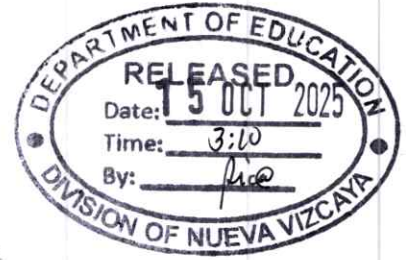




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



15 October 2025

DIVISION MEMORANDUM
No. **489**, s. 2025

**PRE-ASSESSMENT OF DOCUMENTS FOR RECLASSIFICATION and 2ND
SEMESTRAL MEETING OF ADMINISTRATIVE OFFICERS**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/District-In-Charge
OIC-Administrative Officer V
Elementary and Secondary School Heads
Administrative Officers and Administrative Assistants
All Others Concerned

1. Relative to Memorandum **DM-OUHROD-2025-2505** titled "*Commencement of Reclassification of Teaching and School Principal Positions Pursuant to DepEd Order No. 024, s.2025*", this office would like to inform the field that chosen Elementary Administrative Officer II and representatives from the secondary schools will be conducting the pre-assessment of documents for reclassification of Teaching and School Principals on October 16-17, 2025 at 8:00AM to 5:00PM at the Dumlao Farmer's Training Center, Nueva Vizcaya State University Compound, Bayombong, Nueva Vizcaya.
2. In addition to this, after the pre-assessment of documents will be the conduct of the 2nd Semestral Meeting of all Administrative Officers to plan for the preparation of documents of the applicants to be submitted at the Regional Office.
3. Relative to this all Public Schools District Supervisors/ Secondary School Heads are advised to send the following non-teaching employees to attend said activity. This is an important endeavour to help in the Career Progression of our human resources and this office expects the cooperation of everyone.
4. Traveling expenses shall be chared against local funds subject to usual accounting guidelines, rules and regulations.
5. For information, guidance and compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

10-2025-540



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

PARTICIPANTS FOR THE PRE-ASSESSMENT OF DOCUMENTS FOR RECLASSIFICATION

Note:

Please bring a full-charged Laptop and Extension wire for the workshop

SDO

Name	Position
1. Princes C. Aquitania	Administrative Officer IV (HRMO)
2. Erlinda L. Roduta	Administrative Officer II
3. Jeremie T. Fronda	Administrative Assistant III
4. Zarina Jane R. Dagwarao	Administrative Assistant III
5. Eden Lyka G. Bartolome	Administrative Assistant III
6. Roscar Jayson T. Sulio	Administrative Assistant II
7. ICT Staff	

ELEMENTARY

No.	District	Name	Position
1	Alfonso Castañeda	NANCY B. TAPICERIA	Administrative Officer II
2	Alfonso Castañeda	ELJAY JOHN C. JAVIER	Administrative Officer II
3	Alfonso Castañeda	MARIALYN B. RIVERA	Administrative Officer II
4	Ambaguio	TERESITA D. OMAS	Administrative Officer II
5	Ambaguio	KATHRINA JANE BADUA	Administrative Officer II



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Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>

No.	District	Name	Position
6	Ambaguio	JANICE R. TILLAMA	Administrative Officer II
7	Aritao I	DIVINA M. GALIGUIS	Administrative Officer II
8	Aritao I	FRENLIZ ANN Q. TAMON	Administrative Officer II
9	Aritao I	GILMAR JR. R. MANUEL	Administrative Officer II
10	Aritao II	RHODALITA P. JAMON	Administrative Officer II
11	Aritao II	MARY JANE N. PABIONA	Administrative Officer II
12	Aritao II	LIDA JEANNE V. MERIA	Administrative Officer II
13	Bagabag I	ROSALINDA R. LABIANO	Administrative Officer II
14	Bagabag I	MARY MARNELLE V. VICENTE	Administrative Officer II
15	Bagabag I	AELANE GRACE ANGELICA J. ALAYU	Administrative Officer II
16	Bagabag II	FRANIE GAY M. OROTEA	Administrative Officer II
17	Bagabag II	HAZEL Y. DELA CRUZ	Administrative Officer II
18	Bagabag II	EFRELIA F. PILORIN	Administrative Officer II
19	Bambang I	JOEZEL R. AMBROSIO	Administrative Officer II
20	Bambang I	KATHERINE M. BARRERA	Administrative Officer II
21	Bambang I	MARIA CLARISSA C. LIMOS	Administrative Officer II
22	Bambang II	MARY ANN T. AGAMATA	Administrative Officer II
23	Bambang II	EVA M. DUQUE	Administrative Officer II
24	Bambang II	CHARINA MAE D. VALDEZ	Administrative Officer II
25	Bayombong 1	ROMELIE S. GURAT	Administrative Officer II
26	Bayombong 1	KARINA GENEVY B. ANCHETA	Administrative Officer II
27	Bayombong 1	CHARISSA C. MIRANDA	Administrative Assistant II
28	Bayombong 2	MILAGROS A. FERNANDEZ	Administrative Officer II
29	Bayombong 2	SUNSHINE D. COVITA	Administrative Officer II
30	Diadi	JONALYN A. PINSON	Administrative Officer II
31	Diadi	QUENNIE ROSE G. BAPTISTA	Administrative Officer II
32	Diadi	JAYVEE B. SULIO	Administrative Officer II

No.	District	Name	Position
33	Dupax del Norte 1	JELIZE P. DAGDAG	Administrative Officer II
34	Dupax del Norte 2	REONEL A. NAFURAN	Administrative Officer II
35	Dupax del Norte 2	ARIANE A. LAYCO	Administrative Officer II
36	Dupax del Norte 2	BEN C. SABUNGAN	Administrative Officer II
37	Dupax del Norte I	LAILANIE C. CRISTOBAL	Administrative Officer II
38	Dupax del Norte I	JACKIE LOU M. CALIBUSO	Administrative Assistant III
39	Dupax del Sur	NOEMI G. TOLENTINO	Administrative Officer II
40	Dupax del Sur	DINDO R. SOLIS	Administrative Officer II
41	Dupax del Sur	JOHN ROBERT M. MORGADO	Administrative Officer II
42	Eastern Kayapa	MARIVEL S. BALASYA	Administrative Officer II
43	Eastern Kayapa	RASHELYN D. FIANZA	Administrative Officer II
44	Eastern Kayapa	MARITES T. WAYAN	Administrative Officer II
45	Eastern Kayapa	ROCHELE P. ESPADA	Administrative Officer II
46	Kasibu East	MILLETTE U. TUAZON	Administrative Officer II
47	Kasibu East	FREDA MAE P. LUMAYYONG	Administrative Officer II
48	Kasibu East	JAEZLE M. CAJIMAT	Administrative Assistant II
49	Kasibu West	CYLENE MARIZ B. TUKID	Administrative Officer II
50	Kasibu West	ANDREA D. HALIGAO	Administrative Officer II
51	Kasibu West	RUBELLE G. BAYOD	Administrative Officer II
52	Quezon	KATHLYN JOY S. GALVIZO	Administrative Officer II
53	Quezon	ALINEA L. SABADO	Administrative Officer II
54	Quezon	MAE C. MOVIDA	Administrative Officer II
55	Santa Fe	DONNABELLE S. ANCHETA	Administrative Officer II
56	Santa Fe	JOLLIBEE B. PUGUAN	Administrative Officer II
57	Santa Fe	KARREN MAY M. PALMA	Administrative Officer II
58	Solano I	VIVIAN GAY N. AWIDAN	Administrative Officer II
59	Solano I	RHEA ANDREA C. PASCUA	Administrative Officer II

No.	District	Name	Position
60	Solano I	DECELYN N. GUIAB	Administrative Officer II
61	Solano I	RITZELLE G. ACOBA	Administrative Officer II
62	Solano II	BENITA A. BUSTANGIT	Administrative Officer II
63	Solano II	IVY F. GUNDAYAO	Administrative Officer II
64	Solano II	JO MARIELLE D. ABSALON	Administrative Officer II
65	Villaverde	TIFFANY A. SALVADOR	Administrative Officer II
66	Villaverde	IVY MARICAR Y. BOG-ACON	Administrative Officer II
67	Villaverde	MARK ANTHONY P. FARINAS	Administrative Officer II
68	Western Kayapa	JANELYN F. CORTES	Administrative Officer II
69	Western Kayapa	REMY T. SABINO	Administrative Officer II
70	Western Kayapa	DESIREE W. PABLO	Administrative Officer II

SECONDARY

No.	District	Name	Position
1	Abuyo National High School	NENALYN P. LAOYAN	Administrative Assistant II
2	Alfonso Castañeda National High School	BEVERLYN M. CASTILLO	Administrative Officer II
3	Alfonso Castañeda National High School	JANUSSA MAE E. BALDOMIR	Administrative Assistant II
4	Ambaguio National High School	MARICEL B. PINDOG	Administrative Assistant II
5	Ambaguio National High School	RINA P. PUGONG	Administrative Assistant II
6	Aritao National High School	OPHELIA G. BARNACHEA	Administrative Officer II
7	Aritao National High School	KATHLEEN ANNE V. DULAY	Administrative Assistant II
8	Bagabag National High School	VALENTINA C. CARANZA	Administrative Officer II
9	Bagabag National High School	JULIE ANN H. JACOB	Administrative Assistant III
10	Bambang National High School	HAJIE JAY B PASCUA	Administrative Officer II
11	Bambang National High School	FAYE ANNE JULIE V. ASUNCION	Administrative Assistant II
12	Bascaran National High School	JOAN C. MANNAG	Administrative Assistant II

No.	District	Name	Position
13	Bascaran National High School	RITZELLE G. ACOBA	Administrative Officer II
14	Belance High School	JUDY ANNE S. BASAY	Administrative Assistant III
15	Belance High School	RAMONA W. QUIAS	Administrative Assistant II
16	Binalian Integrated School	REGINA P. MAUGAO	Administrative Assistant II
17	Binalian Integrated School	GIGI C. TAGPEO	Administrative Officer II
18	Bintawan National High School	MA. ANGELA I. BARRIENTOS	Administrative Assistant II
19	Bintawan National High School	IRISH MAE V. BORJA	Administrative Aide III
20	Bonfal National High School	MAYLENE P. LIBAN	Administrative Assistant II
21	Bonfal National High School	TRIXIE R. MASIDDO	Administrative Assistant III
22	Bugkalot National High School	DIVINE GRACE C. VELASCO	Administrative Assistant II
23	Canabuan National High School	MARISSA S. DELA CRUZ	Registrar I
24	Carolotan National High School	VANESSA G. CANILLO	Administrative Assistant II
25	Casat National High School	RENE BOY A. LOPEZ	Administrative Assistant II
26	Casecnan National High School	IVY G. CARASCO	Administrative Assistant II
27	Casecnan National High School	KAIZZER B. TAPICERIA	Administrative Assistant II
28	Diadi National High School	ROSEMARIE D. VILA	Administrative Assistant II
29	Diadi National High School	LEA A. GAMUROT	Administrative Assistant II
30	Dippog National High School	RONIEL A. GRAPIZA	Administrative Assistant II
31	Dupax del Norte National High School	FEBIE B. VILLANUEVA	Administrative Assistant II
32	Dupax del Norte National High School	JOYCE ANNE P. JACANG	Administrative Assistant II
33	Dupax del Sur National High School	MARK ANTHONY B. GONZALES	Administrative Officer II
34	Dupax del Sur National High School	CHERRY ANN S. CARAMAT	Administrative Assistant II
35	Eastern Nueva Vizcaya National High School	BERNARDO T. CASTILLO, JR.	Administrative Officer II
36	Eastern Nueva Vizcaya National High School	LENIE B. LUCAS	Administrative Assistant II

No.	District	Name	Position
37	Ganao National High School	MELBA B. SERQUINIA	Administrative Assistant III
38	Indiana Integrated School	MA. LOURDES E. RAMIREZ	Administrative Officer II
39	Kakiduguen National High School	LOVELY JOY A. RINGOR	Administrative Assistant II
40	Kayapa High School	GAY L. WACLIN	Administrative Assistant II
41	Kayapa High School	MARIZA L. BAHIWAG	Administrative Assistant II
42	Kasibu National Agricultural School	FITZ GERALD F. QUIBEN	Administrative Assistant II
43	Kasibu National Agricultural School	DANDY C. DANA O	Administrative Assistant II
44	Kongkong Valley National High School	ROSENDA J. NATIGUING	Administrative Assistant III
45	Kongkong Valley National High School	WINNIE ANN B. AGRAAN	Administrative Assistant II
46	Lamo National High School	ROLYN JOYCE S. CASILES	Administrative Assistant II
47	Lamo National High School	NOVELYN L. CARRIAGA	Administrative Assistant II
48	Malabing Valley National High School	ROMELL JADE B. FELONIA	Administrative Officer II
49	Martinez Cuyangan National High School	BENZAR A. MARIANO	Administrative Officer II
50	Munguia National High School	CATHERINE F. DE GUZMAN	Administrative Assistant II
51	Munguia National High School	MARIBETH B. CARNATE	Administrative Assistant II
52	Murong National High School	JAMES PATRICK A. DELA CRUZ	Administrative Assistant II
53	Murong National High School	DANFEL MAE I. POGADO	Administrative Officer II
54	Nansiakan National High School	CRISTY S. MALCAT	Administrative Assistant II
55	Nansiakan National High School	GRACE JOY T. ESPADA	Administrative Officer I
56	Napo-Tuyak National High School	ANDRIANA PUMAHING	Administrative Officer II
57	Nueva Vizcaya General Comprehensive High School	MYRA FAYE R. ESQUIBAL	Administrative Officer IV
58	Nueva Vizcaya General Comprehensive High School	STEPHEN M. ESTEVES	Administrative Officer I
59	Nueva Vizcaya General Comprehensive High School	SAMUEL K. MATABYE	Head Teacher V
60	Paima National High School	MICHELLE R. GARCIA	Administrative Officer II
61	Paima National High School	DAWN ANGELA MARIE C. GOZE	Administrative Assistant II

No.	District	Name	Position
62	Paniki High School	Benedick B. Lacaden	Administrative Assistant II
63	Paniki High School	Esmeralda D. Morales	Administrative Assistant II
64	Pinayag National High School	NICOLLE HEINRICH L. SUBIDO	Administrative Officer II
65	Quezon National High School	RIZZA DC. BERRAS	Administrative Officer IV
66	Quezon National High School	RUBEN M. DANA	Administrative Officer I
67	Runruno National High School	LOREIVINE B. LUGAPO	Administrative Officer II
68	Salinas High School	RACHEL A. ARZADON	Administrative Assistant III
69	Salinas High School	REMEGIA U. ADVINCULA	Administrative Assistant II
70	Santa Fe National High School	GLADYS V. GALLA	Administrative Assistant III
71	Santa Fe National High School	BERNICE D. PADUYAYAO	Administrative Assistant II
72	Solano High School	LETY ANNE V. RAZA	Administrative Officer II
73	Solano High School	FREDA CLAIRE BAQUIRAN	Administrative Aide III
74	Sta. Clara High School	JAY ARIEL M. BAUTISTA	Administrative Officer II
75	Sta. Clara High School	PRINCESS M. PASCUAL	Administrative Assistant II
76	Sta. Cruz Pingkian High School	DARNA A. BUGNAY	Administrative Officer III
77	Sta. Cruz Pingkian High School	MARY JANE G. MARIANO	Administrative Assistant II
78	Sto. Domingo Integrated School	JACQUELYN B. RESUELLO	Administrative Officer II
79	Tiblac National High School	KHRISTINE MAE D. DELA CRUZ	Administrative Officer II
80	Tuao High School	MAY ANN T. CAILIN	Administrative Assistant III
81	Tuao High School	LEAN MARIE W. LINDA	Administrative Assistant II
82	Uddiawan National High School	MICHELLE A. DI-AT	Administrative Officer I
83	Uddiawan National High School	GEMELYN A. PERALTA	Administrative Assistant II