopy of the Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test)
 - k. Photocopy of the Performance Rating:
 - Performance rating of **at least Very Satisfactory** in the last rating period covering one (1) performance cycle in the current position;

1. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex G*); and
- m. Other documents as may be required by the Human Resource Merit and Promotion Selection Board (HRMPSB) for the Comparative Assessment, including but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.
4. For all applicants, result of the pre-assessment is made available through the Records Section for your information.
5. For information, guidance and wide dissemination.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

School Principal I

Position: Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management

Experience: 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision

Training: 32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

Eligibility: RA 1080 (Teacher)

School Heads Assessment: Principal's Test or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
CASTRO JR., OSCAR T.	Assistant Principal II (SHS)	Aritao National High School	MAED - Educational Administration	7th Training-Workshop and Convention of Public Secondary School Heads (24 hours) 3-Day International Training / Seminar/ Workshop on Instructional/ Educational Leadership and Management (24 hours) Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) (24 hours)	Teacher - 13 years HT III (Dept Head) - 1 Year and 8 months HT III/TIC - 3 years and 3 months ASP II (SHS) - 6 months	RA 1080 (Teacher)	Principal's Test passer	QUALIFIED
GONZALES, IRENE B.	Teacher III	Bonfal West Elementary School	MAED - Educational Administration Doctor of Education - Educational Management (51 units)	Expansion of the Core Training Faculty of the Revised K to 12 Curriculum Implementation Training for Grade 2, 3, 5 & 8 Teachers (32 hours) International Training/Webinars/ Workshop on Action Research (24 hours) Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance to Improved Teaching (Course 1-Batch 2) (24 hours)	Teacher - 14 years and 7 months TIII/TIC - 8 years and 11 months	RA 1080 (Teacher)	Principal's Test passer	QUALIFIED
PANHON, ALFREDO B.	Head Teacher III	Didipio Elementary School	MAED - Educational Management	Training-Workshop on Enhancing and Nurturing Leaders Skills along Instructional Supervision and Technical Assistance for Improved Teaching (24 hours) Division Workshop on the Implementing Workplan of Schools Living Traditions (24 hours) Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders (40 hours)	Teacher - 4 years TIII/TIC - 4 years and 5 months HT - 8 years and 6 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

Position

School Principal I

Education:

Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management

Experience:

5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision

Training:

32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

Eligibility:

RA 1080 (Teacher)

School Heads Assessment

Principal's Teast or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
ABELLERA, ARVEE GLEN P.	Master Teacher I	Runruno National High School	PhD - Educational Management	3-Day International Training/Seminar/ Workshop on Instructional/ Educational Leadership and Management (24 hours) 1st Technical Vocational Educators Congress (24 hours) Regional Orientation - Workshop on the Implementation of Induction Program for Beginning Teachers (IPBT) (24 hours) Regional Training of Trainers on the Content and Delivery of HOTS-PLPs for English, Science and Mathematics Teachers (40 hours)	Teacher - 4 years and 3 months Master Teacher II (SHS) /OIC - 10 months Master Teacher II (SHS) - 6 years and 5 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
TOMAS, NORA C.	Head Teacher III	Magsaysay ES, Bayombong I District	MAED	Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching (Course 1 - Batch 2) (14 hours) 3-Day International Training/Seminar/Workshop on Instructional Leadership and Management (24 hours) 41st Principals Training and Development Program cum National Board Conference (PTDP-NBC) (24 hours)	Teacher - 16 years and 6 months TIII/TIC - 2 years and 7 months HTI - 3 years and 9 months HT/School Head - 5 years	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
CORDERO, CARINA B	Head Teacher I	Ambaguio, Nueva Vizcaya	MAED	International Training/Seminar/Workshop on Instructional/Educational Leadership and management (24 hours), National Training for trainers (Cluster 2) on the Higher Order Thinking Skills Professional Learning Packages for Teachers of Math, Science and English) (30 hours) 2nd Regional Congress Cum Development Training of PESPA(24 hours)	Teacher - 8 years and 5 months, TIII/TIC - 1 year, HTI - 2 years 1 month	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
MARIANO, REYNOLD B.	Head Teacher III	Ambaguio, Nueva Vizcaya	MAED-EdMngmnt, PhD	2024. Capability Building for Career Stage I Aspiring School Heads (Batch 2) (24 hours), Regional Assessors Training on the Implementation of EO 174 Expanded Career Progression for Teachers (32 hours)	Teacher - 4 years, TIC- 2 years and 9 months, HTIII - 3 years and 2 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

Position
School Principal I

Education: Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management

Experience: 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision

Training: 32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

Eligibility: RA 1080 (Teacher)

School Heads Assessment Principal's Test or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
PANIS, NOIMIE I.	Head Teacher V	Casecanan NHS	MAED - EdMngmnt, EdD	International Training/Seminar/Workshop on Instructional /Educational Leadership and Management (24 hours), Training Workshop on ENLIST IT (24 hours)	Teacher - 6 years and 7 months, HT (Department Head) - 7 years and 6 months, HTV/OIC - 5 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
VADEZ, ORPILLA B.	Head Teacher III	Nalubbunan ES	MAED - EdMngmnt, EdD with 18 Management units	International Training/Seminar/Workshop on Instructional /Educational Leadership and Management (24 hours), International Training/Webinar/Workshop on Leadership and Management in the Culture of Change(24 hours)	Teacher - 20 years and 6 months, Head Teacher - 8 years and 3 months, HTIII/SH - 5 years	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
SOMERA, MARVIC C.	Head Teacher III	Lamo NHS	MAED, EdD-EdMngmnt	Regional Training of Trainers on the Content and Delivery of HOTSPLPs (40 hours), Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders(40 hours)	Teacher - 6 years and 1 month, HTIII (Department Head) - 3 years and 11 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
ALEXANDER, LEIZEL M.	Head Teacher I	Dumaliguia ES	MAED-EdMngmnt	Expansion of the Core Training Faculty (32 hours), Enhancing and Nurturing Leaders's Skills on Instructional Supervision and Technical Assistance for Improved Teaching Course 1= batch 2 (24 hours)	Teacher - 5 years and 4 months, TIII/TIC - 5 years and 9 months, HTI-6 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
SIERRA, ALMA BELLE C.	Head Teacher III	Bagabag South ES	MAED, EdD with 6 units in Management	42nd Principals Training and Development program cum National Board Conference & Workshop (24 hours), Enhancing and Nurturing Leaders'Skills on Structural Supervision and Technical Assistance for Improved Teaching (Course 1-batch 2) (24 hours)	TEACHER - 12 years and 11 months, TIII/TIC -9 years and 11 months, HTIII - 2 years and 1 month	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
RAMOS, FRANCIS M.	Master Teacher II	Bone South ES, Arifao I	MAED-EdMngmnt	Training of Core Training Faculty (24 hours), Division Roll Out on advancing Basic Education in the Philippines (ABC+) (ILT) Batch 2 (32 hours)	Teacher - 6 years and 2 months, MT/TIC - 3 years and 9 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

School Principal I

Position: Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management
 Experience: 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
 Training: 32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
 Eligibility: RA 1080 (Teacher)

School Heads Assessment

Principal's Teast or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
COLTING, FELV A.	Head Teacher III	Carolotan NHS	MAED-EdAd, PhD with 3 units in Management	Training-Workshop on Enhancing and Nurturing Leaders Skills along Instructional Supervision and Technical Assistance for Improved Teaching (24 hours) Division Workshop on the Implementing Workplan of Schools Living Traditions (24 hours) Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders (40 hours)	Teacher - 20 years and 2 months Head Teacher (Dept head) - 5 years and 9 months HT III/School Head - 2 years and 11 months	RA 1080 (Teacher)	NQESH Passer	QUALIFIED
BUDUAN, TEDDY A.	Teacher III	Ocapon ES	MAED - Educational Management	Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance fo rImproved Teaching (Course 1 - Batch 2) (24 hours) Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) (24 hours) 3-Day International Training/Seminar/ Workshop on INstructional/ Educational Leadership and Mangement (24 hours)	Teacher - 6 years and II months Teacher III/TIC - 5 years	RA 1080 (Teacher)	2023 NQESH Passer	QUALIFIED
DINGPAYAN, LUCIA N.	Head Teacher II	Binalian INHS	MAT English PhD - Educational Management (with 18 units of Management)	National Training of Trainers (Cluster 3) on the HOTS-PLPs for teachers of Mathematics, Science and English (48 hours) 3-Day Online International Training/Webinar/ Workshop on Leadership and Management in the Culture of Change (24 hours)	Teacher - 6 years and I month HT I (Dept. Head) - 2 years and 8 months HT II /OIC - 6 years	RA 1080 (Teacher)	Principal's Test Passer	QUALIFIED
DAGA, ROMY C.	Head Teacher III	Napo-Tuyak NHS	MAEd - Educational Administration PHD - Educational Management	NAPSSPHIL Principals Congress (24 hours) Workshop on the Integration of the DRRM Plans in the Enhanced School Improvement Plan (32 hours) Training Orientation - Workshop on hte Flexible Learning Option among School Heads cum Development of School Initiated Intervention (16 hours)	TEacher - 11 years and 6 months Teacher III/TIC - 5 years ad 7 months Head Teacher III - 10 years and 5 months	RA 1080 (Teacher)	2006 QEP Passer	QUALIFIED

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

Position
School Principal I

Education:
Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management

Experience:
5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision

Training:
32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

Eligibility:
RA 1080 (Teacher)

School Heads Assessment
Principal's Test or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
CABORUBIAS, MARIA TERESA B.	Assistant Principal II	Nansiakan National High School	MAT Educational Administration EdD - Educational Administration (48 units)	Division Training of Trainers on the MATATAG Curriculum for Teachers and School Heads (40 hours) Division Training of trainers of the Indigenous Peoples Education Component of MATATAG Curriculum (32 hours)	Teacher - 14 years and 2 months HTIII - 2 years and 5 years ASP II - 5 years and 9 months	RA 1080 (Teacher)	2017 Principal's Test Passer	QUALIFIED
TALAN, MARICRIS M.	Head Teacher III	Amballo Resettlement ES	MAED	Project Educreate (24 hours) Capacity Building on Basic Education M and E Framework and MATATAG Curriculum Training for Teachers and School Heads (24 hours) Regional Training of Trainers on Upskilling of English Teachers in Literacy Instruction (32 hours)	Teacher - 4 years and 1 month Teacher III/TIC - 3 years HT III - 4 years	RA 1080 (Teacher)	2021 NQESH Passer	QUALIFIED
ALFREDO, FELY T.	Master Teacher II	Belete ES, Diadi	Master of Science in Education Doctor of Philosophy in Sciend Education - General Science (acad requirements)	Strategic Thinking and Innovation Course 2 (Charting and innovative School Strategy) (40+hours) MATATAG: Leading with Vision and Purpose, Empowering School Heads (24 hours)	Teacher - 10 years and 4 months MT - 7 years and and 2 months MT II/School Head - 3 years and 10 months	RA 1080 (Teacher)	2012 NQESH Passer	QUALIFIED
TABERNA, VIRGINIA R.		PAIMA NHS	MAED	3-Day Online International Training/ Webinar/ Workshop on Peace Education (24 hours) Division Orientation-Workshop on Work Immersion (8 hours) Training Workshop on Enhancing and Nurturing Leaders' Skills along Instructional Supervision and Technical Asssitance for Improved Teaching (24 hours)	Teacher - 15 years and 6 months HT III (Dept. Head) - 6 years and 11 months HTIII/Asst. Principal - 7 months HTIII/School Head - 2 years and 11 months	RA 1080 (Teacher)	2012 NQESH Passer	QUALIFIED
HUMIWAT, KAREN B.	Head TEacher I	Bilet ES, Kasibu East	MAED Educational Administration PhD - Educational Management (21 units)	Enhancing and NUrtruring Leaders' Skills on INstructional Supervision and TEchnical Assistance for improved TEaching (Course 1 - Batch 2) (24 hours) Division Roll Out on Advancing Basic Education in the Philippines (ABC+) Project on Instructional Leadership Training - Batch 2 (40 hours)	Teacher - 7 years Teacher III/TIC - 4 years and 2 months HT 1 - 10 months	RA 1080 (Teacher)	2023 NQESH Passer	QUALIFIED

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

Position
School Principal I

Education: Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management

Experience: 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision

Training: 32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

Eligibility: RA 1080 (Teacher)

School Heads Assessment
Principal's Test or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
CALIP, ROSIE J.	Assistant Principal II	Paniki HS	MAT (with 9 units of Management)	3-Day Online International Training/ Webinar/ Workshop on Peace Education (24 hours) Learning and Development for School Heads on DepEd Order No. 40, s.14; Special Curricular Programs and Application of SHS Strands (16 hours) Training-Workshop on ENLIST IT (24 hours)	Teacher - 26 years TIII/TIC - 3 years and 5 months HT1/School Head - 5 years and 11 months ASP II - 2 years and 8 months		2006 QEP Passer	QUALIFIED
VIERNES, SALLY C.	Head Teacher III	Quezon CS, Quezon	MAED (with 12 units of Management)	Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for IMPROVED Teaching (Course 1 - Batch 2) (24 hours) Division Roll Out on Advancing Basic Education in the Philippines (ABC+) Project on Instructional Leadership Training (40 hours)	Teacher - 13 years and 6 months TIII/TIC - 7 Years and 8 months HT III - 4 years and 11 months	RA 1080 (Teacher)	2012 NQESH Passer	QUALIFIED
PACHECO, MA. MELODY O.	Head Teacher I	Bitnong ES, Dupax del Norte I	MAED - Educational Management	Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for IMPROVED Teaching (Course 1 - Batch 2) (24 hours) Lunduyan sa Kahusayan Cohort 1 Program for School Heads (50 hours)	Teacher - 17 years TIII/TIC - 7 years and 4 months HT1 - 1 year and 7 months HT1/School Head - 5 years	RA 1080 (Teacher)	2010 QEP Passer	QUALIFIED
UBERA, DAVID JOHN D.	Head Teacher III	Dupax del Sur NHS	MAED - Educational Management PhD - Organization Development Planning (Acad Requirements)	3-Day International Training/SEminar/ Workshop on Instructional/ Educational Leadership and Management (24 hours) 2024 Capability Building for Career Stage 1 Aspiring School Heads (Batch 2) (24 hours) Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders (40 hours)	Teacher - 6 years HT1/Dept. Head - 1 month HT/School Head - 3 years and 10 months	RA 1080 (Teacher)	2023 NQESH Passer	QUALIFIED

COMPARATIVE ASSESSMENT RESULT

APPLICANTS FOR SCHOOL PRINCIPAL I RECLASSIFICATION

Position
Education:
Experience:
Training:
Eligibility:
School Heads Assessment

School Principal I
Master's degree in Education, or Educational Management, or Educational Leadership / Master's degree in relevant learning area with at least 9 units in Management
5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
32 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
RA 1080 (Teacher)
Principal's Test or NQESH Passer

Name	Position	School	Education	Training	Experience	Eligibility	NQESH Passer	REMARKS
CORTADO, MARIA LEONORA L.	Head Teacher V	Nueva Vizcaya General Comprehensive High School	MAED - General Science EdD - Educational Management (24 units)	Workshop on Developing PISA-Like and SEA-PLM-Like Assessment Tasks (18 hours) Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching Course (Course 1-Batch 2) (24 hours) Division Training-Workshop on Teachers on HOTS-SOLO for PISA-Aligned Test (24 hours)	Teacher - 15 years and 5 months HT/ School Head - 8 years and 7 months	RA 1080 (Teacher)	2013 Principal's Test Passer	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
Administrative Officer IV

Certified Correct:


ADONIS C. CEPEREZ
Assistant Schools Division Superintendent

Approved:


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent