



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

**UNNUMBERED MEMORANDUM**

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

FROM: **ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

DATE: February 11, 2026

SUBJECT: **COMPOSITION OF THE ADHOC COMMITTEE FOR THE  
ASSESSMENT OF ADMINISTRATIVE OFFICER V**

1. Relative to Division Memorandum No. 34, s.2026 entitled ***“Call for Submission of Application for the Assessment of Various Positions,”*** this office would like to inform the field of the creation of the Adhoc Committee to evaluate and assess applicants specifically for Administrative Officer V position only.
2. The Adhoc committee is composed of the following members, to wit:

<b>ADONIS C. CEPEREZ EdD, CESE</b> Assistant Schools Division Superintendent Chairperson, HRMPB	
Vice Chairman	<b>ROMULO S. ANCHETA PhD</b> Chief Education Supervisor, SGOD
Members	<b>ATTY. JULIUS CAESAR G. DOMINGO CPA</b> Attorney III/OIC-Administrative Officer V
	<b>NIMFA NORIE A. AQUINO PhD</b> Education Program Supervisor
	<b>MACRINO A. RAYMUNDO EdD</b> Education Program Supervisor



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	<b>EDWARD M. SANTIAGO EdD</b> Public Schools District Supervisor
	<b>ARNEL A. PANGANIBAN PhD</b> Public Schools District Supervisor

3. As members, they are expected to perform the following duties and responsibilities:
- Evaluate and deliberate the qualifications of all applicants in accordance with the policy as indicated under DepEd Order 19, s.2022 entitled *"The Department of Education Merit Selection Plan"*, the provisions of the ORAOHRA, and relevant hiring guidelines;
  - Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant position;
  - Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
  - Submit to the appointing officer/authority the CAR/ CAR-RQA, highlighting top five (5) ranking candidates or less, and Minutes of Deliberation;
  - Maintain fairness and impartiality in the assessment of applicants;
  - Respond to queries and/or complaints pertaining to the comparative assessment results.
4. Members are enjoined to start the pre-evaluation and assessment of documents on February 12, 2026, at 1:30 in the afternoon at the Office of the Assistant Schools Division Superintendent.
5. For information, guidance, and wide dissemination.

