

Republic of the Philippines

## Department of Education

REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

11 February 2026

### DIVISION MEMORANDUM

No. 64, s. 2026

### SCHEDULE OF ASSESSMENT FOR VARIOUS POSITIONS

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, 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

1. Relative to Division Memorandum No. 406, s.2025, Re: Call for the Submission of Application for the Assessment of Various positions, this office would like to announce the herein Initial Evaluation Result (IER) of various positions *(Please see attach file)*.
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 February 13 & 16, 2026, based on their scheduled date and time of assessment. They are also advised to bring with them the original copies of the documents submitted for further evaluation.
3. Applicants who failed to report on the scheduled date and time of assessment will no longer be rescheduled.
4. Queries and/or clarifications as regards the process and result of the IER shall be lodged to the HRMO through writing within three (3) calendar days from the date of posting of the result of the Initial Evaluation Result (IER).
5. For those who cannot remember their application code, you can visit us at the HR Office or call us through Telephone Number +639678810655 or message us through our facebook page **SDO Nueva Vizcaya Human Resource Management Office**.
6. For information, guidance, and wide dissemination.

**ORLANDO E. MANUEL PhD., CESO V**

Schools Division Superintendent

## **SCHEDULED DATE AND TIME OF ASSESSMENT**

### **Morning Schedule:**

8:00AM – 8:30AM – Skills Test  
8:30AM – 9:00AM – Written  
9:00AM – 12:00PM – Document Assessment and Interview

### **Afternoon Schedule:**

1:00PM – 1:30PM – Skills Test  
1:30PM – 2:00PM – Written  
3:00PM – 5:00PM – Document Assessment and Interview

**Note: For the Skills Test bring a fully charged Laptop**

**Applicants for the following positions are required to submit a copy of their General Weighted Average (GWA) coming from their Schools on their scheduled date of assessment:**

- Administrative Aide IV
- Administrative Aide V
- Accountant I

<b>SCHEDULE</b>	<b>POSITION</b>	<b>APPLICATION CODE</b>
<b>TEAM A</b>		
February 13, 2026 8:00AM – 12:00PM	<b>School Principal IV (Secondary)</b>	SP4-09-2025-01 SP4-09-2025-02 SP 4-09-2025-03
February 13, 2026 8:00AM – 12:00PM	<b>School Principal III (Secondary)</b>	SP3-09-2025-02 SP3-09-2025-01
February 13, 2026 8:00AM – 12:00PM	<b>Head Teacher V (Secondary)</b>	HT5-09-2025-02 HT5-09-2025-06 HT-09-2025-04 HT-5-09-2025-05 HT5-09-2025-03 HT5-09-2025-01
February 13, 2026 8:00AM – 12:00PM	<b>School Principal II (Secondary)</b>	SP25-09-2025-02 SP2S-09-2025-01 SP2-09-2025-04 SP2-09-2025-03
February 13, 2026 1:00AM – 5:00PM	<b>School Principal II (Elementary)</b>	SP2E-09-2025-03 SP2-09-2025-02 SPZE-09-2026-10 SP2E-09-2025-15 SP2E-09-2025-06 SP2-09-2025-05 SP2E-09-2025-13 SP2E-09-2025-16 SP2E-09-2025-11 SP2E-09-2025-04 SP2-09-2025-12 SP2-09-2025-08

TEAM B		
February 13, 2026 8:00AM – 12:00PM	<b>Head Teacher I (Secondary)</b>	HT1-09-2025-01 HT1-09-2025-02 HT1-09-2025-03 HT1-09-2025-05 HT1-09-2025-06 HT1-09-2025-07 HT1-09-2025-08 HT1-09-2025-09 HT1-09-2025-10 HT1-09-2025-11 HT1-09-2025-12 HT1-09-2025-13 HT1-09-2025-15 HT1-09-2025-16
February 13, 2026 8:00PM – 12:00PM	<b>Head Teacher III (Elementary)</b>	HT3-09-2025-09 HT3-09-2025-01 HT3-09-2025-05 HT3-09-2025-10 HT3-09-2005-04 HT3-09-2025-09 HT3-09-2025-11 HT3-09-2025-06 HT3-09-2025-08 HT3-09-2025-02
TEAM B		
February 16, 2026 8:00AM – 12:00PM	<b>Administrative Aide I</b>	ADA1-06-2025-01 ADA1-09-2025-02 ADA1-08-2025-03
February 16, 2026 8:00PM – 12:00PM	<b>Security Guard I</b>	SG1-06-2025-01 SG1-09-2025-01 SG1-09-2025-02 SG1-09-2025-08 SG1-09-2025-04 SG1-09-2025-12 SG1-09-2025-11 SG1-09-2025-10 SG1-09-2025-14 SG1-09-2025-06 SG1-09-2025-13 SG1-09-2025-15 SG1-09-2025-16
February 16, 2026 8:00AM – 12:00PM	<b>Administrative Aide IV</b>	ADA4-06-2025-01 ADA4-06-2025-02 ADA4-06-2025-03 ADA4-06-2025-04 ADA4-08-2025-06 ADA4-09-2025-16
February 16, 2026 1:00AM – 5:00PM	<b>Administrative Aide VI</b>	ADA6-03-2025-01 ADA6-06-2025-02 ADA6-06-2025-03 ADA6-06-2025-04 ADA6-09-2025-20 ADA6-08-2025-06 ADA6-09-2025-01 ADA6-09-2025-02 ADA6-09-2025-03

		ADA6-09-2025-05 ADA6-09-2025-06 ADA6-09-2025-07 ADA6-09-2025-09 ADA6-09-2025-11 ADA6-09-2025-12 ADA6-09-2025-13 ADA6-09-2025-10 ADA6-09-2025-08 ADA6-09-2025-16 ADA6-09-2025-14 ADA6-09-2025-15 ADA6-09-2025-17 ADA6-09-2025-21 ADA6-09-2025-22 ADA6-09-2025-26 ADA6-09-2025-19 ADA6-09-2025-18 ADA6-09-2025-23 ADA6-09-2025-04 ADA6-09-2025-25 ADA6-09-2025-24
<b>TEAM A</b>		
February 16, 2026 8:00AM- 12:00PM	<b>Accounting I</b>	ACCT1-09-2025-01 ACCT1-09-2025-02 ACCT1-09-2025-03 ACCT1-09-2025-04
February 16, 2026 8:00AM- 12:00PM	<b>Administrative Assistant III</b>	ADAS3-2025-06-02 ADAS3-09-2025-12 ADAS3-09-2025-02 ADAS3-09-2025-03 ADAS3-09-2025-05 ADAS3-09-2025-08 ADAS3-09-2025-09 ADAS3-09-2025-13 ADAS3-09-2025-14 ADAS3-09-2015-18 ADAS-09-2025-16 ADAS3-09-2025-19 ADAS3-09-2025-20 ADAS3-09-2025-24 ADAS3-09-2025-23 ADAS3-09-2025-31 ADAS3-09-2025-28 ADAS3-09-2025-30 ADAS3-09-2025-21 ADAS 3-09-2025-29 ADAS3-09-2025-32 ADAS 3-09-2025-26
February 16, 2026 1:00PM- 5:00PM	<b>Administrative Assistant II</b>	ADAS2-2025-06-07 ADAS2-2025-08-11
February 16, 2026 1:00PM- 5:00PM	<b>Administrative Aide III</b>	ADA3-09-2025-01 ADA3-09-2025-05 ADA3-09-2025-03 ADA3-09-2025-07

**A separate memorandum will be released for the schedule of Master Teachers.**

## PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL IV

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership; or  
Master's degree in relevant learning area with at least 18 units in Management

**EXPERIENCE:** 5 years teaching experience and 4 years' experience in school management and operations

**TRAINING:** 40 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, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP4-09-2025-02	Bachelor of Science in Education Master of Science in Agricultural Education Doctor of Education (Educational Management)	Regional Training of Trainers on MATATAG Curriculum- 40 hours, Division Training-Workshop on the Enhancement of Teachers' Competencies in Content, Pedagogy, and Digital Technologies - 24 hours	Teacher - 14 years and 4 months HT - 4 years School Principal - 4 years and 1 month	PBET	QUALIFIED
SP 4-09-2025-03	Bachelor of Science in Education Master of Arts (Educational Management) Doctor of Education (Educational Management) - Acad Requirements	Regional Training of Trainers on MATATAG Curriculum- 40 hours, Lunduyan ng Kausayan Cohort 4 Program for School Heads consisting of 5 courses - 50 hours	Teacher - 16 years and 11 months STIII/OIC - 2 years and 2 months HT - 1 year and 1 month School Principal - 9 years and 5 months	PBET	QUALIFIED
SP 4-09-2025-01	Bachelor of Science in Agricultural Education Master of Arts in Education (Educational Administration) Doctor of Education (Educational Management)	11th NAPSSPHIL Principals' Congress - 24 hours, Leadership Style of Secondary School Heads in SDO Nueva Vizcaya as Perceived by the Teachers: Its Relationship to their Performance Level - 8 hours, Training Orientation-Workshop on the Flexible Learning Option among School Heads cum Development of School Initiated Intervention - 16 hours, 1st Technical Vocational Educators Congress - 24 hours	Teacher - 13 years and 2 months HT - 7 years and 1 month School Principal - 11 years and 2 months	PBET	QUALIFIED

Prepared by:

  
 PRINCE C. AQUITANIA  
 Administrative Officer IV

### PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL III

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership; or  
Master's degree in relevant learning area with at least 15 units in Management

**EXPERIENCE:** 5 years teaching experience and 3 years' experience in school management and operations

**TRAINING:** 40 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, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP3-09-2025-02	Bachelor of Science in Education  Mastr of Scienc in Agricultural Educaiton  Doctor of Education (Educational Management)	Regional Training of Trainers on MATATAG Curriculum- 40 hours, Division Training-Workshop on the Enhancement of Teachers' Competencies in Content, Pedagogy, and Digital Technolgies - 24 hours	Teacher - 14 years and 4 months HT - 4 years School Principal - 4 years and 1 month	PBET	QUALIFIED
SP3-09-2025-01	Bachelor of Secondary Education  Master of Arts in Teching Mathematics	Workshop on Instructional/Educational Leadership and Management - 24 hrs, Lunduyan sa Kahusayan Cohort 4 Program for School Heads - 50 hrs	Teacher - 9 years and 5 months HT - 6 years and 11 months AP - 2 years and 8 months School Principal - 6 years and 6 months	PBET	QUALIFIED

Prepared by:

  
**PRINCESS C. AQUITANIA**  
 Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units of Management  
**EXPERIENCE:** 5 years teaching experience and 2 years experience in school management and operations  
**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 1089, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2E-09-2025-03	BSED- History MAED	Expansion of the Core Training Faculty of the Revised K to 12 Curriculum Implementation Training for Grades 2, 3, 5 & 8 Teachers - 24 hours, 42nd Principals Training and Development Program cum National Board Conference and Workshop - 24 hours, Division Roll-out on Advancing Basic Education in the Philippines Project on Instructional Leadership Training - 40 hours	Teacher - 19 years and 5 months OIC - 1 year HT - 6 years and 1 month SP1 - 3 years and 9 months	LET	QUALIFIED
SP2-09-2025-02	Doctor of Education Major in Educational Management	Regional Training of Trainers on ABC+ Project Professional Development Program Upscaling - 40 hrs	Teacher - 3 years and 1 month Teacher / TIC - 2 years and 4 months HT - 4 years and 3 months SP1 - 2 years and 8 months	LET	QUALIFIED
SPZE-09-2026-10	BEED - Health and Science MA - Math and Science Education and MAED Educational Management	42nd Principals Training and Development Program cum National Board Conference - 24 hours, Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) - 24 hours, Training Orientation -Workshop on the Flexible Learning Option among School Heads cum Development of School Initiated Intervention - 16 hours	Teacher - 11 years TIC - 1 year and 5 months HT - 7 years and 1 month SP1 - 3 years and 9 months	LET	QUALIFIED
SP2E-09-2025-15	BEED Master of Arts in English	Strengthening Strategy towards the DEPED's Matatag - 24 hours, Upskilling of Special Needs Implementors-Content and Pedagogy - 24 hours, Training of Trainers on the Matatag Curriculum- 40 hours,	Teacher - 16 years and 3 months Teacher/TIC - 6 years and 3 months HT - 4 years and 7 months SP1 - 3 years and 9 months	LET	QUALIFIED
SP2E-09-2025-06	BSED MAED Educational Management EdD - 36 units	42nd Principals Training and Development Program cum National Board Conference - 24 hours, 3-Day International Training/ Seminar/ Workshop on Instructional/ Educational Leadership and Management - 24 hours, Expansion of the Core Training Faculty of the REvised K to 12 Curriculum Implementation Training for Grades 2, 3, 5 & 8 Teachers - 24 hours	Teacher - 4 years and 1 month HT - 8 years and 7 months SP1 - 7 years and 6 months	LET	QUALIFIED
SP2-09-2025-05	BEED MAED	Training Orientation -Workshop on the flexible learning option among school heads - 16 hrs, 3-Day International Training/ Seminar/ Workshop on Instructional/ Educational Leadership and Management - 24 hours, Upskilling of Teachers on Inclusive Education Content and Pedagogy (IPED) - 24 hours	Teacher - 9 years HT - 4 years and 2 months SP1 - 13 years and 3 months	LET	QUALIFIED
SP2E-09-2025-13	BEED MAED ( Elementary Education) Doctor of Philosophy (9 units) - 3 units in Management	Upskilling for Good Manners And Right Conduct/ Values Education - 8 hrs Division Training of Trainers of the Indigenous Peoples Education Component of MATATAG Curriculum - 36 hrs,	Teacher - 11 years and 1 month SP1 - 17 years and 2 months	PBET	QUALIFIED

## PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units of Management  
**EXPERIENCE:** 5 years teaching experience and 2 years experience in school management and operations  
**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 1089, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2E-09-2025-16	BEED  MAED (Educational Management)  Doctor of Philosophy (unit earner)	International Training/Seminar/Workshop on Instructional/Educational Leadership and Management - 24 Hours, 42nd Principals Training and Development Program cum National Board Conference & Workshop - 24 Hours, 3-Day Online International Training/Webinar/Workshop on Values Formation and Professional Ethics - 24 Hours	Teacher - 9 years and 10 months Teacher/TIC - 1 year and 2 months HT - 3 years SP - 11 years and 2 months	PBET	QUALIFIED
SP2E-09-2025-11	BSED  MAT (Instructional Technology)  Doctor of Education (Educational Management - unit earner)	Lunduyan sa Kahusayan-50 hours, PESPA Conference cum Learning and Development- 48 hours, IPBT- 24 hours, Contingency Planning-24 hours, ABC+ Professional Development- 32 hours	Teacher - 7 years and 11 months HT - 7 Yyears and 8 months Principal - 4 years and 10 months	LET	QUALIFIED
SP2E-09-2025-04	BEED  Master of Arts in Education (Educational Management)  Doctor of Philosophy in Educational Management	Strategic Thinking and Innovation Course 1 (Essentials of Strategic Thinking and Innovation) - 60 hours, 41st Principals Training And Development Program cum National Board Conference-24hours;	Teacher - 4 years and 9 months Teacher/TIC - 5 months HT - 2 years and 5 months SP1 - 2 years and 7 months	LET	QUALIFIED
SP2E-09-2025-09	Bachelor in Agriculture  MAED(Finished Acad Requirements)	Training Orientation -Workshop on the flexible learning option among school heads - 16 hrs, Mid-Year INSET Training Project Guide - 24 hrs, 3-Day International Training/Seminar/Workshop On Instructional/ Educational Leadership - 24 hrs, Division Orientation and Capability Building on the School -Based Management New Guidelines and SGC Functionality - 8 hrs, Workshop on the Development of School Contingency Plans - 16 hrs	Teacher - 14 years and 8 months HT - 7 years and 8 mnths SP1 - 15 years	LET	DID NOT MEET EDUCATIONAL QUALIFICATION
SP2E-09-2025-07	BEED  MAEd- Acad Requirements	Values Formation and Professional Ethics- 24 hours, Division Training of School Heads and Teachers on Early Language and Numeracy ( Science of Reading and Deepening of Conceptual Understanding of Content using Key Instructional Strategies) - 24 hours, Leadership and Management in the Culture of Change- 24 hours.	Teacher - 15 years and 7 months Teacher/TIC - 1 year and 7 months HT - 5 years and 11 months SP1- 5 years and 5 months	PBET	DID NOT MEET EDUCATIONAL QUALIFICATION
SP2-09-2025-01	Master of Arts in Education (finished Acad)	Workshop on Instructional Educational Leadership and Management - 24 hrs, Leadership and Management in the Culture of Change - 4 hrs, Regional Orientation Workshop on Alternative Deliverey Mode for Instructional Leaders - 16 hrs.	Teacher - 12 years and 3 months HT - 1 year and 10 months SP1 - 17 years and 1 month	PBET	DID NOT MEET EDUCATIONAL QUALIFICATION
SP2-09-2025-12	BEED  MAT (Instructional Teachnology)  Doctor of Education (Educational Management - unit earner)	Regional Training for Multigrade School Leaders -40 hrs, Workshop on Instr5uctional Educational Leadership - 24 hrs,	Teacher - 21 years and 1 month MT - 3 years and 7 months SP1 - 3 years and 9 months	PBET	QUALIFIED

## PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 12 units of Management  
**EXPERIENCE:** 5 years teaching experience and 2 years experience in school management and operations  
**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 1089, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-09-2025-08	BEED  MAED (Educational Administration)  Doctor of Education (Educational Management - finished acad)	Project EduCRFEATE 3.0 - 24 hrs, Upskilling of Special Needs Education Implementers - Content Pedagogy - 24 hrs,	Teacher - 14 years and 1 month Teacher/TIC - 8 months HT - 4 years and 9 months SP1 - 10 years	PBET	QUALIFIED
SP2-09-2025-14	BEED  MAED (no SO)	Workshop on Instructional Educational Leadership and Management - 24 hrs, Capacity Building on Basic Education M&E Framework and MATATAG Curriculum Training for Teachers and School Leaders - 24 hrs, Division Training-Workshop of Teachers on (HOTS-SOLO) for PISA-ALIGNED Test - 24 hrs.	Teacher - 5 years and 11 months MT - 4 years MT/TIC - 4 years and 11 months SP1 - 2 years and 7 months	LET	DIID NOT MEET EDUCATIONAL QUALIFICATION

Prepared by:

  
**PRINCESS AQUITANIA**  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units of Management

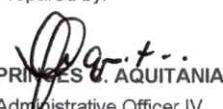
**EXPERIENCE:** 5 years teaching experience and 2 years experience in school management and operations

**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 1089, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAININGS	EXPERIENCE	ELIGIBILITY	REMARKS
SP25-09-2025-02	AB English Master in Information Technology Education Doctor of Education (Academic Requirement)	Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) - 16 hours Strategic-Thinking and Innovation Course 2 (Charting an Innovative School Strategy) - 80 hours	Teacher - 11 years and 6 months MT - 8 years and 11 months MT/TIC - 2 years and 4 months AP - 7 years and 8 years School Principal - 1 year and 5 months	PBET	QUALIFIED
SP2S-09-2025-01	BS Industrial Education - Mathematics MAED Educational Administration Doctor of Education	Strategic Thinking Innovation Course 1 (Essentials of Strategic Thinking and Innovations) - 40+ hours Regional Training of Trainers on the Content and Delivery of the HOTS-PLPs for Grade 7 - 40 hours	Teacher - 9 years and 4 months HT - 17 years and 8 months School Principal - 2 years 3 months	LET	QUALIFIED
SP2-09-2025-04	BS Industrial Education Master of Arts in Teaching - Technology and Home Economics PhD - Organization Development and Planning (Academic Requirements)	Training-Workshop on Enhancing and Nurturing Leaders' Skills along Instructional Supervision and Technical Assistance for Improved Teaching - 24 hours Virtual Capacity Building in Edukasyon sa Pagpapakatao for School Heads and Teachers - 8 hours Leadership and Management in the Culture of Change - 24 hours	Teacher - 17 years and 2 months Teacher III/TIC - 6 months HT - 1 year and 8 months AP - 7 years and 7 months School Principal - 1 year and 7 months	LET	QUALIFIED
SP2-09-2025-03	BSEd - Major in History Master of Arts in Education - Educational Administration	Workshop on the Development of School Contingency Plans for Western Kayapa, Kasibu East and West, Diadi, Villaverde and Sta. Fe Districts - 24 hours Division Capacity Building of Monitoring and Evaluation Officers on the MATATAG Curriculum Training for Teachers and School Leaders - 16 hours Division Training-Workshop on the Enhancement of Teachers' Competencies in Content, Pedagogy, and Digital Technologies - 24 hours	Teacher - 7 years and 11 months HT - 4 years and 5 months HT/TIC - 5 years and 7 months School Principal - 3 years and 5 months	LET	QUALIFIED

Prepared by:

  
PRINCES A. AQUITANIA  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR HEAD TEACHER V

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization

**EXPERIENCE:** HT for 4 years; or MT for 3 years

**TRAINING:** 24 hours of relevant training

**ELIGIBILITY:** RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
HT5-09-2025-02	MASTER OF ARTS IN EDUCATION MAJOR IN EDUCATION ADMINISTRATION	Division Capability Building of Monitoring and Evaluation Officers on the MATATAG Curriculum Training for Teachers and School Leaders - 16 hrs, Training Workshop on Curating a Hybrid Learning Space - 16 hrs., Upskilling of Special Needs Education Implementers - Content and Pedagogy - 16 hrs., Division Training - Workshop on the Enhancement of Teachers Competencies in Content, Pedagogy, and Digital Technologies - 24 hrs, Educational Leadership and Management - 24 hrs	Head Teacher III - May 30, 2024 to present, HT I - Oct. 3, 2016 to May 29, 2024, Teacher III - Oct. 21, 2008, Teacher I - June 17 2002 to Oct. 20, 2008	LET	QUALIFIED
HT5-09-2025-06	Doctor of Philosophy Major in Physical Education	National Seminars on Tournament Management, 32 hours, Division Training-Workshop of Selected Teachers in Sports Psychology, Mental Health, 21 hours	Master Teacher I, August 12, 2014- present, Teacher III- March 1, 2006- July 12, 2014, Teacher I - July 15, 1997 to January 22, 2006	PBET	QUALIFIED
HT-09-2025-04	BSE major in Math/ MAEd major in Educational Management/ Doctor of Education -Completed Academic Requirement	Upskilling of Key Stage 3 Mathematics and English Teachers for Numeracy and Literacy Enhancement- 24 hours, Division Training-Workshop of Teachers on Higher-Order Thinking Skills-Structure of the Observed Learning Outcomes (HOTS-SOLO) for PISA-Aligned Test Phase III-24 hours, Workshop on Developing PISA-LIKE and PLM-LIKE Assessment Tasks-24 hours, Mid-Year In-Service Training of Secondary School Teachers of Nueva Vizcaya Dupax del Norte I District-24 hours	Head Teacher III- September 4, 2017- present, Teacher III- February 3, 2006 to September 3, 2017, Teacher I- June 6, 1997 to February, 2006	PBET	QUALIFIED
HT-5-09-2025-05	Finish Academic Requirements in MAEd	Division Training of Trainers on the Matatag Curriculum -40 Virtual Division Technical and Pedagogical Training-40 L and D for Schoolheads on DO#40,s2014; Special Curricular Programs and Application of SHS Strands - 16 hrs	Head Teacher-Oct.13,2014 to Present, Teacher III - May 13, 1997 to Oct. 12, 2012, Teacher I - January 12, 1992 to May 12, 1997	PBET	QUALIFIED
HT5-09-2025-03	Doctor of Education - Educational Management	Session 3: Combating Bullying: Creating Safe Spaces in Physical and Digital Spaces under the Teaching Without Limits: Embracing Diversity in the Classroom- 8 hours, Session 2- Every Learner Counts: Making Learning Engaging for Everyone through UDL and DI under the Teaching Without Limits: Embracing Diversity in the Classroom- 4 hours; Training-Workshop on the Reskilling of Learning Resource Evaluators cum Quality Assurance of Teacher-Developed Learning Resources- 24 hours	Head Teacher III- July 30, 2021 to Present, Teacher III - July 5, 2011 to July 29, 2021, Teacher I - June 6, 2009 to July 4, 2011	LET	QUALIFIED
HT5-09-2025-01	EdD acad	leadership and Management in the Culture of Change - 24 hrs, Division Training on the MATATAG Curriculum - 40 hrs	Head Teacher III - September 7, 2021 to present, Teacher III - Oct. 5, 2021 to September 6, 2021, Teacher I - June 15, 2013 to Oct. 4, 2016	LET	QUALIFIED

Prepared by:

  
PRINCES C. AQUITANIA  
Administrative Officer IV

### PRE-ASSESSMENT RESULT FOR HEAD TEACHER III

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units.

**EXPERIENCE:** HT for 2 years; or Teacher for 5 years

**TRAINING:** 24 hours of relevant training

**ELIGIBILITY:** RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TITLE	EXPERIENCE	ELIGIBILITY	REMARKS
HT3-09-2025-01	Master of Arts in Educational Management	Basic Land Titling and Land Survey Training - 8 hrs, Expansion of the Core Training Faculty - 36 hrs, Division Training Workshop of Teachers on Higher-Order Thinking Skills-Structure of the Observed Learning Outcomes (HOTS-SOLO) for PISA Aligned Test - 24 hrs, Division Roll Out on Advancing Basic Education in the Philippines - 16 hrs Upskilling of Special Needs Education Implementers Batch 1- Content and Pedagogy - 24 hrs	Teacher 1- May 15, 2014-October, 10, 2016, Teacher III- October 11, 2026-Present, Teacher-in-charge- July 22, 2022 to present	LET	QUALIFIED
HT3-09-2025-05	MAED	Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching (Course 1-Batch 2)- 24 hours, \$2nd Principals Training and Development Program cum National Board Conference & Workshop- 24 hours, School-level Action Planning for Healthy Learning Institutions-32 hours, Div. Training- Workshop of Teachers on Higher-Order Thinking Skills -Structure of the Observed learning Outcomes for PISA-Aligned Test- 24 hours	, Head Teacher I- Jan.15, 2023 to present, Teacher III/TIC - Sept. 11, 2021 to January 15, 2025, Teacher III - Feb. 28, 2017 to Sept 12, 2021, Teacher I - Jan 3, 2012 to Feb 27, 2017	LET	QUALIFIED
HT3-09-2025-10	BEED-MAED	LEADERSHIP AND MANAGEMENT IN THE CULTURE OF CHANGE - 24 hours	Teacher - 6 years and 9 months TIC - 7 years and 8 months	LET	QUALIFIED
HT3-09-2025-04	Bachelor if Elementary Education- English/Acad. Requirement- MED Language, Reading ang Numeracy	Enhancing and Nurturing Leaders' Skills on instructional Supervision and Technical Assistance for Improved Teaching - 24; Division Roll Out on Advancing Basic Education in the Philippines ABC+ Project on Instructional Leadership Training - 40 hrs; Upskilling if Special Needs Education Implementers-24 hrs; 3-Dy International Training/Seminar/Workshop on Instructional/Educational Leadership and Management-24 hrs	Teacher III/TIC - September 13, 2021 to present, Teachcer III - June 17, 2021 to Sept. 12, 2021, Teacher I - January 8, 2008 to June 16, 2010	LET	QUALIFIED
HT3-09-2025-09	Bachelor of Secondary Education - English	40th Principals Training and Development Program cum National Board Conference - 24 hours, SEAMEO INNOTECH Course 1 (Essentials of Strategic Thinking and Innovation) - 60 hours	Teacher III/TIC - July 18, 2022 to date, Teacher III - Dec. 11, 2020 to date, Teacher II - July 05, 2019 to Dec. 10, 2020, Teacher I - May 15, 2015 to July 04, 2019	LET	QUALIFIED
HT3-09-2025-11	MAT-FILIPINO WITH 9 UNITS MAED	Division Training of Trainors of Indigenous Peoples Education - 36 hrs, Workshop on the Development of Contextualized Learning Resources in Specific Areas and Inclusive Educ Programs - 24 hrs, School Based Inset - 16 hrs, Values Formation and Professional Ethics - 24 hrs.	T III/TIC - Feb 26, 2021 to present, T III Oct 24, 2016 to Feb 25, 2021, T I - May 15, 2014 to Oct 23, 2016	LET	QUALIFIED

### PRE-ASSESSMENT RESULT FOR HEAD TEACHER III

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units.

**EXPERIENCE:** HT for 2 years; or Teacher for 5 years

**TRAINING:** 24 hours of relevant training

**ELIGIBILITY:** RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TITLE	EXPERIENCE	ELIGIBILITY	REMARKS
HT3-09-2025-06	MAED	Leadership training- 144 hours Research Training- 168 hours MATATAG Training- 40 hours PD Program Evaluations Training- 24 hours INSET- 24 hours Development of Conplan Workshop- 16 hours Hazard Mapping Workshop- 24 hours	PSEF-September 1, 2014 to March 31, 2015. T I- September 18, 2015 to February 28, 2018, T III-March 01, 2018 to March 05, 2024- HT I- March 6, 2024 to Present	LET	QUALIFIED
HT3-09-2025-08	Master of Arts in Education	GUIDING SCHOOL LEADERS IN ADVANCING TEACHER COMPETENCIES IN MATHEMATICS - 8hrs, GUIDING SCHOOL LEADERS IN ADVANCING TEACHER COMPETENCIES IN GMRC/ VALUES EDUCATION- 3hrs, ENHANCING AND NURTURING LEADERS' SKILLS ON STRUCTURAL SUPERVISION AND TECHNICAL ASSISTANCE FOR IMPROVED TEACHING - 3hrs, MID-YEAR IN-SERVICE TRAINING FOR TEACHERS - 24hrs, DIVISION ROLL OUT ON ADVANCING BASIC EDUCATION IN THE PHILIPPINES (ABC+) - 24hrs	T-III/TIC (Nagcuartelan ES) - July 18, 2022 to Aug. 11, 2025, T-III/TIC (Balite ES) - Aug 1, 2018 to July 17, 2022, T-III/ Feb. 4, 2014 to July 31, 2018, T-II - July 5, 2011 to Feb. 3, 2014, T-I - July 16, 2007 to July 4, 2011	LET	QUALIFIED
HT3-09-2025-02	Bachelor in Elementary Education, maed (Academic Requirements)	Risk Reduction and Management/ Climate Change Adoption and Mitigation and/or Mental Health - 24 hours, Regional Rollout of the School Heads Development Program - 40+ hours	Teacher - 5 years and 6 months TIC - 6 years and 6 months	LET	QUALIFIED
HT3-09-2025-07	MAED(FAR)	41st Principals Training and Development Program - 24 hrs, Division Training of Trainors on the MATATAG Curriculum for Teachers and School Leaders - 40 hrs, ABC+ and ILT- 40 hrs	HT I - Feb 14, 2022 to present, T III/TIC-June 1, 2020 to Feb 13, 2022, T III-July 1, 2013 to May 31, 2020, T I-July 1, 2003 to June 30, 2013	None	QUALIFIED
HT3-09-2025-09	Bachelor in Secondary Education - English	40th Principal's Training and Development Program cum National Board Conference SEAMEO INNOTECH Strategic Thinking and Innovation Course 1 (Essentials of Strategic Thinking and Innovation)	Teacher III/ TIC - July 18, 2022 to date, Teacher III - Dec. 11, 2020 to date, Teacher II - July 5, 2019 to Dec. 12, 2020, Teacher I - May 15, 2015 to July 4, 2019	LET	QUALIFIED

Prepared by:

  
PRINCE C. AQUITANIA  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR HEAD TEACHER I

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization

**EXPERIENCE:** TIC for 1 year; or Teacher for 3 years

**TRAINING:** 24 hours of relevant training

**ELIGIBILITY:** RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
HT1-09-2025-01	Master of Arts in Education (MAED) - Educational Management, Master of Teaching (MST)- Mathematics (Finished Academic Requirements)	Leadership Training (Leadership and Management In The Culture Of Change, Interdisciplinary Approach In The K-12 Curriculum) – 48 hours, ICT Training (Training Of Teachers On The Microsoft Productivity Tools For DepEd Computerization Program Adoption (ELC Package Recipients) – 24 hours	June 3, 2016 to date-Teacher III, May 15, 2013 - June 2, 2016-Teacher I, June 4, 2012 - March 29, 2013-PSEF Teacher, June 6, 2001 - March 30, 2012-Classroom Teacher	LET	QUALIFIED
HT1-09-2025-02	BSED-SOCIAL STUDIES	Instructional Leadership and Educational Organizations Management Systems (EOMS) 40 Hrs., International Training/Seminar/Workshop on Instructional/Educational Leadership and Management. 24 Hrs.	Teacher II -May 15, 2017-September 30, 2024, Teacher III-October 1, 2024-Present	LET	QUALIFIED
HT1-09-2025-03	Bachelor of Arts in Biology with 18 units educ	Teachers in Ecuaion sa pagpapakatao capB - 16 hrs 21st century pedagogies assessment & development of contextualized learning cum instructional supervision - 40 hrs	Teacher I- December 3, 1996-September 2011, Teacher III- October 2011- present Teacher III-	CSC Professional	QUALIFIED
HT1-09-2025-05	Bachelor of Secondary Education major in Biology	International training/workshop on Action Research - 24 - hrs, inset - 24 hrs	T-III/TIC - 9/1/2020 - to present, T-II - 8/12/2014-8/31/2020, T-I - 11/3/2009 - 8/11/2017	LET	QUALIFIED
HT1-09-2025-06	Bachelor in Secondary Education- Mathematics, Master of Arts in Education (39 earned units)	International Mind Education Specialist Traning on Curriculum Leadership in the 21st Century School Environment: Issues and Challenges from a Global Perspective - 24 hours	Teacher II- June 13,2026 to November 3, 2021, Teacher III-November 4,2021 to present	LET	QUALIFIED
HT1-09-2025-07	Master of Arts in Education	INSET-24 hours	Teacher I - November 2006 to July 2013, Teacher III - August 2013 to present Junior HS: Subject Group Head June 2015 to 2025	LET	QUALIFIED
HT1-09-2025-08	Master of Education	upskilling of key stage 3 mathematics and english - 24 hrs, DTOT on the content delivery (HOTS-PLs- 24 hrs	Teacher I (Feb. 18 2018 to March 10, 2020); Teacher III(March 11, 2020 to present)	LET	QUALIFIED

## PRE-ASSESSMENT RESULT FOR HEAD TEACHER I

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization

**EXPERIENCE:** TIC for 1 year; or Teacher for 3 years

**TRAINING:** 24 hours of relevant training

**ELIGIBILITY:** RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
HT1-09-2025-09	BSED-home economics	Research and Leadership Training-40, GAD-16, Master Class for Kindergartened, G1,4,7 Teachers Across All Learning Area(TLE)-40, Shaping Critical and Creative Minds by Nurturing Fundamentals Skills & Embracing Literacies in Teaching TLE-16, tEKOLOHIYA at Gabay ng Guro, Para sa Bata, Para sa Bayan-40,	TIII- 09/10/2018-PRESENT, TI-6/13/2016 to 12, TI-07/26/2010 to 5/31/2011/31/2016	LET	QUALIFIED
HT1-09-2025-10	BSEd-Chemistry	INSET-40 hours	Teacher 1-5/15/2013 to 6/12/2016, Teacher 111-6/13/2016 to present	LET	QUALIFIED
HT1-09-2025-11	Bachelor in Secondary Education-Physical Science; Master of Science Education - General Science (MSE-GenSci)	Regional Training of Trainers on the Content and Delivery of the Higher Order Thinking Skills - Professional Learning Packages (HOTS-PLPs) for English, Science and Mathematics Teachers -40, Division Training on the Content and Delivery of Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLP) in Science-24	Emergency Instructor (PLTCI) – June 2015-May-2016 Permanent SHS Teacher II – June 13, 2016-present	LET	QUALIFIED
HT1-09-2025-12	MASTER OF ARTS IN EDUCATION	GUIDING SCHOOL LEADERS IN ADVANCING TEACHER COMPETENCIES IN MATHEMATICS-8 hours , GUIDING SCHOOL LEADERS IN ADVANCING TEACHER COMPETENCIES IN GMRC/ VALUES EDUCATION-3, ENHANCING AND NURTURING LEADERS' SKILLS ON STRUCTURAL SUPERVISION AND TECHNICAL ASSISTANCE FOR IMPROVED TEACHING-3 hours, MID-YEAR IN-SERVICE TRAINING FOR TEACHERS-24 hours	T-III/TIC (Nagcuartelan ES) ~July 17, 2022 to Aug. 11, 2025, T-III/TIC (Balite ES) - Aug. 1, 2018 - July 17, 2022, T-III - Feb. 4, 2014 to July 1, 2018, T-II - Feb.5, 2011 to Feb. 14, 2014, T-I - July 17, 2007 to July 4, 2011	LET	QUALIFIED
HT1-09-2025-13	BACHELOR OF SECONDARY EDUCATION	INTERNATIONAL SEMINAR ON VALUES FORMATION AND PROFESSIONAL ETHICS -24 hrs	Teacher 1- October, 2 2018-October 25, 2022, Teacher III -October 26, 2 to date	LET	QUALIFIED
HT1-09-2025-15	Doctor of Education(2023-Present), Master of Arts in Education (2022-2023), Bachelor in Secondary Education-Biological Science (2008-2012)	Training on Action and Basic Research -96 hours, International Online Training on Teaching in the Digital Era - 24 hours, Development and Enhancement of School contingency Plan -16 hours	Teacher III - July 1, 2024 - Present, Teacher II - May 29, 2017 to June 30, 2024	LET	QUALIFIED
HT1-09-2025-16	Master of arts in Education - Acad req	Leadership Training-150 hours Capacity Building for Teachers - 150 hours.	Teacher III 2010 June 3, 2015 to date	LET	QUALIFIED

## PRE-ASSESSMENT RESULT FOR HEAD TEACHER I

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization

**EXPERIENCE:** TIC for 1 year; or Teacher for 3 years

**TRAINING:** 24 hours of relevant training

**ELIGIBILITY:** RA 1080 (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
HT3-09-2025-09	Bachelor in Secondary Education - English	40th Principal's Training and Development Program cum National Board Conference SEAMEO INNOTECH Strategic Thinking and Innovation Course 1 (Essentials of Strategic Thinking and Innovation)	Teacher III/ TIC - July 18, 2022 to date, Teacher III - Dec. 11, 2020 to date, Teacher II - July 5, 2019 to Dec. 12, 2020, Teacher I - May 15, 2015 to July 4, 2019	LET	QUALIFIED

Prepared by:

  
**PRINCESS AQUITANIA**  
 Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR ACCOUNTANT I

**QUALIFICATION STANDARD:**

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ACCT1-09-2025-01	Bachelor of Science in Accountancy	Virtual Bookkeeping - 18 hours, Bookkeeping Virtual Assistant Training - 18 hours, OSH Training - 8 Hours, Basic Customer Service - 8 hours, High Impact - 8 hours	Finance Manager - April 2023 to Present, Finance Officer - Dec 1, 2022 to April 16, 2023	CPALE - Board Passer	QUALIFIED
ACCT1-09-2025-02	Bachelor of Science in Accountancy	Updates in Income Taxation - 4 hours, Seminar on Forensic Auditing - 4 hours, Organizational Team Building - 48 hours	Junior Implementation Associate - February 3, 2025 to September 5, 2025	RA 1080 (CPA), CSC Professional	QUALIFIED
ACCT1-09-2025-03	Bachelor of Science in Accountancy	None	None	Certified Public Accountant	QUALIFIED
ACCT1-09-2025-04	BS in Accountancy and BS in Accounting Technology	bookkeeping w/ quickbook online - 15 hrs, introduction to bookkeeping - 8hrs	Ebay Store Manager - Dec. 12 2022 to May 31, 2023, Assurance Associate - Sept 20, 2021 to March 11, 2022, Census Field Enumerator Aug. 2020 to Oct. 2020	Certified Public Accountant (CPA)	QUALIFIED

Prepared by:

  
**PRINCESS C. AQUITANIA**  
 Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR GUIDANCE COUNSELOR I

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Guidance Counseling

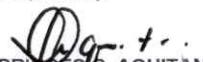
**EXPERIENCE:** None Required

**TRAINING:** None Required

**ELIGIBILITY:** RA 1080 (Guidance Counselor)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
GC1-09-2025-01	Masters of Arts in Education (present)	Philippine Guidance And Counseling Association, Inc.: "Navigating The Future Of Guidance And Counseling :Adapting To New Regulations And Emerging Trends- 16 Hours, Philippine Guidance And Counseling Association, Inc."Navigating Change: Adapting Counseling Strategies To Evolving Societal Needs- 16 Hours, Retooling Of Basic Counseling Skills And Techniques- 5 Hours, Personality Development Seminar- 5 Hours	Guidance Advocate- July 15 2024 to Present. , SLU SUNFLOWER (PSYCHOLOGICAL CLINIC) FEBRUARY 26- MARCH 13 2024, SAINT MARY'S UNIVERSITY HIGH SCHOOL DEPARTMENT(GUIDANCE OFFICE) MARCH 21, 2024- APRIL 4, 2024	Honor Graduate Eligibility (PD.) No. 907	DID NOT MEET EDUCATIONAL QUALIFICATION AND ELIGIBILITY

Prepared by:

  
**PRINCESS C. AQUITANIA**  
 Administrative Officer IV

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-2025-06-02	Bachelor of Science in Mathematics	Bookeeping NC III-438 Hours,	Bookkeeper & Sales Account Manager-March 1, 2022 to September 30, 2024, Branch Cashier-July 16, 2019 to February 28, 2021	CSC Professional	QUALIFIED
ADAS3-2025-06-02	Bachelor of Science in Business Administration with 18 professional units earned	Data Privacy Awareness - 4 hours, Mindful Art in Pixels: A Creative Journey with Canva – 8 hours, CAS Operational Planning - 16 hours	Administrative Aide December 1, 2022-June 30, 2025	CSC Sub-Professional, LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS3-06-2025-03	Bachelor of Science in Business Administration	NO ATTACHMENT	Secretary- August 19, 2024 to June 30, 2025, GIP- June 18, 2023 to September 9, 2023,	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS3-2025-06-04	Bachelor of Science in Business Administration major in Human Resource Management	NO ATTACHMENT	NO COE	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS3-09-2025-12	BS Management Accounting	Anti Money Laundering Act 4 hrs Rural Banking 101 4hrs Junior Bookkeeping 4 hrs Office And Administrative Management Training-2hrs	Bookkeeper June 2011 to June 2014, Admin Asst July 1, 2016 to Jy 2023, Branch Bookkeeper April 1 2024 up to present	CSC Sub Professional	QUALIFIED
ADAS3-09-2025-01	BS Accountancy	Seminar on Forensic Accounting - 8 hrs	NO COE	CSC Professional	DID NOT MEET EXPERIENCE REQUIREMENT
ADAS3-09-2025-02	BS Information System	Seminar Workshop on the MOOE Web-Based Monitoring System and Orientation on the Latest Budget and COA Circular Updates -8 hrs, Basic Bookkeeping and Accounting for Non Accountants - 8 hrs	Admin Aide IV (JO) (Accounting Office)- 9/9/2024-9/30/2025	CSC Professional	QUALIFIED
ADAS3-09-2025-03	BS Management Accounting	AMLA Rules and Regulations and Risk Rating System - 8 hrs	Account Assistant II - April 1, 2012 to -Present	CSC Professional	QUALIFIED
ADAS3-09-2025-04	Master in Business Administration	BASIC LIFE SUPPORT TRAINING COURSE-16 hours, FOUNDATIONS OF LEADERSHIP EXCELLENCE-16 hours, BASIC LEADERSHIP SEMINAR - 20 hours, SOLID INTERPERSONAL SKILLS FOR CUSTOMER SERVICE AND DEALING WITH DIFFICULT PEOPLE: PROBLEM SOLVING AND CONFLICT RESOLUTION - 8 hours	Administrative Assistant II - April 30, 2024 to Present, Records and Filing Officer March 17, 2014 to January 31, 2024, Posting Clerk - November 6, 2013 to March 14, 2014	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-09-2025-05	Bachelor of Science in Management Accounting	NC III Bookkeeping - 8 hours	Accounting Associate / Bookkeeper - March 20, 2023 to Present	LET	QUALIFIED
ADAS3-09-2026-06	MASTERAL UNDERGRAD	<p>THRIVING TOGETHER: BUILDING A FLOURISHING AND FUTURE-READY SCHOOL CULTURE WITH THE THEME "EMPOWERING MINDS IN A NURTURING CULTURE -8hours</p> <p>FACULTY ORIENTATION PROGRAM ON EMPOWERING EDUCATORS FOR EXCELLENCE AND INTEGRITY -8 hours</p> <p>PROCESS SYSTEM OPTIMIZATION USING ARTIFICIAL INTELLIGENCE - 4 hours</p> <p>SOCIAL AWARE ARTIFICIAL INTELLIGENCE - 4 hours</p> <p>15TH PAFTÉ MIDYEAR CONVENTION - 16 hours</p> <p>APO-E COURSE ON IMPLEMENTING INTERNATIONAL STANDARDS RELATED TO GREEN PRODUCTIVITY - 8 hours</p> <p>2ND GSME DAY CUM RESEARCH COLLOQUIUM AND TESTIMONIAL CEREMONY - 4 hours</p> <p>ALDERSGATE COLLEGE FACULTY AND EMPLOYEES CREDIT COOPERATIVE PRE-MEMBERSHIP EDUCATION SEMINAR - 4 hours</p> <p>APO-E COURSE ON HUMAN RESOURCES STRATEGY FOR THE PUBLIC SECTOR4</p> <p>ALDERSGATE COLLEGE FACULTY AND EMPLOYEES CREDIT COOPERATIVE PRE-MEMBERSHIP EDUCATION SEMINAR - 4hours</p> <p>AWARENESS AND UNDERSTANDING EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM (ISO:21001:2018) - 4 hours</p> <p>CONSTRUCTION OCCUPATIONAL SAFETY AND HEALTH - 40 hours</p>	Admin Aide III (clerk I) 8/17/2021-6/30/2022	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS3-09-2025-08	Bachelor of Science in Office Administration	International Educational Leadership Training-40 hours, Introduction to Bookkeeping-16 hours, Journalizing Transactions - 16 hours, Basic Occupational and Health Training for Safety Officer I - 16 hours, Cashier's Training - 8 hours	Encoder/Staff - Feb. 04, 2015 to Feb. 04, 2016, Cashier - August 25, 2016 to January 15, 2024	CSC Professional	QUALIFIED

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-09-2025-09	BS in Commerce Major in Banking in Finance	BOOKKEEPING NC - III - 272 hours, BASIC IDENTIFICATION, BUSINESS AND INCOME DOCUMENTS VERIFICATION AND KNOW YOUR MONEY SEMINAR - 24 hours, BRANCH BASIC OPERATIONS TRAINING - 16 hours,	BANK TELLER - Nov 4, 2015 to June 28, 2025, LOANS ASSISTANT - September 22, 2014 to Nov 4, 2014, OFFICE CLERK - July 22, 2013 to August 31, 2014	CSC Sub Professional	QUALIFIED
ADAS3-09-2025-13	Masteral Undergraduate	CORPORATE INCOME TAXATION - 4 hours, HOME OFFICE AND BRANCH ACCOUNTING - 4 hours, BARANGAY FINANCIAL MANAGEMENT - 40 hours,	SK Kagawad – November 30, 2007 to November 30, 2010, SK Chairperson – June 30, 2018 to November 30, 2023, Bookkeeper – May 25, 2021 to January 15, 2022, Accounting Aide – July 25, 2024 to June 30, 2025, Administrative Staff – July 1, 2025 to Present	CSC Professional	QUALIFIED
ADAS3-09-2025-14	COLLEGE GRADUATE, MASTERAL UNITS	REGIONAL SEMINAR-WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF CALENDAR YEAR 2024 YEAR-END FINANCIAL REPORT - 32 hours, DIVISION SEMINAR/WORKSHOP ON THE PREPARATION ON SCHOOL ANNUAL IMPLEMENTATION PLAN, WORK AND FINANCIAL PLAN AND ANNUAL PROCUREMENT PLAN FOR THE CALENDAR YEAR 2025 - 24 hours	ADMINISTRATIVE ASSISTANT II - JAN. 9, 2023 TO PRESENT, ADMINISTRATIVE AIDE IV - NOV. 14, 2017 TO DEC. 31, 2021, LIASON STAFF - FEB. 4, 2014 TO JAN. 15, 2015	CSC Sub Professional	QUALIFIED
ADAS3-2025-09-015	Bachelor in Elementary Education	MOOE WEB BASE TRAINING 8 hrs, BASIC COMPUTER LITERACY 80 HRS	ADAS 2 May 7, 2024 - PRESENT, CLERK B MARCH 8 -MAY 06, 2024, TELE CREDIT COUNSELOR JUNE 1 2017 TO MARCH 31 2019	CSC Professional	DID NOT MEET TRAINING EXPERIENCE REQUIREMENT

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-09-2015-18	BACHELOR OF SCIENCE IN ACCOUNTANCY	RMC NO. 89-2025: CLARIFYING THE TAXABILITY OF INCOME DERIVED BY THE LGUs ENGAGED IN PROPRIETARY FUNCTIONS, RELATED ISSUANCES AND RULINGS- 4HRS, EOPT ROADSHOW 2024-4 HOURS, RESPONDING TO THE CONTINUING CHALLENGES OF INNOVATIONS AND TECHNOLOGY TO PUBLIC FINANCIAL MANAGEMENT - 32 HOURS, FOUNDATIONS OF LEADERSHIP EXCELLENCE - 16 HOURS	Branch General Bookkeeper- December 26, 2018 , 2020 to February 9, 23, Administrative Aide III- February 22, 2023 to present	CSC Sub Professional	QUALIFIED
ADAS3-09-2025-17	BSED	NONE	NONE	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS-09-2025-16	BS in Accounting Technology	Bookkeeping- 80 hrs	Accounting Staff- Feb 2018- March 2020, Job Order October 2022-May 2023, Job Order June 2023-March 2024	LET	QUALIFIED
ADAS3-09-2025-19	BS Accountancy	Seminar workshop on cash management and control system - 24 hrs, Virtual Bookkeeping with Xero and Quickbooks Online - 18 hrs, 3 day international training/seminar/workshop on instructional/educational leadership and management "mentoring the mentee" - 24hrs, Advanced office management and effective administration skills- 24hrs	Payroll Specialits - june 10, 2018 to july 30, 2019, Billing supervisor - Feb 16, 2020 to July 31, 2020, General Accountant - june 3, 2021 to june 20, 2022, Admin Aide III - July 1, 2022 to Jan 28, 2024, Admin Aide VI - jan 29, 2024 to present	CSC Professional	QUALIFIED

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-09-2025-20	Bachelor of Science in Accountancy	Anti-Money Laundering, Combating Terrorism and Proliferation Financing - 8 Hours, Standard First Aid And Basic Life Support-CPR (Adult)/Automated External Defibrillation Training - 32 Hours, Investment in Associate - 4 Hours, Financial Markets - 4 Hours, Balanced Scorecard-Financial Perspective - 4 Hours, Leases (Book Of Lessee) - 4 Hours, Audit in Investments - 4 Hours, Law On Cooperatives - 4 Hours, Inventory Estimation - 4 Hours, Partnership Formation and Operation - 4 Hours, Receivables - 4 Hours, Financial Perspective Variance Analysis - 4 Hours, Select Tax Issues Needing Academic or Practical Consensus - 4 Hours.	Credit Analyst - september 15, 2023 to Present,	CSC Professional	QUALIFIED
ADAS3-09-2025-24	BS Accounting Tech	Bookkeeping with Philippine Taxation and Quickbooks Online - 15 hours	Clerk III - Feb. 20, 2024 to present,	CSC Professional	QUALIFIED
ADAS3-09-2025-23	BS Accountancy	INTRODUCTION OF BOOKKEEPING - 8 hours, ANTI-MONEY LAUNDERING/ COUNTER-TERRORISM/ PROLIFERATION FINANCING, AND TRANSACTION MONITORING VIRTUALLY 8 hours, UPSKILLING PHASE AND WORKSHOP FOR ACCOUNTANTS 2024 - 400 hours	Manager/Accountant - February 16, 2025 to present, Corporate Accountant - July 20, 2023 to February 15, 2025, Accounting Assistant - January 19, 2023 to July 19, 2025, Junior Internal Audit Assistant - August 15, 2022 to January 18, 2023	CSC Professional	QUALIFIED
ADAS3-09-2025-31	BS in Office Administration	Updating Session for TES and TDP-TES Focal Persons, and Finance Officer of HEIs in Region 2 on the use of TES and TDP-TES Administrative Support Costs (ASC) -8 hours	Administrative Aide VI- October 11, 2024 to Present, Asst. HRMDO- October 16, 2016 to September 15, 2024	CSC Sub Professional	QUALIFIED
ADAS3-09-2025-28	COLLEGE LEVEL	2025 RFOT - 32 hrs, seminar workshop on cash management and control system- 24 hrs, 3 day national training/seminar/ workshop on office administration- 24 hrs	ADAS II- 4/18/2024 to Present, ADA IV- 7/3/2023 TO 4/17/2024	CSC Professional	QUALIFIED
ADAS3-09-2025-30	Bachelor of Science in Commerce Major in Management	Virtual Bookkeeping with Xero and QuickBooks Online	Budget Aide Jan. To June 2013, Admin Aide VI	CSC Professional	QUALIFIED
ADAS3-09-2025-21	Bachelor of Science in Civil Engineering	SEMINAR-WORKSHOP ON CASH MANAGEMENT AND CONTROL SYSTEM - 24 hours	Engr. Assistant 7/5/2021 to present	CSC Sub Professional	QUALIFIED

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS 3-09-2025-29	BS Forestry,	Online Training on the Handbook on the financial Transactions of Sangguniang Kabataan- 56 Hours , Bookkeeping NCIII	Office Clerk January 24,2024 to Present.	PRC	QUALIFIED
ADAS3-09-2025-32	Master of Management - Public Management (unit earner), Bachelor of Science in Hospitality Management	Philippine Association for Government Budget Administration, Inc. Seminar - 32 hours	Administrative Aide VI (Clerk III) - April 23,2024-PRESENT, Office Assistant - August 24, 2020 - February 28, 2024	CSC Professional	QUALIFIED
ADAS3-09-2025-22	Bachelor of Science in Information Technology, Crash Course - Prof Ed Units	Basic Records and Archives Management Seminar for Government Agencies - 16 hours, Orientation of the OFMIS and Financial Document Tracking System- 8 hours	Administrative Aide III (CASUAL) - July 1, 2024 to Present, Administrative Aide III (COS) - July 1, 2023 to June 30, 2024	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS 3-09-2025-26	BS Accountancy	Bookkeeping NCIII - 72 hours, Mid-Year Inset - 16 hours, Philippine Professional Linkage from Various Disciplines, INC. - 24 hours.	AA 1 - Sept. 20 2022 to May 15, 2024, AA III - July 14 to Present	CSC Professional	QUALIFIED
ADAS3-09-2025-25	MASTER OF MANAGEMENT - BUSINESS MANAGEMENT	Public Service Ethics and Accountability for Leaders Training - 4hrs, Computer Skills Development Training - 80hrs	Sales Admin/Accounting Staff - February 06, 201 to Present	LET	DID NOT MEET TRAINING EXPERIENCE REQUIREMENT

Prepared by:



PRINCES AQUITANIA  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II

**QUALIFICATION STANDARD:**

**EDUCATION:** Completion of two-year studies in college

**EXPERIENCE:** One (1) year of relevant experience

**TRAINING:** 4 hours relevant training

**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2025-05-01	Bachelor of Elementary Education	Systems Loss Education & Reduction-8 hrs.,	NO COE	LET	DID NOT MEET EXPERIENCE REQUIREMENT
ADAS2-2025-06-01	Bachelor of Science in Business Administration major in Human Resource Management	Information Security in Remote Work - 2 hrs, Daily Life And Commuting - 2hrs, Information Security at Work- 2hrs, Technological Information Security- 2hrs	NO COE	No Eligibility	DID NOT MEET TRAINING, EXPERIENCE AND ELIGIBILITY REQUIREMENT
ADAS2-2025-06-03	Bachelor of Science in Computer Science	HR 104: PAYROLL BENEFITS AND COMPENSATION MANAGEMENT TRAINING - 2 HOURS, MICROSOFT OFFICE APPLICATION - 240 HRS, DEVELOPING CORE SKILLS AND ADMINISTRATIVE TRAINING - 2 HOURS,	HEAD CASHIER- MARCH 2, 2022 TO PRESENT, ADMINISTRATIVE AIDE IV - JULY 12, 2019 TO JUNE 30, 2021, LOCAL LEGISLATIVE STAFF EMPLOYEE II - NOVEMBER 22, 2018 TO JUNE 30, 2019	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENT
ADAS2-2025-06-05	Bachelor of Science in Business Administration with 18 professional units earned	Data Privacy Awareness - 4 hours, Mindful Art in Pixels: A Creative Journey with Canva – 8 hours, CAS Operational Planning - 16 hours	Administrative Aide December 1, 2022-June 30, 2025	CSC Sub-Professional LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-06-06	Bachelor of Science in Tourism Management	NO ATTACHMENT	NO COE	CSC Honor Graduate (PD 907)	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-06-07	Bachelor of Science and Environmental Science with 18 professional units earned	Training Writeshop on the Formulation of Project Proposal and Business Plan - 24 hrs, Technical Writing and Documentation- 24 hrs	Administrative Assistant - October 5, 2024 to present, Administrative Assistant - July 1, 2024 to September 03, 2024, Project Evaluation Officer I - January 4, 2020 to June 31, 2024, Information Officer I - July 16, 2019 to December 31, 2019	LET	QUALIFIED
ADAS2-2025-06-08	Bachelor of Science in Business Administration major in Financial Management	NO ATTACHMENT	Sales Admin Biller - April 3, 2024 to December 28, 2024, Admin. Assistant-September 2021 to December 2023	CSC Professional	DID NOT MEET TRAINING REQUIREMENT

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II

**QUALIFICATION STANDARD:**

**EDUCATION:** Completion of two-year studies in college

**EXPERIENCE:** One (1) year of relevant experience

**TRAINING:** 4 hours relevant training

**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2025-06-09	Bachelor of Science in Business Administration	NO ATTACHMENT	Secretary- August 19, 2024 to June 30, 2025, GIP- June 16, 2023 to September 16, 2023,	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-08-10	Bachelor of Science in Business Administration major in Human Resource Management	NO ATTACHMENT	NO COE	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-08-11	Bachelor of Science in Commerce	NCIII Bookkeeper	Billing Officer -July 9, 2018-present, Administrative Aide III (Clerk I) - July 1, 2013 to December 31, 2013	CSC Sub Professional	QUALIFIED

Prepared by:

  
**PRINCESS C. AQUITANIA**  
 Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2025-05-01	Bachelor of Elementary Education	Systems Loss Education & Reduction-8 hrs.,	NO COE	LET	DID NOT MEET EXPERIENCE REQUIREMENT
ADAS2-2025-06-01	Bachelor of Science in Business Administration major in Human Resource Management	Information Security in Remote Work - 2 hrs, Daily Life And Commuting - 2hrs, Information Security at Work- 2hrs, Technological Information Security- 2hrs	NO COE	No Eligibility	DID NOT MEET TRAINING, EXPERIENCE AND ELIGIBILITY REQUIREMENT
ADAS2-2025-06-03	Bachelor of Science in Computer Science	HR 104: PAYROLL BENEFITS AND COMPENSATION MANAGEMENT TRAINING - 2 HOURS, MICROSOFT OFFICE APPLICATION - 240 HRS, DEVELOPING CORE SKILLS AND ADMINISTRATIVE TRAINING - 2 HOURS,	HEAD CASHIER- MARCH 2, 2022 TO PRESENT, ADMINISTRATIVE AIDE IV - JULY 12, 2019 TO JUNE 30, 2021, LOCAL LEGISLATIVE STAFF EMPLOYEE II - NOVEMBER 22, 2018 TO JUNE 30, 2019	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENT
ADAS2-2025-06-05	Bachelor of Science in Business Administration with 18 professional units earned	Data Privacy Awareness - 4 hours, Mindful Art in Pixels: A Creative Journey with Canva – 8 hours, CAS Operational Planning - 16 hours	Administrative Aide December 1, 2022-June 30, 2025	CSC Sub-Professional. LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-06-06	Bachelor of Science in Tourism Management	NO ATTACHMENT	NO COE	CSC Honor Graduate (PD 907)	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-06-07	Bachelor of Science and Environmental Science with 18 professional units earned	Training Writeshop on the Formulation of Project Proposal and Business Plan - 24 hrs, tTechnical Writing and Documentation- 24 hrs	Administrative Assistant - October 5, 2024 to present, Administrative Assistant - July 1, 2024 to September 03, 2024, Project Evaluation Officer I - January 4, 2020 to June 31, 2024, Information Officer I -July 16, 2019 to December 31, 2019	LET	QUALIFIED
ADAS2-2025-06-08	Bachelor of Science in Business Administration major in Financial Management	NO ATTACHMENT	Sales Admin Biller - April 3, 2024 to December 28, 2024, Admin. Assistant-September 2021 to December 2023	CSC Professional	DID NOT MEET TRAINING REQUIREMENT

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in college
**EXPERIENCE:** One (1) year of relevant experience
**TRAINING:** 4 hours relevant training
**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-2025-06-09	Bachelor of Science in Business Administration	NO ATTACHMENT	Secretary- August 19, 2024 to June 30, 2025, GIP- June 16, 2023 to September 16, 2023,	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-08-10	Bachelor of Science in Business Administration major in Human Resource Management	NO ATTACHMENT	NO COE	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-2025-08-11	Bachelor of Science in Commerce	NCIII Bookkeeper	Billing Officer -July 9, 2018-present, Administrative Aide III (Clerk I) - July 1, 2013 to December 31, 2013	CSC Sub Professional	QUALIFIED

Prepared by:



PRINCESS C. AQUITANIA  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE VI

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in College

**EXPERIENCE:** None Required

**TRAINING:** None Required

**ELIGIBILITY:** Career Service (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-03-2025-01	BS Management Accounting	None	GIP - October 14, 2024 - dec 31, 2024	CSC Professional	QUALIFIED
ADA6-06-2025-02	BSIT	Webinar Adapting to Change and Resilience in the Workplace - 8 hrs, Seminar on Basic Records and Archives for Government - 8hrs,	None	CS Sub-prof	QUALIFIED
ADA6-06-2025-03	BS Tourism Management	None	None	PD 907	QUALIFIED
ADA6-06-2025-04	BEED	Basic Computer Literacy - 80 hrs	None	LET	QUALIFIED
ADA6-09-2025-20	BS ACCOUNTING management	On-job-Training - 400 hours, Bookkeeping Training - 40 hours	Bookkeeping Officer - November 2, 2023 to Present, Cashiering Officer - Oct. 18, 2023 to November 1, 2023	CSC Professional	QUALIFIED
ADA6-08-2025-06	BS Info TEch	Webinar on MASTering Zoom: Navigation Virtual Space - 2hrs, Technology Management Center and DICT - 8 hr, Webinar on Blockchain Security Challenges - 2hrs	JO - January 15, 2024 - December 31, 2024	PD 907	QUALIFIED
ADA6-09-2025-01	B ACCOUNTANCY	Tax Updates and Tax Practice (PACTT Incorporated) -28hrs, On-The-Job Training (COA-DEPED) - 400hrs, Seminar on Forensic Audit (JPIA) - 4hrs, Updates in Income Taxation and FAQs Regarding LECPA(JPIA) -4hrs, Current BIR Rulings and Tax Influencers - 4hrs	NO COE	CSC Professional	QUALIFIED
ADA6-09-2025-02	Bachelor's Degree	CSC Training- 15 hours, ICT related training- 136 hours, Administrative related training- 175 hours	GIP- March 2024 to November 2024, Administrative Aide IV (BUDGET OFFICE)- November 2024 to present	CSC Professional	QUALIFIED
ADA6-09-2025-03	BSED-MAPEH	N/A	TEACHER JULY 1, 2018 TO PRESENT	LET	QUALIFIED
ADA6-09-2025-05	BS in Computer Engineering	N/A	Admin Aide (JO)-August 9, 2018 to Present	CSC Sub Professional	QUALIFIED
ADA6-09-2025-06	Bachelor of Science in Business Administration major in Financial Management	N/A	Job Order - September 15, 2023 to present	CSC Professional	QUALIFIED
ADA6-09-2025-07	BS ENVIRONMENTAL SCIENCE , EDUC UNIT EARNER	Public Speaking _8hrs Financial Management _8hrs	C/Admin Assistant _2019 to 2025	LET	QUALIFIED

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE VI

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in College

**EXPERIENCE:** None Required

**TRAINING:** None Required

**ELIGIBILITY:** Career Service (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-09-2025-09	Bachelor of Elementary Education	N/A	GIP - June 2018 to July 2018, Administrative Aide- June 2022 to October 2023, Barangay Secretary - November 2023	LET	QUALIFIED
ADA6-09-2025-11	Bachelors Degree in Business Administration	Training on 5S - 4 hours HR Symposium - 8hours	Administrative Aide III- February 1, 2023 to November 18, 2024mber	PD907	QUALIFIED
ADA6-09-2025-12	BS MATH major in Computer Science	N/A	Administrative Services Aide-Jan. 3, 2025 to June 30, 2025	CSC Professional	QUALIFIED
ADA6-09-2025-13	BS Science in Computer	N/A	ICT STAFF - Aug. 20, 2025 to Present, GIP - May 19,2025 to August 19, 2025, Technical Support and Office Clerk - 4Ps/ MAT Office Municipal of Bayombong - Oct. 2, 2024 to Nov. 28, 2024, Data Entry Operator - Jan. 16, 2023 to Feb. 16, 2023, Encoder - April 1, 2018 to July 1, 2018	CSC Professional	QUALIFIED
ADA6-09-2025-10	Bachelor of Science in Agriculture	Guardians of the NET : Youth Cyber Defender - 4 hours, Understanding MVC Architecture: Building Dynamic Web Applications the Right Way - 8 hours, SPARK GVA 2.0 TRAINEE (with 15 days Online Campaign) - 160 hours,	Intern (GIP) - May 19, 2025 to Aug. 19, 2025, Capacity Building and Technical Assistant (CBTA) Support Staff - Oct. 2, 2023 to Dec. 31, 2023 & March 1, 2024 to May 31, 2024, Administrative Assistant - April 13, 2023 to Sept. 30, 2023, Cashier - Sept. 20, 2020 to April 12, 2023	PRC Licensed Agriculturist	QUALIFIED
ADA6-09-2025-08	Bachelor of Science in Forestry	Organic Agriculture Production NCII- 232 hours, Solid waste management benchmarking and assessment/action planning workshop-32 hours, hazardous waste management Training- 5.0 hours, basic GIS mapping workshop- 16 hours	Statistical Researcher- July 1-31,2025, SPLIT PROCESSOR- February 5,2024 to June 30,2024, SPLIT PROCESSOR- October 5,2023 to Dec. 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	RA1080	QUALIFIED
ADA6-09-2025-16	BS Criminology	N/A	N/A	CLE	QUALIFIED
ADA6-09-2025-14	BS Information Technology	Environment Training - 8 hours, Occupational First Aid and BLS-CPR - 18 hours, First Northern Luzon Faculty and Student Congress in Information Technology Education - 8 hours, Student Congress in Information Technology Education - 16 hours, Peer Counselors Training and Leadership Seminar - 10 hours, Leadership Congress - 8 hours	Service Provider as a Home-Based Educator - June 2021 to Present, Marketing Representative - January 2020 to June 2020, Administrative Assistant - July 2019 to December 2019, Manager - October 2013 to March 2018, Administrative Assistant - July 2012 to December 2012, Customer Finance Representative - August 2011 to May 2012	CSC Sub Professional	QUALIFIED

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE VI

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in College
**EXPERIENCE:** None Required
**TRAINING:** None Required
**ELIGIBILITY:** Career Service (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-09-2025-15	College Graduate	N/A	Account Officer - July 17, 2021- September 27, 2023	CSC Sub Professional	QUALIFIED
ADA6-09-2025-17	Political Science	LEADERSHIP TRAINING, CASH-FOR-WORK, (KINDLY REFER TO THE DOCUMENTS SUBMITTED)	ADMINISTRATIVE ASSISTANT - June 19, 2024 – August 13, 2024, ADMINISTRATIVE ASSISTANT- August 15, 2024 – October 21, 2024	CSC Professional	QUALIFIED
ADA6-09-2025-21	BS Physical Education	Filipino Brand of Service of Excellence - 8 Hours, Review for Licensure Examination for Teachers- 7 Months, Intangible Assets-8 Hours, Transitions in Lifelong Guidance Exploring Careers and Opportunities in the Tourism and Hospitality Industry-8 Hours, Empowering Youth Amidst the Covid-19 New Normal- 8 Hours	Government Internship Program Intern- March 16,2023 to Semptember 16,2023, Admin Aide IV (COS)- November 21, 2023 to December 31,2023, Admin Aide IV (COS) ~January 1,2024 to June 31,2024, Admin Aide I (Casual) - July 1,2024 to December 31,2024, Admin Aide I (Casual)- January 1,2025 to June 31, 2025, Admin Aide I (Casual)- July 1,2025 to present	LET	QUALIFIED
ADA6-09-2025-22	Bachelor of Science in Commerce	N/A	Cashier-October 14,2014-July 15,2024	CSC Sub Professional	QUALIFIED
ADA6-09-2025-26	BS Biology	N/A	N/A	CSC Professional	QUALIFIED
ADA6-09-2025-19	Bachelor of Physical Education	N/A	Government Internship Program (GIP)- December 2024, May20-Present, CFW Kalahi-Cidds September-November	LET	QUALIFIED
ADA6-09-2025-19	BSEd-FILIPINO	QUALITY MANAGEMENT SYSTEM (QMS) STANDARDS IN DIGITAL SERVICE DELIVERY 20 hours, Computer Skills Development Training Improving Classroom Learning Thru ICT- 80 HOURS, SEMINAR ON INNOVATION AND PEDAGOGIES FOR TEACHERS-80 HOURS, UPSKILLING AND RESKILLING TEACHING AND SUPERVISION SKILLS TRAINING-80 HOURS	FILIPINO TEACHER 2023-2024, GOVERNMENT INTERNSHIP PROGRAM (CLERK)-JUNE 2024- NOVEMBER 2024, ADMIN AIDE I (TECHNICAL) DESIGNATION: SOCIAL MEDIA MANAGER- DECEMBER 2024-PRESENT	LET	QUALIFIED
ADA6-09-2025-23	Bachelor of Science in Biology	N/A	N/A	LET	QUALIFIED

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE VI

**QUALIFICATION STANDARD:**

**EDUCATION:** Completion of two-year studies in College

**EXPERIENCE:** None Required

**TRAINING:** None Required

**ELIGIBILITY:** Career Service (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-09-2025-04	BS PUBLIC ADMINISTRATION	Data Management and Data Analytics, Basic Life Support Training, Hospital Health Information Management, Safe and Sound 1: Basic Course on Patient Safety and Quality Improvement, Animal Welfare Laws and Proper Animal Handling, Enhancement Training on Katarungang Pambarangay and Barangay Peace and Order Council, Philgeps/BAC Training-Workshop for Barangay Officials	Administrative Assistant (COS) - Oct. 16, 2025 to present, Barangay Secretary - June 17, 2019 to October 1, 2023, Administrative Aide - July 1, 2017 to December 31, 2017	CSC Sub Professional	QUALIFIED
ADA6-09-2025-25	BS BUSINESS ADMINISTRATION	BARANGAY FINANCIAL MANAGEMENT -24 HRS	BARANGAY RECORDS KEEPER - JAN 04,2021 - MAR 31, 2025	CS PROF	QUALIFIED
ADA6-09-2025-24	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	LIBRARIES AND THE METAVERSE: Exploring VR for Educational Service - 6 hrs	TECHNICAL SERVICES LIBRARIAN - AUG 16,2016 TO PRESENT	CS PROF	QUALIFIED

Prepared by:

  
**PRINCESS C. AQUITANIA**  
 Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE IV

**QUALIFICATION STANDARD:**
**EDUCATION:** Completion of two-year studies in College

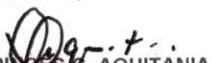
**EXPERIENCE:** None Required

**TRAINING:** None Required

**ELIGIBILITY:** Career Service (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA4-06-2025-01	BS Criminology	None	Admin aided III - January 10, 2022-June 30,2022	Criminologist	QUALIFIED
ADA4-06-2025-02	Bachelor Tech Voc Teacher ED	None	PhilGEPS- 16 hrs,	LET	QUALIFIED
ADA4-06-2025-03	BS ACCOUNTING management	None	NO COE	CS Prof	QUALIFIED
ADA4-06-2025-04	BS IT	None	Administrator - March 13 - June 13, 2025	PD 907	QUALIFIED
ADA4-08-2025-06	BS Info TEch	Webinar on MASTering Zoom: Navigation Virtual Space - 2hrs, Technology Management Center and DICT - 8 hr, Webinar on Blockchain Security Challenges - 2hrs	JO - January 15, 2024 - December 31, 2024	PD 907	QUALIFIED
ADA4-08-2025-07	BS IT	None	None	None	DID NOT MEET QS (Eligibility)
ADA4-09-2025-16	BACHELOR OF PHYSICAL EDUCATION	Intangible Assets-8 Hours, Transitions in Lifelong Guidance Exploring Careers and Opportunities in the Tourism and Hospitality Industry-8 Hours, Empowering Youth Amidst the Covid-19 New Normal- 8 Hours	Admin Aide IV (COS)- November 21, 2023 to December 31,2023, Admin Aide IV (COS) -January 1,2024 to June 31,2024, Admin Aide I (Casual) - July 1,2024 to December 31,2024, Admin Aide I (Casual)-January 1,2025 to June 31, 2025, Admin Aide I (Casual)- July 1,2025 to present	LET	QUALIFIED

Prepared by:

  
 PRINCESS AQUITANIA  
 Administrative Officer IV

### PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE III

**QUALIFICATION**
**STANDARD:**

Completion of two-year studies in college

**EDUCATION:**

None Required

**EXPERIENCE:**

None Required

**TRAINING:**

None Required

**ELIGIBILITY:**

Driver's License

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA3-09-2025-01	Vocationa/Technical Course: NC II Driving & NC II Automotive Servicing	Automotive Servicing- 524 hours, Driving Training- 120 hours, Basic Tailoring- 144 hours, OJT Practice for the Pilot Procession of Coffee and Finished Products- 16 hours, Peoples Capacity Building on Networking and partnership building-24 hours, Orientation workshop on the Functionality of Barangay Based Institutions- 16 hours\	Administrative Aide I (Utility Worker)- January 11, 2025 to March 31, 2025, Admin Aide I (Utility Worker I) - from February 1, 2024 to April 31, 2024, Brgy Council-Com. on Education - from October 2019- to Dec. 15, 2023, Church Elder - 2003-2025, BODA PUJ Driver from June 2000 to June 2001, Family Driver from June 19, 1997 to July 1999, Utility Worker at Baguio from July 1989 to July 1, 1990 and a Resource Speaker in the school, and different church and community activities.	NII-Driving, NC II-Automotive Servicing & Drivers' Liscence	QUALIFIED
ADA3-09-2025-02	Automotive Technology and TESDA	8 hours	Driver II - July 1, 2019 to present, Driver I - Sept. 13, 2011 to Dec. 12, 2017, Salesman/Driver - Jan. 1, 2008 to Aug. 31, 2011	None	DID NOT MEET ELIGIBILITY REQUIREMENT
ADA3-09-2025-05	VOCATIONAL	CAR AIRCON SPECIALIST AND UNDER CHASSIS SPECIALIST BRAKE SYSTEM (368 HRS)	MAINTENANCE TECHNICIAN AND MECHANICAL SERVICING- 02/13/2016 TO 09/29/2022	NC2, DRIVER'S LICENSE	QUALIFIED
ADA3-09-2025-03	Automotive Servicing NC11	On the Job Training for Automotive Servicing NC11 - 320 Hours	Driver - January 03, 2018 to Present	Driver's License	QUALIFIED
ADA3-09-2025-06	VOCATIONAL	ACCELERATE YOUR SALES CUM ADVANCED DRIVING SKILLS- 40 HRS.	OPERATIONAL DRIVER- 12/2/2020 TO 08/09/2022, 01/07/2016 TO 12/31/2019, 10/01/2005 TO 25/10/2006	None	DID NOT MEET ELIGIBILITY REQUIREMENT
ADA3-09-2025-07	College level	training workshop of general service unit personnel -24 hours, Strengthening Public Relations and Personality Development -24 Hours, Basic Occupational Safety Health Training- 10 Hours	N/A	PROFFESIONAL DRIVERS LICENCE	QUALIFIED

Prepared by:

  
PRINCESS C. AQUITANIA  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR SECURITY GUARD I

### QUALIFICATION STANDARD:

**EDUCATION:** High School Graduate

**EXPERIENCE:** None Required

**TRAINING:** None Required

**ELIGIBILITY:** Security Guard License (MC 10, s.2013 Cat. IV)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SG1-06-2025-01	BSCS	None	Security Guard - July 1, 2014 - November 15, 2014,	Security license	QUALIFIED
SG1-09-2025-01	College level	Security service NC 2	None	Security license	QUALIFIED
SG1-09-2025-02	BS Criminology	Division Synergy of District PTA Officers On Curriculum, Instruction and Assessment - 8hrs,	Teaching Staff/Coach Taekwondo 2018-present, Security Officer January 1, 2009- June 5, 2011,	Security license	QUALIFIED
SG1-09-2025-09	high schoo graduate	Project Ready,	Utility Worker January 16, 2018 to July 30, 2024	None	DID NOT MEET ELIGIBILITY REQUIREMENT
SG1-09-2025-08	Bachelor of Science in Industrial Education	Filipino Brand of Service Excellence Seminar-8 hours, In-Service Enhancement Security Training Course CL-01-24 hours	Laborer 1-April 4, 2024 to date, Company Driver-July 6, 2020 to January 20, 2023, Security Guard/Checker-March 10, 2014 to July 14, 2017, Security Guard-September 3, 2007 to December 19, 2008, Janitor/Utility-June 14, 1999 to April 26, 2002	Security license	QUALIFIED
SG1-09-2025-07	COLLEGE GRADUATE	N/A	N/A	None	DID NOT MEET ELIGIBILITY REQUIREMENT
SG1-09-2025-04	High school graduate	National certificate 2(security services)24 hours, Basic security protocols and management training(16 hours)	Security guard 1 - October 16 2016 to Present	Security license	QUALIFIED
SG1-09-2025-03	High school graduate	Handli, conditioning and Breeding Broillered chicken-24hours,Refrsher workshop on disaster management and bank security -8hours	Farm assistant-march2003 to april 2012,security guard-february 2013 to from now september 2025	None	DID NOT MEET ELIGIBILITY REQUIREMENT

## PRE-ASSESSMENT RESULT FOR SECURITY GUARD I

**QUALIFICATION STANDARD:**
**EDUCATION:** High School Graduate
**EXPERIENCE:** None Required
**TRAINING:** None Required
**ELIGIBILITY:** Security Guard License (MC 10, s.2013 Cat. IV)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SG1-09-2025-12	College Undergraduate	Gun Safety and responsible gun handling with live firing - 8 hrs, Security Training Course - 48 hours, Training Course - 120 hours, Bank Security Orientation Gun Safety and rules of engagement basic pistol course - 24 hours, International ships and port facility Security - 48 hours,	Escort Guard - May 5, 2025 - to date, Messenger/Handyman - August 1, 2021 to January 15, 2022, Motorized Collector - January 3, 2021 to July 31, 2021, Motorized Collector - January 3, 2020 to June 30, 2020, Messenger/Handyman- June 3, 2019 to	Security license	QUALIFIED
SG1-09-2025-11	High School Graduate	In-service enhancement security training course,, 24 hours/ Retraining Course ,, / 56 hours ,, Project Ligtas,, / 8 hours	N/A	Security license	QUALIFIED
SG1-09-2025-10	2 years College Grad	Comprehensive Bank & Armor Security Training Course -56 hours, In-Service Enhancement Security Training Course -24 hours, Theoretical Basic Aviation SEC Course for Security Guard - 80 hours, OJT Basic Aviation SEC Course for Security Guard -56 hours	Security Guard - Rural Bank of Bagabag Diadi Branch , 2018- Present , Professional Aviation Security Guard 2012-2018,NAIA International Airport	Security license	QUALIFIED
SG1-09-2025-14	Vocational	BANK AND ARMORED GUARD COURSE (REFRESHER TRAINING PROGRAM)-40 hours Refresher Workshop on Disaster Management and Bank security -8hours	Messlenger /Driver - Nov.18,2019 to July 30 2022, Security guard - Oct. 1 2022 to July 31 2024, Security Guard August 18, 2024 to PRESENT	Security license	QUALIFIED
SG1-09-2025-06	College Level	2024 Aim-High Firing Range - 8 hours, 2024 Re-Training Course - 60 hours, 2024 Enhancement Service Training Course - 12 hours, 2021 Aim-High Firing Range - 8 hours, 2021 Enhancement Service Training Course - 12 hours, 2021 Re-Training Course - 60 hours	Security Guard - January 15, 2015 to Present	Security license	QUALIFIED
SG1-09-2025-05	College level	Security service NC2	Security Guard 6 yaers	None	DID NOT MEET ELIGIBILITY REQUIREMENT
SG1-09-2025-13	High School Graduate	Technical- 60 hours	OFW- SEAMAN CREW - 2016 to 2025	Security license	QUALIFIED

## PRE-ASSESSMENT RESULT FOR SECURITY GUARD I

### QUALIFICATION STANDARD:

EDUCATION: High School Graduate

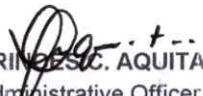
EXPERIENCE: None Required

TRAINING: None Required

ELIGIBILITY: Security Guard License (MC 10, s.2013 Cat. IV)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SG1-09-2025-15	COLLEGE UNDERGRAD	N/A	SECURITY GUARD FROM 2008-PRESENT	Security license	QUALIFIED
SG1-09-2025-16	Vocational Graduate	N/A	N/A	Security license	QUALIFIED

Prepared by:

  
PRINCESS C. AQUITANIA  
Administrative Officer IV

## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE I

### QUALIFICATION STANDARD:

EDUCATION: Must be able to read and write

EXPERIENCE: None Required

TRAINING: None Required

ELIGIBILITY: None Required (MC 10, s.2013)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA1-06-2025-01	BS Criminology	N/A	n/a	CS Sub-prof	QUALIFIED
ADA1-09-2025-02	HIGHSCHOOL LEVEL , ALS GRADUATE	N/A	Security Guard/ Utility Worker- July 1,2024 up to present	None	QUALIFIED
ADA1-08-2025-03	BS HRM-Under Grad	Electrical Install and Maintenance NCII, Driving NC II-118 hrs, Inservice Enchancement Security Training Course - 24hrs	JO - march 4, 2020- june 30,2025	None	QUALIFIED

Prepared by:

  
**PRINCESS A. AQUITANIA**  
 Administrative Officer IV