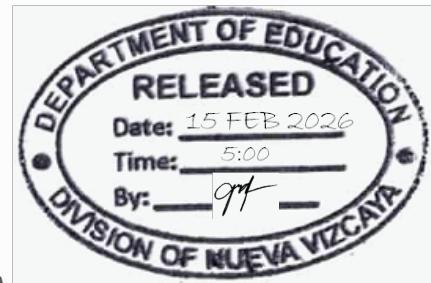




Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA



DIVISION MEMORANDUM  
 No. 71, s. 2026

13 February 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 64, S.2026  
 RE: SCHEDULE OF ASSESSMENT FOR VARIOUS POSITION**

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

1. Relative to Division Memorandum No. 64, s.2026 Re: Schedule of Assessment for Various Positions, this office would like to inform the field of the schedule of the additional list of Qualified Applicants for the position of Administrative Assistant II, Administrative Assistant IV and Administrative Assistant I who were inadvertently omitted during the posting of the memorandum (*Please seea attached document for the individual evaluation result*)

SCHEDULE	POSITION	APPLICATION CODE
TEAM A		
February 16, 2026 1:00PM – 5:00PM	Administrative Assistant II	ADAS2-09-2025-01 ADAS2-09-2025-09 ADAS2-09-2025-10 ADAS2-09-2025-11 ADAS2-09-2025-06 ADAS2-09-2025-13 ADAS2-09-2025-14 ADAS2-09-2025-16 ADAS2-09-2025-22 ADAS2-09-2025-05
February 16, 2026 8:00am – 12:00 PM	Administrative Aide I	ADA1-09-2025-01 ADA1-09-2025-03 ADA1-09-2025-06 ADA1-09-2025-07 ADA1-09-2025-10 ADA1-09-2025-08 ADA1-09-2025-09 ADA1-09-2025-11 ADA1-09-2025-04 ADA1-09-2025-05 ADA1-09-2025-12

TEAM B	
February 16, 2026 1:00AM – 5:00PM	<b>Administrative Aide VI</b> ADA4-09-2025-01 ADA4-09-2025-06 ADA4-09-2025-04 ADA4-09-2025-08 ADA4-09-2025-02 ADA 4-09-2025-03 ADA4-09-2025-14 ADA4-09-2025-15 ADA4-09-2025-12 ADA4-09-2025-10 ADA4-09-2025-18 ADA4-09-2025-09 ADA4-09-2025-20 ADA4-09-2025-13 ADA4-09-2025-11 ADA4-09-2025-19 ADA4-09-2025-17

2. Relative to the number of positions to be assessed, the Human Resource Personnel Selection Board will add an additional group for the assessment. Each group is composed of the following Team Members:

TEAM A	
<i>Name</i>	<i>Position</i>
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent
Romulo S. Ancheta PhD	Chief Education Supervisor, SGOD
Atty. Julius Caesar G. Domingo, CPA	Attorney III / OIC- Administrative Officer V
Princes C. Aquitania	Administrative Officer IV (HRMO)
TEAM B	
<i>Name</i>	<i>Position</i>
Nimfa Norie A. Aquino PhD	Education Program Supervisor
Dindo John H. Moreno EdD	Education Program Supervisor
Ronnie B. Bibas EdD	Education Program Supervisor
Rommel S. De Gracia PhD	Senior Education Program Specialist
Rudy S. Agustin	Nurse II
TEAM C	
<i>Name</i>	<i>Position</i>
Bermelita E. Guillermo PhD	Education Program Supervisor
Singasing G. Valdez	Public Schools District Supervisor
Arnel A. Panganiban	Public Schools District Supervisor
Menalyn A. Salvador	School Principal III
Reynold B. Mariano	School Principal I

3. All members of the assessment team are advised to be at the Conference Hall on the said date.

4. For information, guidance and wide dissemination.

  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent  
2026-02-110

## 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
ADA1-09-2025-01	3rd Year College Undergraduate	NC II in Caregiving, Driving	Bagger - March 20, 2013 to June 17, 2013, Food and Beverage Associate- March 8, 2015 to August 2, 2017, Poulterer - January 20, 2021 to March 28, 2023	None	QUALIFIED
ADA1-09-2025-03	High School Graduate	Security Training - 48 hours, Training on Composting Technology Demonstration - 3 hours	Administrative Aide I - Jan. 2, 2025 to Present, Clerk I - Jan. 3, 2023 to June 30, 2024, Administrative Aide I - Jan. 2, 2016 to Dec. 31, 2022, Security Guard - July 1, 2009 to July 3, 2011	None	QUALIFIED
ADA1-09-2025-06	secondary	N/A	ADA 1 - JO - 06/18/2024 to present	None	QUALIFIED
ADA1-09-2025-07	High school under graduated	N/A	N/A	None	QUALIFIED
ADA1-09-2025-10	Basic Merchant Marine Course, Bachelor of Business Administration	N/A	August 11,2021 to present	None	QUALIFIED
ADA1-09-2025-08	High School Graduate	none	Utility Worker - May 7, 1995 to August 7, 1996, Utility Staff- June 23, 2014 to March 15, 2019, Utility Worker - February 2, 2020 to Present	None	QUALIFIED
ADA1-09-2025-09	Alternative Learning System Graduate	Barangay Peace Keeping Action Team on Community Service Oriented Policy System -8 hours, Shielded Metal Welding (SMAW)NCII- 268 hours, Rescue Skills Training of First Responders on Basic First Aid,Ropemanship,Emergency Rescue,Transfer and Boat Manuevering- 40 hours, Duties and Responsibilities of BPAT, Basic Investigation and Barangay Justice System, Arresting Technique,RA 9262 and RA 9165- 8 hours.	Barangay Utility- December 2, 2023 to present, Barangay Tanod -September 1,2022- November 30,2023, Utility/Guard - May 2,2021 - August 31,2022, Drilling Operator October 1,2016 - December 30,2018, Drilling Operator - May 1,2016 - April 30,2016, Drilling Helper - January 4,2016 - April 30,2016, Drilling Helper - September 18,2015 - December 28,2015, Rice Mill Operator/Helper January 3,2009- December 30, 2014	None	QUALIFIED
ADA1-09-2025-11	College under graduate	N/A	December 1, 2019 - May 2, 2023, Mason/ Carpenter	None	QUALIFIED
ADA1-09-2025-04	BSINDUSTRIAL Tech - Electrical Tech	none	Production Helper - February 8, 2003 to July 7, 2003		QUALIFIED
ADA1-09-2025-05	none	none	none	none	QUALIFIED
ADA1-09-2025-12	none	none	none	None	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
ADA4-09-2025-01	2 YEAR COURSE-COMPUTER SOFTWARE TECHNOLOGY	QUALITY MANAGEMENT SYSTEM (QMS) STANDARDS IN DIGITAL SERVICES DELIVERY (20 HOURS) SPARK TRAINING ON AI POWERED DIGITAL MARKETING WITH BASIC E-COMMERCE FOR WOMEN (54 HOURS)	Administrative staff/Clerk/GIP - March 19 - December 31, 2024, Statistical Researcher - January 8 - 27, 2024, Marketing staff - October 10, 2023 - January 5, 2024, Marketing Staff - November 19, 2022 - April 19, 2023	CSC Sub Professional	QUALIFIED
ADA4-09-2025-05	Bachelor of Science in Public Administration	N/A	N/A	None	DID NOT MEET QS (Eligibility)
ADA4-09-2025-07	Bachelor's Degree in Business Administration	HR Symposium- 8 hours Training on 5S- 4 hours	Administrative Aide III- Feb. 1, 2023 to November 18, 2024	CSC Professional	
ADA4-09-2025-06	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,	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
ADA4-09-2025-04	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 32,2022, OFFICE CLERK- July 12,2019 to June 15,2022	RA 1080	QUALIFIED
ADA4-09-2025-08	2yrs Associate in Computer Technology	Division Education Development Plan Review Cum Gender and Development Program - 24hours, Division Education Development Plan Review Cum Gender and Development Program - 32 hours	Surveyor of Philippine Statistic Authority ( List of Farm House Hold) - September 11, 2017 to October 11, 2017, Sales Clerk Savemore Super Market - August 27, 2018 to January 27, 2019, Skilled Worker (Bagabag Teachers' Camp) - May 02, 2019 to May 07, 2024, Admin Aide I (Bambang North Central School) - May 8, 2024 to Present	CSC Sub Professional	QUALIFIED
ADA4-09-2025-02	BSMA	N/A	N/A	CSC Professional	QUALIFIED
ADA 4-09-2025-03	BSCS/Secondary Education and MPA	2024 2nd PAGBA QUARTERLY SEMINAR AND MEETING - 32 hrs. CASH MANAGEMENT AND CONTROL SYSTEM (CMCS) - 24 hrs	ADMINISTRATIVE AIDE III- Nov.18, 2019 - Present, AREA MANAGER - July 1, 2007 to July 30, 2019	CSC Professional	QUALIFIED
ADA4-09-2025-14	BSBA major in Financial Management	On-the-Job Training - 600 hours, Leadership Training - 8 hours	N/A	CSC Sub Professional	QUALIFIED
ADA4-09-2025-15	BSBA	Preparing Financial Reports - N/A, Career Advancement Towards Sustainable Success - N/A, Achieving Success Through Sustainability Leadership - 6 hours, Pamunuan 2.0.: Developing Passion and Empowering Future Leaders - 3 hours, Blockchain Technology and its Impact to the Assurance Profession - 2 hours	Field Validator - July 01, 2025 to Present, Accounting Clerk - June 10, 2024 to June 30, 2025, Accounting Clerk - August 01, 2023 to March 15, 2024	CSC Professional	QUALIFIED
ADA4-09-2025-12	BSBA	Bookkeeping and Cost Accounting Essential for Cooperatives - 16 hours, MC 2022-24 Revised Standard Chart of Accounts for Cooperatives - 8 hours	Bookkeeper - Dec. 16,2024 to Present, Trainee - Feb. 09,2023 to May 12, 2023	CSC Professional	QUALIFIED
ADA4-09-2025-10	Bachelor of TechVoc Teacher Ed.	N/A	GIP- MARCH 03, 2025- JULY 31, 2025	LET	QUALIFIED

### 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
ADA4-09-2025-18	BSEd - 3rd Year Undergraduate	BARANGAY FINANCIAL MANAGEMENT - 40 HRS, PhilGeps TRAINING FOR BUYERS - 16 HRS, SKILLS ENHANCEMENT TRAINING ON RECORDS DISPOSITION AND ADMINISTRATION - 8 HRS, JOURNEY TOWARDS DIGITAL TRANSFORMATION - 8 HRS	BARANGAY SECRETARY - June 30, 2016 to Present, Chief Coordinator - Sangguniang Bayan of Solano Publication - Sept 2, 2022 - present, Synergeia Foundation Documenter - Jan 2019 to April 30, 2021	CSC Sub Professional	QUALIFIED
ADA4-09-2025-09	College Graduate	Networking Basics - 22 hours, SPARK General Virtual Assistance Training - 40 hours	Intern - May 19, 2025 to August 19, 2025, Technical Support Assistant - October 1, 2024 to November 29, 2024ember	CSC Sub Professional	QUALIFIED
ADA4-09-2025-20	Bachelor of Science in Public Administration	Artificial Intelligence in Data Analytics - 3 hours, The Role of ICT in Advancing Sustainable Development Goals (SDGs); Driving Progress with a Focus on Secure Data Privacy - 3 hours, RDM 101: Records and Information Management Training - 2 hours, Office and Administrative Management Training - 2 hours, Training of the Enumerators for the Implementation of the Listahanan 3rd Round of Assessment - 48 hours, Training on Community Based Monitoring System Accelerated Poverty Profiling - Data Collection (CBMS-APP Module 1)- 40 hours	Statistical Researcher - Aug. 23, 2023 to Oct. 25, 2023, Government Internship Program -June 16, 2021 to Dec. 16, 2021, Area Supervisor Nov. 18 2020 to Jan. 29, 2021, Enumerator - Aug. 22, 2017 to Dec. 30, 2017	CSC Professional	QUALIFIED
ADA4-09-2025-13	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION	LMI ANALYSIS TRAINING-WORKSHOP - 10 hours, BASIC LMI TRAINING - 10 hours, VOCATIONAL EMPLOYMENT COUNSELING - 16 hours	ADMINISTRATIVE AIDE I - JANUARY 2024- JUNE 2025, and JANUARY 2022- DECEMBER 2022, GOVERNMENT INTERSHIP PROGRAM- OCTOBER 2021- DECEMBER 32,2021 and MARCH 16,2023- SEPTEMBER 19,2023	CSC Sub Professional	QUALIFIED
ADA4-09-2025-11	Bachelor of Secondary Education Major in English	N/A	N/A	LET	QUALIFIED
ADA4-09-2025-19	College Graduate	Webinar Legal Discourse: A webinar on Code of Conduct and Ethical Standards,etc.-8hrs; On the Job Training - DENR CENRO Aritac, Nueva Vizcaya-500hrs ; Seminar-Workshop in Web Application Development-7days ; On the Job Training Orientation -8hrs ; Seminar-Workshop on Research-8hrs	01-Jan-24 Present Administrative Aide III LGU BAMBANG; 31-Dec-23 GIP LGU BAMBANG; 01-Jun-21 01-Mar-23 Freelance Online Seller; 01-Aug-19 01-Mar-21 Book Keeper Edee Buying Station NVAT; 01-Jun-18 01-Jun-19 Customer Sales Representative LBC Express Inc.; 01-Oct-15 01-Apr-16 Cashier Pandayan Bookshop Inc.;	CSC Sub Professional	QUALIFIED
ADA4-09-2025-17	Bachelor of Science in Biology	N/A	N/A	LET	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
ADAS2-08-2025-12	Bachelor of Science in Accountancy - Saint Mary's University	National Certified Bookkeepers Training - 150 hours, Getting Ready for the Corporate World Seminar: Accounting Practice in the Academe and The Basics of Work Etiquette - 8 hours	Cashier Intern - September 12, 2022 to December 6, 2022, Part-time Cashier November 16, 2023 to January 31, 2024 ; March 10, 2025 - May 31, 2025	CSC Sub Professional	DID NOT MEET EXPERIENCE REQUIREMENT
ADAS2-09-2025-08	BEED	N/A	Teller/Cashier- March 2019-July 31, 2025	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-09-2025-01	Bachelor of Science in Business Administration - Financial Management Graduate, Master In Business Administration 1st year	Bookkeeping - 292 hours	Accounting Clerk - May 2025 to July 2025, Bookkeeper -July 2022 to June 2023, Administrative Aide II - October 2019 to December 2019, Teller - August 2019 to October 2019	CSC Professional	QUALIFIED
ADAS2-09-2025-09	BS COMMERCE-MARKETING	Bookkeeping and Cloud Accounting Training Using Quickbooks - 16 hours	OPERATIONS ASST -FEB 3,2020-NOV 30, 2021, AUDITOR II FEB 3, 2014-MAY 15, 2019, ADMIN ASST OCT 15, 2013-DEC 15, 2013, BRANCH CONTROLLER MAY 15, 2010-AUG 15, 2013, ADMIN ASST JUL 30, 2008-DEC 15, 2009	CSC Professional	QUALIFIED
ADAS2-09-2025-10	Bachelor of Science in Accountancy	In house training for Cashiering-8 hours, Accounting for Non-Accountants-9 hours, Strengthening Financial Security and Safeguarding of Money in Digital and Physical World-9 hours	Sanford Marketing Cashier- March 8, 2022-August 8, 2022, Branch Cashier- Tam-an Banaue Multipurpose Cooperative-August 30, 2024-Present	CSC Professional	QUALIFIED

## 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
ADAS2-09-2025-11	BS Public Admin	philgeps/ back Training workshop for barangay officials - 24 hrs., strengthening capacities of bbis: orientation and action planning on the implementation of seal of good local governance for barangays, lupong tagapamayapa incentives and awards and functionality assessments of badac,bdc,bpoc,bcpc, and vaw desks- 24 hrs, skills enhancement seminar workshop for barangay officials on the preparation of 2020 barangay annual investment plan, barangay gad plan and budget and barangay disaster risk and reduction plan- 16 hrs.	Administrative Assistant-october 16, 2023to present, Barangay Secretary - June 17, 2019-Octotber 1, 2023, Administrative Aide -July 1, 2017 to December 31,2017	CSC Sub Professional	QUALIFIED
ADAS2-09-2025-06	BS Info Tech	Barangay Budget Preparation Workshop - 24hrs, Capability Enhancement Program for Sangguniang Barangay Members and Secretaries on Parliamentary Procedure, Ordinance, Resolution, and Minutes - 8hrs, Barangay Planning Workshop - 16hrs, Jewelry Appraising and Fake Detection Workshop - 8hrs, PPG's Money Laundering & Terrorist Financing Prevention Program - 8hrs, Data Integrity and Fraud Moneygram Transaction Process - 3hrs, Basic Anti-Money Laundering and Combating the Financing of Terrorism - 8hrs, Happy To Serve You Training - 8hrs, Basic Jewelry Appraising Seminar - 16hrs, Basic Pawnshop Operations Seminar Level 2-16hrs, Basic Pawnshop Operations Seminar Level 1 - 8hrs.	Barangay Secretary - Sept. 4, 2024 to present, Branch Head Designate - Nov. 2, 2019 to Apr. 20, 2024, Production Operator - Sept. 13, 2018 to Feb. 13, 2019, Nurse Aide - Mar. 1,2018 to Aug. 31, 2018.	CSC Sub Professional	QUALIFIED

## 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
ADAS2-09-2025-13	Bachelor of Science in Management Accounting	Seminar on Basic Legislation , Orientation on Barangay Planning, Budgeting and Procurement Planning - 8 house	Liga RecordKeeper - June 22,2022 to Present, Sales/Rolling - April 4, 2020 to June 21, 2022 , Accounting Clerk - May 16, 2019 to March 31, 2020, Secretary/ Liaison - April 2, 2019 to May 16, 2019, Administrative Aide 1 - January 15, 2017 to July 30, 2017	CSC Professional	QUALIFIED
ADAS 2-09-2025-15	Bachelor of Physical Education	PEAC training	Sales clerk July 12, 2018- January 12, 2019, Cashier May 30, 2020- June 19, 2021, Substitute teacher July 1, 2023 - December 15, 2023, Cashier March 20, 2024- August 31, 2024	LET	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
ADAS2-9-2025-14	Bachelor of Elementary Education	Accounts Management Training of PAIMS for CY 2022 " Managing Difficult and Demanding Customer"-24 Hours, Orientation and Deployment of Integrated Accounts Information Management Utility(IAIMS)-16 hours	Volunteer Teacher-June 18, 2018 to April 12, 2019, MSEF Teacher-March 6, 2019 to September 30, 2019, Teacher I-Substitute Teacher-Sanguit E/S October 1, 2019 to December 15, 2019, Teacher I-Substitute Teacher Ecameging E/S February 1, 2020 to April 15, 2020, Teacher I-Substitute Teacher Lukidnon E/S December 15, 2020 to March 29,2020, Teacher I-Substitute Teacher-Castro E/S May 31, 2021 to July 16, 2021, Social Insurance Assistant I- November 17, 2022 to Present.	LET	QUALIFIED
ADAS 2-09-2025-16	BS Industrial Technology	Botp-teller - 168 hours, AML Refresher- 8 hrs, Related Party Transactions E-learning- 8 hrs, Reputationsl Risk Management Framework E-learning- 8 hrs, Code of Conduct E-learning - 8 hrs, Social engineering red flag E- learning- 8 hrs, Spot the phidh e-learning- 8 hrs, msme negosyante loab product orientation-hrs, amlc registration and reporting guidlines- 4 hrs, aml and counter-terrorism financing fundamental course- 4 hrs, targeted financial sanctions course- 4 hrs, loan account officer tarining program-16 hrs	CSR Teller - Oct. 16,2024 to Apr. 14, 2025, Account Officer/TP I - Jan. 18, 2021 to Aug. 12, 2024, Account Assistant for Salary Loan - June 11, 2019 to Jan. 15, 2021, Account Officer - Aug. 23,2018 to April 30,2021, Consumer Appliance Technician - Dec. 12,2015 to June 30,2017	PD907 - Honor Graduate	QUALIFIED

## 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
ADAS 2-09-2025-17	Bachelor of Secondary Education Major in Filipino	BASIC ORIENTATION COURSE FOR BARANGAY OFFICIALS - 16 hours	Barangay Secretary - July 1, 2022 to November 31, 2023 & January 2, 2024 to present	PD907 - Honor Graduate	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS 2-09-2025-18	Bachelor of Science in Business Administration major in Financial Management	SMART: Spreadsheet Management and Analysis for Reliable Trends 18hrs Serving with purpose: Aligning work with the CICM Mission and Values 8hrs Document Control Training 9hrs Document and Records Control Training 9hrs	VPMI-SCHOLARSHIP STAFF Sept. 13, 2023 - Present	None	DID NOT MEET TRAINING, EXPERIENCE AND ELIGIBILITY REQUIREMENT
ADAS2-09-2025-19	BS PE	Filipino Brand of Service of Excellence - 8 Hours, Intangible Assets-8 Hours, Transitions in Lifelong Guidance Exploring Careers and Opportunities in the Tourism and Hospitality Industry-8 Hours, Empowering Youth Amids 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	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-09-2025-20	Bachelor of science in Management Accounting	Effective documentation practice-24 hours, Advance Financial Accounting and reporting webinar- 4 hours, Leadership Webinar- 4 hours, Investment in Associate webinar- 4 hours, Personal Financial Management seminar- 24 hours, Values Orientation Workshop- 16 hours, Gender Sensitivity Seminar- 8 hours.	Administrative Aide ( Office Clerk)- February 01, 2024 to December 31, 2025 (Contract)	CSC Sub Professional	DID NOT MEET EXPERIENCE 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
ADAS2-09-2025-21	BS Business Admin	Seminar on DoTS, Training on Records/Data Management and Seminar on Cybersecurity	Officer-in-Charge - June 3, 2013 to March 18, 2016 Service Admin. Staff - February 13, 2017 to May 10, 2017 Admin. aide I - July 24, 2017 to June 30, 2020, Admin. Aide IV July 1, 2020 to June 30, 2025 Admin. Aide II July 1, 2025 to present	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-09-2025-22	Bachelor of Science in Entrepreneurship	Re-orientation and re-training seminar on Cash and Deposit Operations - 8 hours	Audit Clerk - Jan. 13, 2025 to Apr.24, 2025, Paying/Receiving Teller - Aug. 2017 to Mar.2025	LET	QUALIFIED
ADAS2-09-2025-23	BS Comp Science	Webinar Legal Discourse: A webinar on Code of Conduct and Ethical Standards,etc.-8hrs; Seminar-Workshop in Web Application Development-7days; On the Job Training Orientation-8hrs; Seminar-Workshop on Research-8hrs	No attached COE	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE 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
ADAS2-09-2025-05	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, ANTI MONEY LAUNDERING ACT SEMINAR - 8 hours, ANTI MONEY LAUNDERING ACT AND KNOW YOUR CUSTOMER PROCEDURES TRAINING FOR BRANCH FRONTLINERS - 8 hours, BANK SECURITY, BANK ROBBERY AND BOMB THREAT WEBINAR - 16 hours, LOANS ASSISTANT MASTERCLASS MODULE I - 16 hours, BRANCH BASIC OPERATIONS TRAINING - 24 hours, ANTI MONEY LAUNDERING ACT SEMINAR - 8 hours, FRONTLINE SERVICES MANAGEMENT TRAINING - 24 hours, OUTREACH PROGRAM - 16 hours	BANK TELLER - March 1, 2021 to June 28, 2025, LOANS ASSISTANT - September 22, 2014 to February 28, 2021, OFFICE CLERK - July 22, 2013 to August 31, 2014	CSC Sub Professional	QUALIFIED

Prepared by:

  
**PRINCES C. AQUITANIA**  
 Administrative Officer IV