



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

10 April 2026

**DIVISION MEMORANDUM**

No. 153, 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  
OIC-Administrative Officer V  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

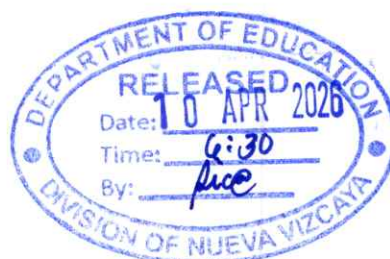
1. Relative to Division Memorandum No. 406, s.2025 and Division Memorandum No. 34, s.2026, Re: Call for the Submission of Application for the Assessment of Various positions, this office would like to announce the herein Initial Evaluation Result (IER) of various positions (*Please see attached file*).
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 April 13-14, 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. 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:

| <b>TEAM A</b>                       |                                             |
|-------------------------------------|---------------------------------------------|
| <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 |
| Rommel S. De Gracia PhD             | Senior Education Program Specialist         |
| Princes C. Aquitania                | Administrative Officer IV (HRMO)            |
| <b>TEAM B</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                |

|                            |                                    |
|----------------------------|------------------------------------|
| Bermelita E. Guillermo PhD | Education Program Supervisor       |
| Rudy S. Agustin            | Nurse II                           |
| <b>TEAM C</b>              |                                    |
| <i>Name</i>                | <i>Position</i>                    |
| 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                 |
| Michael C. Manzano         | Master Teacher I                   |

4. Applicants who failed to report on the scheduled date and time of assessment will no longer be rescheduled.
5. 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).
6. 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**.
7. A separate memorandum will be released for the schedule and result of pre-assessment for the remaining positions under DepEd Order 34, s.2026
8. For information, guidance, and wide dissemination.

  
**ORLANDO E. MANUEL PhD., CESO V**  
 Schools Division Superintendent  
 04-2026-258



**SCHEDULED DATE AND TIME OF ASSESSMENT**

**FOR NON-TEACHING (SEPS, EPS, AO, LEGAL ASST., AA)**

**April 13, 2026**

- 10:30AM – 11:00AM – Skills Test
- 11:00AM – 11:30AM – Written
- 11:30AM – 12:45 - BREAK
- 1:00AM – 5:00PM – Document Assessment and Interview

**FOR TEACHING (MASTER TEACHERS)**

**April 14, 2026**

**Morning Schedule:**

- 8:30AM – 10:30 – Portfolio Annotation
- 10:30AM – 12:00AM – Document Assessment
- 1:00AM – 5:00PM – Portfolio Assessment and Interview

**NOTE:**

- **Applicants for the following positions are required to submit a copy of their General Weighted Average (GWA) coming from their Schools and CSC/LET Rating on their scheduled date of assessment:**
  - a. Administrative Aide IV (Clerk)
  - b. Administrative Officer II (Procurement)
  - c. Legal Assistant I

| SCHEDULE                           | POSITION                                       | APPLICATION CODE |
|------------------------------------|------------------------------------------------|------------------|
| <b>TEAM A</b>                      |                                                |                  |
| April 13, 2026<br>10:00AM – 5:00PM | <b>ADMINISTRATIVE OFFICER IV (PROCUREMENT)</b> | AO4-P-02-2026-03 |
|                                    |                                                | AO4-P-02-2026-05 |
|                                    |                                                | AO4-P-02-2026-07 |
|                                    | <b>ADMINISTRATIVE OFFICER IV (ADMIN)</b>       | AO4-02-2026-01   |
|                                    |                                                | AO4-02-2026-02   |
|                                    |                                                | AO4-02-2026-03   |
|                                    |                                                | AO4-02-2026-04   |
|                                    | <b>LEGAL ASSISTANT I</b>                       | LA-02-2026-15    |
|                                    |                                                | LA-02- 2026-11   |
|                                    |                                                | LA-02-2026-13    |
| LA-02-2026-12                      |                                                |                  |
| LA-02-2026-10                      |                                                |                  |
| LA-02-2026-09                      |                                                |                  |
| LA-02-2026-08                      |                                                |                  |
| LA-02-2026-07                      |                                                |                  |
| LA-02-2026-06                      |                                                |                  |
| LA-02-2026-05                      |                                                |                  |
| LA-02-2026-04                      |                                                |                  |
| LA-02-2026-02                      |                                                |                  |
| LA-02-2026-01                      |                                                |                  |
| LA-02-2025-01                      |                                                |                  |
| LA-02-2025-03                      |                                                |                  |
| LA-02-2025-14                      |                                                |                  |



**Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700  
**Cellphone No:** • +63 962 681 4945 • +63 992 035 2123  
**Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
**Website:** <https://sdonuevavizcaya.com/>

|                                    |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <b>SENIOR EDUCATION PROGRAM SPECIALIST</b>     | SEPS-O1-2026-01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                    | <b>EDUCATION PROGRAM SPECIALIST II</b>         | EPS2-01-2026-03<br>EPS2-01-2026-02<br>EPS2-01-2026-01                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>TEAM B</b>                      |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| April 13, 2026<br>10:00AM – 5:00PM | <b>ADMINISTRATIVE OFFICER II (PROCUREMENT)</b> | AO2-P-02-2026-01<br>AO2-P-02-2026-02<br>AO2-P-02-2026-03<br>AO2-P-02-2026-04<br>AO2-P-02-2026-05<br>AO2-P-02-2026-06<br>AO2-P-02-2026-07<br>AO2-P-02-2026-08<br>AO2-P-02-2026-09<br>AO2-P-02-2026-10<br>AO2-P-02-2026-11<br>AO2-P-02-2026-12<br>AO2-P-02-2026-13<br>AO2-P-02-2026-14<br>AO2-P-02-2026-15<br>AO2-P-02-2026-16<br>AO2-P-02-2026-17<br>AO2-P-02-2026-18<br>AO2-P-02-2026-19<br>AO2-P-02-2026-20<br>AO2-P-02-2026-21<br>AO2-P-02-2026-22<br>AO2-P-02-2026-23<br>AO2-P-02-2026-24<br>AO2-P-02-2026-25 |
| <b>TEAM C</b>                      |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| April 13, 2026<br>10:00AM – 5:00PM | <b>ADMINISTRATIVE AIDE III (DRIVER)</b>        | ADA3-02-2026-06<br>ADA3-02-2026-05<br>ADA3-02-2026-04<br>ADA 3-02-2026-03<br>ADA3-02-2026-01<br>ADA3-02-2026-02                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                    | <b>ADMINISTRATIVE AIDE I (UTILITY)</b>         | ADA 1-02-2026-06<br>ADA1-02-2026-05<br>ADA1-02-2026-04<br>ADA1-02_2026-03<br>ADA1-02-2026-02<br>ADA1-02-2026-01<br>ADA1-02-2026-07                                                                                                                                                                                                                                                                                                                                                                               |
|                                    | <b>ADMINISTRATIVE AIDE IV (CLERK II)</b>       | ADA4-02-2026-12<br>ADA4-02-2026-16<br>ADA4-02-2026-15<br>ADAS4-02-2026-14<br>ADA4-02-2026-06<br>ADA4-02-2026-05<br>ADA4-02-2026-13<br>ADA4-02-2026-10<br>ADA4-02-2026-09<br>ADA4-03-2026-01<br>ADA4-02-2026-07<br>ADA-4-02-2026-04                                                                                                                                                                                                                                                                               |

|                                     |                                                                                            |                                                                                                                                                                                                                                                                       |
|-------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     |                                                                                            | ADA4-02-2026-02<br>ADA4-02-2026-01<br>ADA4-02-2026-17<br>ADA4-02-2026-08                                                                                                                                                                                              |
| April 14, 2026<br>(8:00AM – 5:00PM) | <b>MASTER TEACHER I (JHS)<br/>From Division Memorandum<br/>No. 406, s.2025</b>             | MT1S-09-2025-03<br>MT1S-09-2025-06<br>MT1S-09-2025-07<br>MT1S-09-2025-08<br>MT1S- 09-2025-11<br>MT1S-09-2025-15<br>MT1S-09-2025-10<br>MT1S-09-2025-12<br>MT1S-9-2025-14<br>MT1S-09-2025-1<br>MT1S-09-2025-19<br>MT1s-09-2025-16<br>MT1S-09-2025-09<br>MT1S-09-2025-17 |
|                                     | <b>Master Teacher I (SHS)<br/>From Division Memorandum<br/>No. 406, s.2025)</b>            | MT1SHS-09-2025-02<br>MT1SHS-09-2025-05<br>MT1SHS-09-2025-09<br>MT1SHS-09-2025-03<br>MT1SHS-09-2025-07<br>MT1SHS-09-2025-06                                                                                                                                            |
|                                     | <b>Master Teacher I<br/>(Elementary)<br/>From Division Memorandum<br/>No. 406, s.2025)</b> | MT1E-09-2025-08<br>MT1E-092025-03<br>MTIE-09-2025-07<br>MT1E-09-2025-09<br>MT1E-09-2025-17<br>MT1E-09-2025-10<br>MT1E-09-2025-18<br>MT1E-09-2025-14<br>MTIE-09-2025-16<br>MT1E-09-2025-12                                                                             |
|                                     | <b>Master Teacher II<br/>(Secondary)<br/>From Division Memorandum<br/>No. 406, s.2025)</b> | MTIS-09-2025-04<br>MT2-09-2025-03<br>MT1S-09-2025-18<br>MT2-09-2025-08<br>MT2-09-2025-04(Q)<br>MT2-09-2025-07                                                                                                                                                         |



 **Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700  
 **Cellphone No:** • +63 962 681 4945 • +63 992 035 2123  
 **Email Address:** [nuevavizcaya@deped.gov.ph](mailto:nuevavizcaya@deped.gov.ph)  
 **Website:** <https://sdonuevavizcaya.com/>

**PRE-ASSESSMENT RESULT FOR Administrative Aide III (Driver)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Elementary School Graduate  
**EXPERIENCE:** None Required  
**TRAINING:** None Required  
**ELIGIBILITY:** Driver's License

| APPLICATION CODE | EDUCATION                  | TRAINING                                                         | EXPERIENCE                                                                        | ELIGIBILITY     | REMARKS   |
|------------------|----------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------|-----------|
| ADA3-02-2026-06  | High School Graduate       | Driving NCII                                                     | No COE                                                                            | Drivers License | QUALIFIED |
| ADA3-02-2026-05  | BSHRM                      | Basic Life Support Training 16 Hours, Advance First Aid 16 hours | ADA III (Clerk II) - 1 year, ADA-III (Clerk I)- 3 years 2 mos, ADA-I - 1 yr 7 mos | Drivers License | QUALIFIED |
| ADA3-02-2026-04  | High School Graduate       | N/A                                                              | Survey Rodman/Driver -6 years                                                     | Drivers License | QUALIFIED |
| ADA 3-02-2026-03 | Vocational graduate        | Training Workshop of General Service Unit Personnel - 24 hrs     | Security Guard - 2 yrs , 7 mos                                                    | Drivers license | QUALIFIED |
| ADA3-02-2026-01  | Merchant Marine Stewarding | N/A                                                              | No COE                                                                            | Drivers license | QUALIFIED |
| ADA3-02-2026-02  | Auto Diesel Mechanic       | NC II Driving                                                    | ADA I (utility) - 4 years,6 months                                                | Drivers license | QUALIFIED |

Prepared by:



Digitally signed by  
 Aquitania Princes Cachola  
 Date: 2025.04.10 10:41:33  
 +08'00'

**PRINCES C. AQUITANIA**  
 Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (JUNIOR HIGH SCHOOL)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Leadership, or Educational Management or relevant subject or learning area

**EXPERIENCE:** 5 years teaching experience

**TRAINING:** 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:** RA 1089, as amended (Teacher - Secondary)

**PERFORMANCE REQUIREMENTS:** COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE  | EDUCATION                                                                                                                        | TRAINING                                                                                                                                                                                                                                                                                       | EXPERIENCE                                | ELIGIBILITY | PERFORMANCE TARGETS                                                                                                                                                     | REMARKS   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| MT1S-09-2025-03   | BSED - Chemistry<br>MAT - Chemistry                                                                                              | 5-Day International Training on the Future of Teaching: Innovative Teaching Strategies for the 21st Century Learner 40 hours                                                                                                                                                                   | Teacher - 19 years                        | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 16 Proficient NCOI at Outstanding                                                                                      | QUALIFIED |
| MT1S-09-2025-06   | BSED English<br>MAED - Educational Management                                                                                    | Division Traininig of English Teachers on the Content and Delivery of the Higher Order Teaching Skills, Professional Learning Package (HOTS-PLP) - 24 hours                                                                                                                                    | Teacher - 14 years and 6 months           | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory                                           | QUALIFIED |
| MT1S-09-2025-07   | BSED - PEHM<br>Master of Education (MaEd) - Educational Management                                                               | Mid-Year in Service Training for Teachers - 24 hours                                                                                                                                                                                                                                           | Teacher - 30 years                        | LET         | COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory | QUALIFIED |
| MT1S-09-2025-08   | Bachelor of Science in Accountancy<br>Master of Management - Business Management<br>Doctor of Philosopy in Management - 18 units | 2021 Virtual Division Technical and Pedagogical Training - 40 hours<br>Training of Grae 5 and SHS Receiving Teachers on SPED Content and Pedagogy (Luzon Cluster) - 40 hours                                                                                                                   | Teacher - 5 years and 4 months            | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                           | QUALIFIED |
| MT1s - 09-2025-11 | BSED - History<br>MAED - Educational Management                                                                                  | International Mind Education Specialist Training program titled "Curriculum Leadership in the 21st Century School Environment: Issues and Challenges from a Global Perspective" - 24 hours<br>Mid-year In-service Training for Teachers through Project GUIDE - 40 hours                       | Teacher - 16 years and 4 months<br>ablada | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 8 Proficient NCOI at Outstanding and 8 Proficient NCOI at Very Satisfactory                                            | QUALIFIED |
| MT1S-09-2025-15   | BSED - Filipino<br>MAT - Filipino                                                                                                | Palihan sa Kasanayan at Kaalaman ng mga Guro sa Broadcast at Online Media - 16 hours<br>School-Based Training of Teacher on Grade 7 MATATAG Curriculum - Northern Cluster - 40 hours<br>Seminar-Workshop on the Art of Videography: Tool to Developing Digitized Learning Resources - 24 hours | Teacher - 9 years and 5 months            | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                           | QUALIFIED |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (JUNIOR HIGH SCHOOL)**

**QUALIFICATION STANDARD:**

- EDUCATION:** Master's degree in Education, or Educational Leadership, or Educational Management or relevant subject or learning area
- EXPERIENCE:** 5 years teaching experience
- TRAINING:** 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)
- ELIGIBILITY:** RA 1089, as amended (Teacher - Secondary)
- PERFORMANCE REQUIREMENTS:** COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                                           | TRAINING                                                                                                                                                                                                                                                                                                 | EXPERIENCE                                                                                                                                 | ELIGIBILITY | PERFORMANCE TARGETS                                                                                                                                                                                            | REMARKS                               |
|------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| MT1S-09-2025-10  | BSED - Mathematics<br>Master of Science in Teaching (MST)-<br>Mathematics           | 4th Regional Planning Conference- 24 hours<br>Division Training- Workshop of teachers on HOT-SOLO- 24 hours<br>Training- Workshop on Developing Inquiry-Based Research Lessons through Lesson Study - 40 hours                                                                                           | Teacher - 7 years and 5 months                                                                                                             | LET         | COI - 26 Proficient COI at Outstanding<br><br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                                                              | QUALIFIED                             |
| MT1S-09-2025-12  | MASTER OF ARTS IN EDUCATION<br>MAJOR IN MUSIC, ARTS, PHYSICAL EDUCATION, AND HEALTH | REGIONAL TRAINING OF DIVISION TRAINERS AND SCHOOL LEADERS ON THE MATATAG CURRICULUM- 40 hours, DIVISION TRAINING OF TRAINERS ON MATATAG CURRICULUM-40 hours, ENHANCING AND NURTURING LEADER'S SKILLS ALONG INSTRUCTIONAL SUPERVISION AND TECHNICAL ASSISTANCE FOR IMPROVED TEACHING (ENLIST IT);24 hours | Head Teacher III- August 9, 2021 to present, Teacher III- December 31, 2011- August 8, 2021, Teacher I-February 26, 2007-December 30, 2011 | LET         | NO IPCRF ONLY OPCRF                                                                                                                                                                                            | DID NOT MEET PERFORMANCE REQUIREMENTS |
| MT1S-9-2025-14   | Bachelor of Science in Teaching -<br>Mathematics (MST-MATH)                         | TEACHING TRAINING - 208 HRS,<br>LEADERSHIP TRAINING - 120,<br>TECHNICAL ASSISTANCE - 48 HRS,<br>SPORTS TRAINING (COACHING &<br>TECHNICAL OFFICIALS) - 56+ HRS                                                                                                                                            | TEACHING - AUGUST 1,<br>2003 TO PRESENT                                                                                                    | LET         | NO IPCRF ONLY OPCRF                                                                                                                                                                                            | DID NOT MEET PERFORMANCE REQUIREMENTS |
| MT1S-09-2025-1   | MA BIOLOGY                                                                          | FACILITATING TEACHING AND LEARNING CUM RIPPLES-24 HOURS, ,<br>PRIMALS (PEDAGOGICAL RETOOLING IN MATH, LANGUAGE AND SCIENCE)- 24 HOURS, NATIONAL VIRTUAL INSET FOR TEACHERS-40 HOURS                                                                                                                      | T1-February 13, 2012-<br>September 27, 2013, T-III-<br>September 27, 2013- July 26, 2019, HT-III-July 26, 2019 – present                   | LET         | NO IPCRF ONLY OPCRF                                                                                                                                                                                            | DID NOT MEET PERFORMANCE REQUIREMENTS |
| MT1S-09-2025-19  | BSED<br>MAED - Educational Administration<br>Doctor of Philosophy                   | Capacity Building for Grades 2,3,5 and 8 Teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 24 hours<br>Mid-Year In-Service Training for Teachers - 24 hours                                                                                                                         | Teacher - 11 years and 3 months                                                                                                            | LET         | COI - 23 Proficient COI at Outstanding and 3 Proficient COI at Very Satisfactory<br><br>NCOI - 13 Proficient NCOI at Outstanding, 2 Proficient NCOI at Very Satisfactory and 1 Proficient NCOI at Satisfactory | DID NOT MEET PERFORMANCE REQUIREMENTS |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (JUNIOR HIGH SCHOOL)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Leadership, or Educational Management or relevant subject or learning area

**EXPERIENCE:** 5 years teaching experience

**TRAINING:** 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:** RA 1089, as amended (Teacher - Secondary)

**PERFORMANCE REQUIREMENTS:** COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                       | TRAINING                                                                                                                                                                                          | EXPERIENCE                      | ELIGIBILITY | PERFORMANCE TARGETS                                                                                                                                                                                            | REMARKS   |
|------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| MT1s-09-2025-16  | BSED - Religious Formation<br>MAED - Educational Administration | School-Based Training of Teachers on Grade 7 Matatag Curriculum - Training 40 hrs<br><br>2024 Edukasyon sa Pagpapakatao Coordinators Congress - 8 hrs<br><br>INSET through Project GUIDE - 40 hrs | Teacher - 9 years and 5 months  | PBET        | COI - 26 Proficient COI at Outstanding<br><br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                                                              | QUALIFIED |
| MT1S-09-2025-09  | BSED - English<br>MAED - Educational Management                 | Webinar Sessions about Capacity Building of Teachers for the New Normal Classroom - 16 hours<br>Training/Workshop on the Digitization of Learning Resources - 32 hours                            | Teacher - 8 years and 4 months  | LET         | COI - 26 Proficient COI at Outstanding<br><br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory                                                                              | QUALIFIED |
| MT1S-09-2025-17  | BSED<br>MAED - Educational Administration                       | Mid-Year In-Service Training for Teachers - 24 hours<br>2023 District In-Service Training on Contextualizing Learning Resources cum Enhancement of Teaching and Learning - 24 hours               | Teacher - 29 years and 3 months | LET         | COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory<br><br>NCOI - 13 Proficient NCOI at Outstanding, 1 Proficient NCOI at Very Satisfactory and 2 Proficient NCOI at Satisfactory | QUALIFIED |

Prepared by:



Digitally signed by  
Aquitania Princes Cachola  
Date: 2026.04.10 10:41:57  
+08'00'

**PRINCES C. AQUITANIA**  
Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (SENIOR HIGH SCHOOL)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in relevant strand/ subject plus 18 professional units in Education; Master's degree in relevant strand/subject

**EXPERIENCE:**

5 years' experience in teaching or industry work in relevant strand/subject

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**

RA 1080, as amended (Teacher-Secondary) for permanent appointments; None required for provisional and contractual appointments

**PERFORMANCE REQUIREMENTS:**

COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE  | EDUCATION                                                                                                           | TRAINING                                                                                                                                                                                                                                                                                      | EXPERIENCE                       | ELIGIBILITY | PERFORMANCE TARGETS                                                                                                                                                     | REMARKS                                                                                                    |
|-------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| MT1SHS-09-2025-01 | BSED Mathematics<br>MAT - Educational Management (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 | Teacher - 12 years and 6 months  | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 10 Proficient COI at Outstanding and 6 Proficient NCOI at Very Satisfactory                                            | DID NOT MEET EDUCATIONAL QUALIFICATION                                                                     |
| MT1SHS-09-2025-02 | BSED General Science<br>MAEd Science Education<br>Doctor of Philosophy in Science Education (academic requirements) | 2nd DOST SEI Project Star International Conference (24hrs),                                                                                                                                                                                                                                   | Teacher - 13 years and 5 months  | LET         | COI - 24 Proficient COI at Outstanding and 2 COI at Very Satisfactory<br>NCOI - 9 Proficient NCOI at Outstanding and 7 NCOI at Very Satisfactory                        | QUALIFIED                                                                                                  |
| MT1SHS-09-2025-05 | BSED - English<br>MAT - English                                                                                     | Training of Core Training Faculty of the Revised K to 12 Curriculum Implementation Training for Grades 2,3,5 & 8 Teachers - 24 hours, Capacity Building for Grades 2,3,5 and 8 Teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 24 hours                                | Teacher - 12 years and 4 months  | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 12 Proficient NCOI at Outstanding and 4 Proficient NCOI at Very Satisfactory                                           | QUALIFIED                                                                                                  |
| MT1SHS-09-2025-09 | BSED - Physical Science<br>MSED - General Science                                                                   | Project EduCREATE 4.0 - 24 hours                                                                                                                                                                                                                                                              | Teacher - 9 years and 7 months   | LET         | COI -26 Proficient COI at Outstanding<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                            | QUALIFIED                                                                                                  |
| MT1SHS-09-2025-04 | BSED - Chemistry<br>MAT - Instructional Technology and MSED General Education (Academic requirements)               | 2024 District INSET - 32 hours, 2023 School-Based INSET - 16 hours                                                                                                                                                                                                                            | Teacher - 20 years and 10 months | LET         | COI - 8 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory<br>NCOI - 4 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory   | DID NOT MEET EDUCATIONAL REQUIREMENT and PERFORMANCE REQUIREMENTS (unsigned 2023-2024 AND 2024-2025 ipcrf) |
| MT1SHS-09-2025-03 | BSEED English<br>MAT English                                                                                        | CPAE National Seminar Workshop on Strengthening Teachers' Strategies in Developing Critical Thinking - 24 hours, 2025 In-Service Training of Teachers 24 hours, Mind Education Specialist Training - 24 hours, Training Workshop on Project TARGET - 8 hours                                  | Teacher - 11 years and 7 months  | LET         | COI - 24 Proficient COI at Outstanding and 2 Proficient COI at Very Satisfactory<br>NCOI - 11 Proficient NCOI at Outstanding and 5 Proficient NCOI at Very Satisfactory | QUALIFIED                                                                                                  |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (SENIOR HIGH SCHOOL)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in relevant strand/ subject plus 18 professional units in Education; Master's degree in relevant strand/subject

**EXPERIENCE:**

5 years' experience in teaching or industry work in relevant strand/subject

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**


RA 1080, as amended (Teacher-Secondary) for permanent appointments; None required for provisional and contractual appointments

**PERFORMANCE REQUIREMENTS:**

COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE   | EDUCATION                                              | TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                     | EXPERIENCE                                                   | ELIGIBILITY | PERFORMANCE TARGETS                                                                                                                                                    | REMARKS                                                            |
|--------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| MT1SHS-09-2025-07  | BSED - English<br>MAED - English Language Education    | Capacity Building for Grades 2,3,5 and 8 Teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 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, Regional Training of Trainers on the Content and Delivery of HOTS-PLPs for Grades 7-8 English, Science and Math School Heads and Supervisors - 40 hours | Teacher - 7 years and 4 months                               | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                          | QUALIFIED                                                          |
| MT1-SHS-09-2025-08 | BSED SCIENCE, MASTER OF EDUCATION-ACADEMIC REQUIREMENT | Division Training-Workshop of Teachers on HOTS-SOLO for PISA-Aligned Test - 24 hours, Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching (Cours 1-Batch 2) - 24 hours                                                                                                                                                                                       | Teacher - 13 years and 8 months,<br>HT - 1 year and 7 months | LET         | COI - 14 Proficient COI at Outstanding and 4 Proficient COI at Very Satisfactory<br>NCOI - 9 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory | DID NOT MEET EDUCATIONAL QUALIFICATION and PERFORMANCE REQUIREMENT |
| MT1SHS-09-2025-06  | AB English<br>MAED - Educational Management            | Lesson Study: In Focus, Practice, In Mastery - 8 hours, National Learning Camp 2024 - 40+ hours                                                                                                                                                                                                                                                                                                                              | Teacher - 18 years and 6 months<br>Instructor - 19 years     | PBET        | COI - 26 Proficient COI at Outstanding<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory                                          | QUALIFIED                                                          |

Prepared by:

 Digitally signed by  
Aquitania Princes  
Cachola  
Date: 2025.04.10 11:07:11

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (ELEMENTARY)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area

**EXPERIENCE:**

5 years teaching experience

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**

RA 1080, as amended (Teacher - Elementary/ Secondary)

**PERFORMANCE REQUIREMENT:**

COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                   | TRAINING                                                                                                                                                                                                                                                                                                                    | EXPERIENCE                  | ELIGIBILITY | PERFORMANCE REQUIREMENTS                                                                                                                                     | REMARKS                              |
|------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| MT1E-09-2025-04  | Bachelor of Elementary Education                            | Regional Training on DAP-ELLN-40 hours, Division Training-Workshop on Innovative Teaching Approaches in Math for New Teachers-24hours, Redesigning Teacher's Thinking Skills and Competence:Crossing Boundaries and Beyond-24hours                                                                                          | Teacher - 15 years 9 months | LET         | COI - 26 Proficient COI at Outstanding,<br>NCOI - 13 Proficient NCOI at Outstanding<br>3 Proficient NCOI at Very Satisfactory                                | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MT1E-09-2025-01  | Bachelor in Elementary Education                            | Implementation of Revised K to 12 Curriculum -24 hours,District Training on the Innovative Strategies Reading Key Stage 1 Teachers -16 hours, Project RAISE 3.0 Revitalizing Action Towards Improvement Strengthen Education-16 hours                                                                                       | Teacher - 9 years 2 months  | LET         | COI - 26 Proficient COI at Outstanding,<br>NCOI - 16 Proficient NCOI at Outstanding                                                                          | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MT1E-09-2025-02  | Bachelor in Elementary Education                            | Training workshop on Remediation and Intervention Strategies for Key stage 1 Teachers of Reading and Literacy 16 hours, Division Training-Workshop of Teachers on Higher-Order Thinking Skills-Structure of the Observed Learning outcomes ( HOTS-SOLO) for PISA Aligned Test 16 hours,MID Year INSERVICE Training 24 hours | Teacher - 15 years          | LET         | COI - 17 Proficient COI at Outstanding,<br>NCOI - 10 Proficient NCOI at Outstanding,<br>1 Proficient NCOI at Very Satisfactory                               | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MT1E-07-2025-05  | BSED major in Biology                                       | INSET training 24 hrs                                                                                                                                                                                                                                                                                                       | Teacher - 7 years           | LET         | 2020-2021 IPCRF only                                                                                                                                         | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MT1E-09-2025-06  | Bachelor in Elementary Education                            | International Training/ Webinar/ Workshop on Action Research- 24 hours., Regional Orientation on the Utilization on Mathematics Manipulatives 24 hours, Mid-Year in-Service Training for Teachers-Bayombong II District-40 hours, Development of Lesson Scripts in Reading and Literacy for CUF- 144 hours                  | Teacher - 14 years 6 months | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory                                | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MT1E-09-2025-08  | Master of Arts in Education major in Educational Management | T1 - 23 years,                                                                                                                                                                                                                                                                                                              | Teacher - 9 years 3 months  | LET         | COI - 25 Proficient COI at Outstanding 1 Proficient at Very Fatisfactory,<br>NCOI - 15 Proficient NCOI at Outstanding 1 Proficient NCOI at Very Satisfactory | QUALIFIED                            |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (ELEMENTARY)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area

**EXPERIENCE:**

5 years teaching experience

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**

RA 1080, as amended (Teacher - Elementary/ Secondary)

**PERFORMANCE REQUIREMENT:**

COI - 21 Proficient COI at Outstanding

NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                                                         | TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | EXPERIENCE                                                            | ELIGIBILITY | PERFORMANCE REQUIREMENTS                                                                                                                                                | REMARKS                              |
|------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| MT1E-092025-03   | MASTER OF ARTS IN TEACHING FILIPINO                                                               | Leadership Training-64 hours, Curriculum and Instruction Related -56 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Classroom Teacher - 11 years and 2 months<br>TIC 5 years and 3 months | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory                                           | QUALIFIED                            |
| MT1E-09-2025-11  | MAED-EDUCATIONAL ADMINISTRATION(Finish acad requirements)                                         | DIV. ORIENTATION WORKSHOP ON THE IMPLEMENTATION OF IPBT-10HOURS, MFAT TRAINING-8HRS.,ETC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TIC - 3 years 2 months<br>Teacher - 9 years 11 months                 | LET         | COI - 22 Proficient COI at Outstanding and 4 Proficient COI at Very Satisfactory<br>NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MTIE-09-2025-07  | MAED Graduate                                                                                     | National seminar Workshop Instructional Leadership and Supervision Focused on Improving Learning Outcomes-24 hours,2024 District Mid Sem Training Program:Capability Building on Competency-Based Learning and Pedagogical Theories:Responding to the Challenges and Needs of the 21st Century Teaching and Learning and Aligning Curriculum Instruction,Assessment(CIA) Projects to theBasic Education and Development (BEDP) and United Nations Sustainable Development Goals ( SDG)-40 hrs.Index of Inclusive Education Webinar for Grade V General Education Teachers Cum Pedagogical Upskilling for the NewNormal -24 hrs | T1 - 23 years,                                                        | LET         | COI - 26 Proficient COI at Outstanding,<br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory                                          | QUALIFIED                            |
| MT1E-09-2025-09  | Bachelor of Kindergarten Education ,Master of Arts in Education (Major in Educational Management) | Learning and Improvement Facilitators - Trainers (LIFT) Year 5-16 hours, School Based Training of Teachers on MATATAG CURRICULUM -40 hours, Capability for Teachers and School Heads of Aritao II District on Innovative and Nurturing Pedagogical Skills with Integration of Inclusive Education and Research- 16 hours, Transforming Teaching Creating Dynamic and Engaging Digital Learning Resources -40 hours                                                                                                                                                                                                             | Teacher - 8 years 2 months                                            | LET         | COI - 25 Proficient COI at Outstanding, 1 Proficient COI AT Very Satisfactory<br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory    | QUALIFIED                            |
| MT1E-09-2025-15  | Bachelor in Secondary Education (MAED 13, units)                                                  | Teaching Pedagogy- 256, Leadership - 144                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Teacher - 14 years<br>Teacher In-Charge- 4 years                      | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 16 Proficient NCOI at Outstanding                                                                                      | DID NOT MEET EDUCATIONAL REQUIREMENT |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (ELEMENTARY)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area

**EXPERIENCE:** 5 years teaching experience

**TRAINING:** 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:** RA 1080, as amended (Teacher - Elementary/ Secondary)

**PERFORMANCE REQUIREMENT:** COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                                                          | TRAINING                                                                                                                                                                                                                                                                                                                                                                                          | EXPERIENCE                  | ELIGIBILITY | PERFORMANCE REQUIREMENTS                                                                                                      | REMARKS                              |
|------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| MT1E-09-2025-17  | DOCTOR OF EDUCATION                                                                                | 2024 Edukasyon sa Pagpapakatao (EsP) Coordinator's Congress- 8 hours, 2024 MID-YEAR INSET THROUGH PROJECT GUIDE ( Giving Support to teachers to teach better through upskilling and reskilling on Pedagogies Focused - 40 hours, DISTRICT INSET on Teaching Pedagogy- 24 hours, Innovative Strategies in Teaching Beginning Reading for Keystage 1 Teachers- 8 hours                              | Teacher - 16 years 2 months | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 15 Proficient NCOI at Outstanding and Proficient NCOI at Very Satisfactory   | QUALIFIED                            |
| MT1E-09-2025-10  | Bachelor in Elementary Education, Master of Arts in Science and Mathematics Education              | Capacity Building for Grades 2,3,5, and 8 Teachers on Phase 2 Implementation of the Revised K to 12 Curriculum, Transforming Teaching: Creating Dynamic and Engaging Digital Learning Resources                                                                                                                                                                                                   | Teacher - 32 years 2 months | PBET        | COI - 26 Proficient COI at Outstanding<br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory | QUALIFIED                            |
| MT1E-09-2025-18  | Master in Education major in General Science<br>Doctor of Education-Finished Academic Requirements | 42nd Principals Training and Development Program and National Board Conference & Workshop (PESPA)- (24hrs), Division Roll-out on Advancing Basic Education in the Philippines (ABC+) Project on Instructional Leadership Training-Batch 2 -(32 hrs), International Training/ Seminar/Workshop on Instructional/Educational Leadership and Management- (8hrs),                                     | Teacher - 9 years 8 months  | LET         | COI - 26 Proficient COI at Outstanding<br>NCOI - 16 Proficient NCOI at Outstanding                                            | QUALIFIED                            |
| MT1E-09-2025-19  | MAED (30 units)                                                                                    | District Training of Teachers on MATATAG Curriculum - 40 hours, Division Training on Upskilling of School Heads and Teachers: Support to School Reading and Numeracy - 24 hours, Division Training of Untrained Multigrade Teachers - Project MGALING 3.0 - 40 hours, Capacity Building for Grades 2, 3, 5, and 8 Teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 24 hours | Teacher - 14 years 6 months | LET         |                                                                                                                               | DID NOT MEET EDUCATIONAL REQUIREMENT |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER I (ELEMENTARY)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area

**EXPERIENCE:**

5 years teaching experience

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**


RA 1080, as amended (Teacher - Elementary/ Secondary)

**PERFORMANCE REQUIREMENT:**

COI - 21 Proficient COI at Outstanding  
NCOI - 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                                                                                       | TRAINING                                                                                                                                                                                                                                                                   | EXPERIENCE                                                   | ELIGIBILITY                                           | PERFORMANCE REQUIREMENTS                                                                                                      | REMARKS                              |
|------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| MT1E-09-2025-14  | Master of Arts - Educational Management                                                                                         | Enhancing and Nurturing Leaders Skills on Instructional Supervision and Technical assistance for Improved Teaching - 24 hours, School-Based Training of Teachers on MATATAG Curriculum - 40 hours,                                                                         | TIII/TIC - 7 years 2 months<br>Teacher - 14 years 5 months   | LET                                                   | COI - 26 Proficient COI at Outstanding<br>NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory | QUALIFIED                            |
| MT1E-09-2025-20  | MAED (Basic acad requirements)                                                                                                  | ICT training                                                                                                                                                                                                                                                               | Teacher - 15 years                                           | LET                                                   |                                                                                                                               | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MTIE-09-2025-16  | Doctor of Education- unit earner                                                                                                | School-Based Training of Teachers for Matatag Curriculum- 40 hours,International Webinar/Workshop on Research-24 hours, International Training/Webinar/Workshop in Information and Communication Technology -24 hours                                                      | Teaacher - 9 years 11 months                                 | LET                                                   | COI - 26 Proficient COI at Outstanding<br>NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory | QUALIFIED                            |
| MT1E-09-2025-13  | Graduate Master of Arts and Education (MAEd), Master of Arts in Teaching (MAT)-Math Finished Acad                               | Leadership training- 144 hours<br>Research Training- 168 hours<br>MATATAG Training- 40 hours<br>PD Program Evaluations Training- 24 hours                                                                                                                                  | Teacher - 9 years 9 months<br>Head Teacher - 1 year 6 months | LET                                                   | one IPCRF only                                                                                                                | DID NOT MEET EDUCATIONAL REQUIREMENT |
| MT1E-09-2025-12  | Master of Arts in Education Major in English Language Education (2022); Bachelor of Secondary Education Major in English (2017) | CAPACITY BUILDING FOR GR. 2, 3, 5, AND 8 TEACHERS ON PHASE 2 IMPLEMENTATION OF THE REVISED K TO 12 CURRICULUM - 24.0 hours, TRAINING WORKSHOP ON THE RESKILLING OF LEARNING RESOURCE EVALUATORS CUM QUALITY ASSURANCE OF TEACHER-DEVELOPED LEARNING RESOURCES - 24.0 hours | Teacher - 7 years 1 month                                    | CAREER SERVICE PROFESSIONAL - PD 907 - HONOR GRADUATE | COI - 26 Proficient COI at Outstanding<br>NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory | QUALIFIED                            |

Prepared by:

 Digitally signed by  
Aquitania Princes  
Cachob  
Date: 2025.04.10  
10:42:49 +08'00'

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER II (SECONDARY)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in Education, or Educational Leadership, or Educational Management or relevant subject or learning area

**EXPERIENCE:**

5 years teaching experience

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**

RA 1089, as amended (Teacher - Secondary)

**PERFORMANCE REQUIREMENT:**

COI - 10 Highly Proficient COIs at Outstanding  
NCOI - 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding

| APPLICATION CODE | EDUCATION                                                                   | TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | EXPERIENCE                                                                   | ELIGIBILITY | PERFORMANCE REQUIREMENTS                                                                                                                          | REMARKS                                |
|------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| MT2-09-2025-02   | BSED Filipino/History -MAT<br>Filipino Finished Acad Req,                   | Project Educreate 3.0-24 hours, In service Training- 24 hours, Research-24hours, Division Trainong on Matatag Curriculum-32 hours, palihan -24 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Teacher - 12 years and 3 months<br>Master Teacher I - 2 years                | LET         | COI - 25 Highly Proficient COI at Outstanding, 1 Satisfactory<br>NCOI - 14 Highly Proficient NCOI at Outstanding, 2 Very Satisfactory             | DID NOT MEET EDUCATIONAL QUALIFICATION |
| MT2-09-2025-01   | BSAEd, Master of Science (24 units), MAED(9 units), MSCrop Science(6 units) | Continuing Professional Development Program - 64 hrs, National Training Workshop on Blended and Flipped Instruction - 8 hrs, National Workshop on Improvised Games and Theater Arts as Alternative Teaching Strategies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Teacher - 22 years and 1 month<br>MT1 - 7 years and 1 month                  | PBET        | COI - 26 Highly Proficient COI at Outstanding,<br>NCOI - 15 Highly Proficient NCOI at Outstanding and 1 Very Satisfactory                         | DID NOT MEET EDUCATIONAL QUALIFICATION |
| MT1S-09-2025-04  | PhD in International Child Development                                      | Expansion of the Core Training Faculty - 24 hrs, Training of Trainers on the MATATAG crriculum - 40 hrs,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Teacher - 4 years and 11 months<br>Master Teacher I - 6 years and 7 months   | PBET        | COI - 24 Highly Proficient COI at Outstanding, 3 VS and 2 Satisfactory<br>NCOI - 12 Highly Proficient NCOI at Outstanding and 4 Very Satisfactory | QUALIFIED                              |
| MT2-09-2025-03   | BSEd - English, MAED, PHD - EM with 36 units                                | Opening of Key Stage 3 Mathematics and English Teachers for Numeracy & Literacy-24 hours, [International Training /Webinar Workshop on Action Research-24 hours, Division Training Workshop on Higher Order Thinking Skills-SOLO-24 hours, ]<br>Training-Workshop on Developing Reading and Literacy Assessment Tools- 24 hours, [ Training-Workshop on the Development of Contextualized Learning Resources in Specific Areas-16 hours, Workshop on Developing PISA-Like and SEA-PLM -Like Assessment Tasks- 24 hours, Division Orientation Workshop on the Implementation of IPBT- 24 hours, ]<br>Workshop on the Finalization of Literacy and Numeracy Intervention Materials- 32hours, ] | Teacher - 12 years and 10 months<br>Master Teacher I - 6 years and 10 months | LET         | COI - 26 Highly Proficient COI at Outstanding<br>NCOI - 16 Highly Proficient NCOI at Outstanding                                                  | QUALIFIED                              |
| MT1S-09-2025-18  | Master's Degree Graduate (Master of Arts in Teaching - Mathematics)         | UPSKILLING OF KEY STAGE 3 MATHEMATICS AND ENGLISH TEACHERS FOR NUMERACY AND LITERACY ENHANCEMENT - 24 hours, 3-DAY INTERNATIONAL TRAINING/SEMINAR/WORKSHOP/ ON INSTRUCTIONAL AND EDUCATIONAL LEADERSHIP AND MANAGEMENT- 24 hours, REGIONAL TRAINING ON INSTRUMENTATION AND IMPROVISATION IN SCIENCE AND MATHEMATICS TEACHING AND LEARNING - 24 hours, TRAINING WORKSHOP ON THE ALIGNMENT OF ASSESSMENT TOOLS TO 21ST CENTURY SKILLS AND COMPETENCIES - 16 hours                                                                                                                                                                                                                              | Teacher - 10 years 2 months                                                  | LET         | COI - 24 Highly Proficient COI at Outstanding, 2 Very Satisfactory<br>NCOI - 12 Highly Proficient NCOI at Outstanding , 4 Very Satisfactory       | QUALIFIED                              |
| MT2-09-2025-08   | Master of Science in Teaching Mathematics                                   | 2022 Online Division Math Olympiad-8hrs, Virtual In-Service Training for Teachers 40 hours, 2021 Online Division Sci-Mathlympics 6 hours, 2019 Division Training-Workshop on Daily Lesson Plans and Instructional Materials in Senior High School 24 hours, Regional Training of Trainers on Alternative Instructional Delivery (AID) Practices for Senior High School 40 hour                                                                                                                                                                                                                                                                                                               | Teacher - 15 years and 3 months                                              | LET         | COI - 16 Highly Proficient COI at Outstanding, 1 Very Satisfactory<br>NCOI - 10 Highly Proficient NCOI at Outstanding , 1 Very Satisfactory       | QUALIFIED                              |

**PRE-ASSESSMENT RESULT FOR MASTER TEACHER II (SECONDARY)**

**QUALIFICATION STANDARD:**

**EDUCATION:**

Master's degree in Education, or Educational Leadership, or Educational Management or relevant subject or learning area

**EXPERIENCE:**

5 years teaching experience

**TRAINING:**

24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within 5 years or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)

**ELIGIBILITY:**


RA 1089, as amended (Teacher - Secondary)

**PERFORMANCE REQUIREMENT:**

COI - 10 Highly Proficient COIs at Outstanding  
NCOI - 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding

| APPLICATION CODE  | EDUCATION                                                                        | TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                   | EXPERIENCE                                                                  | ELIGIBILITY | PERFORMANCE REQUIREMENTS                                                                                                                                  | REMARKS                              |
|-------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| MT2-09-2025-05    | MA-BIOLOGY                                                                       | Massive Open Online Course (MOOC), Teach On: Keeping the Passion Alive-40, Division Training of Science Teachers on the Content and Delivery of HOTS-PLPs - 24 hrs, Division Screening, Selection of New Learning Resources Evaluators and Online Orientation on LRE's Roles and Function - 18 hrs, Project EduCreate- 24 hrs, 2021 Virtual Division Technical and Pedagogical Training- 40 hrs.                                           | TEACHER - 8 years and 6 months<br>Head Teacher III - 6 years 1 month        | LET         | NO IPCRF, Only OPCRf                                                                                                                                      | DID NOT MEET PERFORMANCE REQUIREMENT |
| MT2-09-2025-04(Q) | Master of Arts in Education - Mathematics                                        | SCHOOL-BASED TRAINING OF TEACHERS (SBTT) FOR MATATAG CURRICULUM - 40 hrs., DIVISION TRAINING OF TRAINERS ON THE CONTENT AND DELIVERY OF THE HOTS- PROFESSIONAL LEARNING PACKAGES - MATHEMATICS - 24 hrs. WEBINAR ON PEDAGOGICAL RETOOLING IN K-12 MATHEMATICS EDUCATION (PRIME) FOR JHS CUM FINALIZATION OF PROJECT BASE - 32 hrs.,                                                                                                        | Teacher - 15 years and 6 months<br>Master Teacher I - 18 years and 7 months | PBET        | COI - 26 Highly Proficient COI at Outstanding<br>NCOI - 16 Highly Proficient NCOI at Outstanding                                                          | QUALIFIED                            |
| MT2-09-2025-06    | MASTER OF ARTS IN EDUCATION MAJOR IN MUSIC, ARTS, PHYSICAL EDUCATION, AND HEALTH | MID-YEAR INSERVICE TRAINING FOR TEACHERS THROUGH PROJECT GUIDE 9 Giving Support and Definitive Instructional Supervision of Empowered Instructional Leaders 2.0-40 HOURS, NATIONAL TRAINING/SEMINAR/WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION ON THE THEME: ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS- 24 HOURS, REGIONAL TRAINING OF DIVISION TRAINERS AND SCHOOL LEADERS ON THE MATATAG CURRICULUM- 40 HOURS | Teacher - 14 hrs and 5 months<br>Head Teacher - 4 years and 1 month         | LET         | NO IPCRF, Only OPCRf                                                                                                                                      | DID NOT MEET PERFORMANCE REQUIREMENT |
| MT2-09-2025-07    | BSED - Filipino<br>MAED - Educational Management                                 | Orientation Workshop on the Implementation of Induction Program for Beginning Teacher - 8 hrs, 2023 In Service Training - 24 hrs, 2023 Gender and Development Training - 24 hrs                                                                                                                                                                                                                                                            | Teacher - 26 years and 5 months<br>MT1 - 11 years and 1 month               | PBET        | COI - 15 Highly Proficient COI at Outstanding, 1 Very Satisfactory<br>NCOI - 18 Highly Proficient NCOI at Outstanding, 3 Very Satisfactory 1 Satisfactory | QUALIFIED                            |

Prepared by:

  
Digitally signed by  
Aquitania Princes C. Aquitania  
Date: 2025.04.19 10:43:14  
+08'00'

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE I (Utility Woker)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Must be able to read and write  
**EXPERIENCE:** None Required  
**TRAINING:** None Required  
**ELIGIBILITY:** None Required

| APPLICATION CODE | EDUCATION                            | TRAINING                                                                                | EXPERIENCE                           | ELIGIBILITY | REMARKS   |
|------------------|--------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------|-------------|-----------|
| ADA 1-02-2026-06 | General Radio Communication Operator | None                                                                                    | Letter Carier - 6 years,3 months     | None        | QUALIFIED |
| ADA1-02-2026-05  | High School UnderGraduate            | Basic life support training course, 10 hours standard first aid training course 5 hours | Administrative Aide I- 1yr 3 months  | None        | QUALIFIED |
| ADA1-02-2026-04  |                                      | None                                                                                    | None                                 | None        | QUALIFIED |
| ADA1-02_2026-03  | High School Graduate                 | None                                                                                    | None                                 | None        | QUALIFIED |
| ADA1-02-2026-02  |                                      | None                                                                                    | Administrative Aide I- 2 yrs 2 month | None        | QUALIFIED |
| ADA1-02-2026-01  | High School Graduate                 | NC II Bread and Pastry -                                                                | Administrative Aide I- 3 moths       | None        | QUALIFIED |
| ADA1-02-2026-07  | High School Graduate                 | Performing Solid Waste Management in the Workplace - 8 hours                            | Administrative Aide - 5 years        | None        | QUALIFIED |

Prepared by:

 Digitally signed by Aquitania Princes Cachola  
 Date: 2026.04.10 10:43:38 +08:00

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR SENIOR EDUCATION PROGRAM SPECIALIST**

**QUALIFICATION STANDARD:**

- EDUCATION:** Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job
- EXPERIENCE:** 2 years experience in education, research, development, implementation, or other relevant experience
- TRAINING:** 8 hours relevant training
- ELIGIBILITY:** RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

| APPLICATION CODE | EDUCATION                                                                                                                                | TRAINING                                                                                                                                                                                                                                                                                           | EXPERIENCE                                                                                 | ELIGIBILITY | REMARKS   |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------|-----------|
| SEPS-O1-2026-01  | Bachelor of Secondary Education<br><br>Master of Arts in Education major in Educational Management<br><br>Doctor of Educaiton - 18 units | Capacity Building on Advancing School leadership and Professional Improvement for Resilient Emerging Leaders (ASPIRE) - Workshop on the Revision of the Training Resource Package (January 27-29, 2026) - 24 hours<br><br>Conduct of the crafting of the 2026 GPB (October 15-16, 2025) - 16 hours | Teacher - 19 years and 4 months<br>Head Teacher - 8 years<br>OIC-HRD - 1 year and 4 months | LET Passer  | QUALIFIED |

Prepared by:



Digitally signed by  
Aquitania Princes Cachola  
Date: 2026.04.10 10:44:00  
+08'00'

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER IV (PROCUREMENT)**

**QUALIFICATION STANDARD:**

- EDUCATION:** Bachelor's degree relevant to the job  
**EXPERIENCE:** 2 years of relevant experience  
**TRAINING:** 8 hours relevant training  
**ELIGIBILITY:** CSC (Professional) Second Level Eligibility

| APPLICATION CODE | EDUCATION                                 | TRAINING                                                                                                                                                                                                                                                                           | EXPERIENCE                                                                                                                               | ELIGIBILITY      | REMARKS                                           |
|------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------|
| AO4-P-02-2026-01 | BSED-MAPEH                                | 2025 SBFP CapB & PIR-24 hrs, Division Roll-out on Basic Modules for new DRRM Coordinators-32 hrs, GAD Articulation Session 2-8hrs., Partnership Management Program for School Partnership Focal Person-16hrs., Orientation Workshop of Newly Hired and Designated Bookkeepers-8hrs | AO2 - 2yrs & 7mos., ADAS III - 1yr & 1 mo., ADAS II - 1yr & 5mos.                                                                        | LET              | DID NOT MEET TRAINING REQUIREMENTS                |
| AO4-P-02-2026-02 | BS Accountancy                            | MOOE Web-Based Monitoring-8hrs, International Training on Action Research-24 hrs, Fostering Student Well-Being-8hrs, Project SMART-8hrs. GAD 2024-32hrs,                                                                                                                           | AO2-1yr, Jr. Asst. Manager-16yrs & 11mos.                                                                                                | CSC PROFESSIONAL | DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS |
| AO4-P-02-2026-03 | BS Office Administration                  | Introduction to the NGPA (12009)-8hrs., Training on the Procurement Process, Supply Chain Management-16hrs., Training on the Updates of the Revised RA 9184 and its IRR-8hrs, Effective Documentation of Meetings and Conferences-16 hrs.                                          | Admin. Aide III (COS)-5yrs. & 8mos., Secretary-4yrs & 2mos.,                                                                             | LET              | QUALIFIED                                         |
| AO4-P-02-2026-04 | BS Management Accounting                  | Bolstering an Inclusive Working Environment-8 hrs., Occupational First Aid & BLS-16 hrs.                                                                                                                                                                                           | Disbursing Officer-7yrs & 8mos., Senior Audit Staff-6 yrs & 1mo.                                                                         | CSC PROFESSIONAL | DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS |
| AO4-P-02-2026-05 | BS ACCOUNTANCY, MBA-21 units              | Capacity - Building Activity for SDO Nueva Vizcay Blds and Awards Committee (BAC) cum Coordination meeting with Suppliers and Contractors - 16 hours                                                                                                                               | AO2-9yrs. & 5mos., ADAS III-8yrs & 9mos.,                                                                                                | CSC PROFESSIONAL | QUALIFIED                                         |
| AO4-P-02-2026-06 | BS MATHEMATICS                            | Occupational First Aid-16hrs, Webinar on Alphalist Data Entry and Validation Module-3hrs., CapB Health Facilities for Data Encoding-8hrs., Webinar Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) - 16 hours                     | COS Admin Aide- 2mos., COS Financial Analyst -5 mos.- COS Asst.- 10 mos., PhilHealth Asst.-4ys. 5mos., Customer Service Specialist-5mos. | CSC PROFESSIONAL | DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS |
| AO4-P-02-2026-07 | AB-PHILOSOPHY, MASTER OF ARTS IN THEOLOGY | Eminar on RA 12009: New Government Procurement Act (NGPA) for Blds and Awards Committee and Program Owners of SDO Nueva Vizcaya - 16 hours                                                                                                                                         | AO2 - 2yrs & 7mos., ADAS III - 1yr & 1 mo., ADAS II - 1yr & 5mos.                                                                        | CSC PROFESSIONAL | QUALIFIED                                         |
| AO4-P-02-2026-08 | Bachelor in Secondary Education           | Supervision skills - 80hrs, Educational Innovation - 80hrs, Computer Skills Devt. Training - 80hrs, Facilitate learning session - 32 hrs, Plan Training Session - 40hrs, Maintain Training Facilities- 24hrs, Supervised Work-based learning - 24hrs                               | ADAS III - 1 year and 2 months; ADAS II - 11 months; ADA III - 2 years and 9 months                                                      | CSC PROFESSIONAL | DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS |

Prepared by:

 Digitally signed by Aquitania Princes Cachola  
 Date: 2026.04.10 10:44:23 +08'00'

**PRINCES C. AQUITANIA**  
 Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER IV (ADMIN)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree relevant to the job  
**EXPERIENCE:** One (1) year of relevant experience  
**TRAINING:** 4 hours relevant training  
**ELIGIBILITY:** CSC (Professional) Second Level Eligibility

| APPLICATION CODE | EDUCATION                                                                                               | TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                  | EXPERIENCE                                                                                                                                                                             | ELIGIBILITY     | REMARKS   |
|------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|
| AO4-02-2026-01   | Bachelor of Science in Business Administration Major in Financial Management                            | PROC 101: Procurement Process and Understanding Supply Chain Management Training (January 19-21, 2026) – 6 hours,<br><br>Regional PDO Convergence 2025 cum Career Guidance Program-School Based Training for Career Advocates (CGP-SBTCA) Assessment (January 14-16, 2026) – 24 hours<br><br>Capacity Building Workshop on Navigating Uncertainty: Risk Assessment and Strategic Planning (August 11-13, 2025) - 24 hours | Project Development Officer I - 1 year and 9 months<br><br>Administrative Assistant I - 11 months<br><br>Accounting Clerk - 2 years and 4 months<br><br>Cashier - 3 years and 6 months | CSC Profesional | QUALIFIED |
| AO4-02-2026-02   | Bachelor of Science in Accountancy (BSA)                                                                | Seminar/Workshop on the Reconciliation and Preparation of Third Quarter Financial Reports for FY 2022 (October 7, 2022) - 8 hours<br><br>District Assessors Training and Deepening on Classroom Observation and Portfolio Assessment (October 7-9, 2025) - 24 hours<br><br>Webinar Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (August 6-7, 2025) - 16 hours                   | Bookkeeper - 24 years and 2 months<br>Administrative Officer II - 3 years                                                                                                              | CSC Profesional | QUALIFIED |
| AO4-02-2026-03   | Bachelor of Science in Management Accounting<br><br>Master in Public Administration Non-Thesis          | Webinar Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) - (August 6 - August 7, 2025) - 16 hours<br><br>2024 Regional HR Summit (October 14-15, 2026) - 16 hours                                                                                                                                                                                                         | Administrative Assistant II - 4 years and 6 months<br><br>Administrative Officer I - 3 years and 6 months<br><br>Human Resource Assistant - 1 year and 6 months                        | CSC Profesional | QUALIFIED |
| AO4-02-2026-04   | Bachelor of Science in Management Accounting<br><br>Master in Public Administration (Acad requirements) | International Seminar Workshop on Skills Building and Capacity Development for Non-Teaching Personnel (January 9, 2025) - 8 hours<br><br>District Assessors Training and Deepening on Classroom Observation and Portfolio Assessment (October 23 -25, 2025) - 24 hours                                                                                                                                                    | Administrative Assistant III -6 years and 2 months<br><br>Administrative Officer II - 5 years and 5 months                                                                             | CSC Profesional | QUALIFIED |

Prepared by:   
Digitally signed by Aquitania  
 Princes C. Aquitania  
 DN: cn=Aquitania, o=HRMO, email=princes.aquitania@hrmo.gov.ph

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE IV (Clerk II)**

**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                              |
|------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------|--------------------------------------|
| ADA4-02-2026-12  | BS Agribusiness                                              | None                                                                                                                                                                                                                                                                                  | Account Officer-2 years,2 months                                               | CSC- Sub Prof        | QUALIFIED                            |
| ADA4-02-2026-16  | BS ELECTRONICS & COMMUNICATIONS ENGINEERING                  | TESDA Setting up Computer networks, Introduction to CSS, Installing and Configuring Computer System - 8 hrs , Basic Graphic Design Using CAnva - 6hrs                                                                                                                                 | Billing Officer- 1 years,9 months                                              | CSC Professional     | QUALIFIED                            |
| ADA4-02-2026-15  | BS In Fisheries ,                                            | Financial Management & Simple Bookkeeping - 24 hrs                                                                                                                                                                                                                                    | Fisheries Livelihood Development Technician - 2 years,5 months                 | LET                  | QUALIFIED                            |
| ADAS4-02-2026-14 | Bachelor of Secondary Education                              | None                                                                                                                                                                                                                                                                                  | Bookkeeper                                                                     | LET                  | QUALIFIED                            |
| ADA4-02-2026-06  | BS Accounting Technology                                     | Disbursement Management for Administrative Officers - 32 hours, Financial Accountability and Disbursement Efficiency Workshop - 32 hours, Advanced Administrative Leadership and Excellence Seminar - 32 hours, Bookkeeping with Philippine Taxation and QuickBooks Online - 15 hours | Administrative Aide III (Clerk I) - 1 years,10 months                          | CSC Professional     | QUALIFIED                            |
| ADA4-02-2026-05  | Bachelor in Elementary Education                             | Anti Money Laundering - 8 Hrs                                                                                                                                                                                                                                                         | Teller/Cashier- 5 years,10 months                                              | LET                  | QUALIFIED                            |
| ADA4-02-2026-13  | Bachelor of Science in Management Accounting                 | None                                                                                                                                                                                                                                                                                  | no COE                                                                         | CSC Sub Professional | QUALIFIED                            |
| ADA4-12-2026-11  | Bachelor of Science in Commerce major in Banking and Finance | None                                                                                                                                                                                                                                                                                  | Account Officer - 2 years,8 months , Technical Officer III - 1 years,10 months | None                 | DID NOT MEET ELIGIBILITY REQUIREMENT |
| ADA4-02-2026-10  | BS ComSci, BS Secondary Education (earned units) MPA ongoing | Cash Management and Control System, 24 Hours                                                                                                                                                                                                                                          | AA-III Clerk 1 - 6 years,2 months                                              | CSC Professional     | QUALIFIED                            |
| ADA4-02-2026-09  | Bachelor of Secondary Education Major in English             | Financial literacy seminar- 4hrs., Mental Health Awareness and Financial Literacy seminar-8hrs, Digital Literacy Skills training-8hrs,                                                                                                                                                | Administrative Aide III(Clerk I)- 0 years,4 months                             | CSC Sub Professional | QUALIFIED                            |
| ADA4-03-2026-01  | Bachelor of Science in Computer Science                      | A Webinar on Code of Conduct and Ethical Standards for Public Officials ANd Employees-8hours; Filipino Brand of Service Excellence Seminar-8hours                                                                                                                                     | ADA III- 2 years and 6 months; GIP-9 months                                    | CSC Sub Professional | QUALIFIED                            |

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE AIDE IV (Clerk II)**

**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                              |
|------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------|
| ADA4-02-2026-07  | BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION                                 | Orientation on Basic Occupational Safety and health for region ii trauma and medical center employees - 4 hours, data management and data analytics - 2 hours, basic life support training - 24 hours, hospital health information management - 8 hours, safe and sound 1: basic course on patient safety and quality improvement - 8 hours, animal welfare laws and proper animal handling - 4 hours, | Administrative Assistant - 1 year, Barangay Secretary - 4 years,3 months, Administrative Aide - 5 months                                                                                                                            | CSC Sub Professional   | QUALIFIED                            |
| ADA-4-02-2026-04 | Bachelor of Science in Business Administration Major in Financial Management | Introduction to Behavioral Finance- 2 hrs, Labor Standard - 8hrs, Beppo Masterclass: Tech Series Event - 12 hrs                                                                                                                                                                                                                                                                                        | Audit Assistant/Clerk (Job Order) - 0 years,6 months                                                                                                                                                                                | CSC Profesional        | QUALIFIED                            |
| ADA 4-02-2026-03 | Bachelor of Secondary Education major in Mathematics                         | None                                                                                                                                                                                                                                                                                                                                                                                                   | Brand Ambassador-June 2019 to Dec. 2019, SK Secretary-Feb. 2021 to Dec. 2022, Secretary-July 2022 to June 2023, Enumerator-Aug. 2023 to Nov. 2023, Private tutor-Feb. 2024 to June 2024, Secretary/Admin Staff-Feb 2024 to May 2025 | None                   | DID NOT MEET ELIGIBILITY REQUIREMENT |
| ADA4-02-2026-02  | Bachelor of Science in Information Technology                                | Office 365 Administration, Management and Best Practices -1 hour, Startup :Zero to 100 - 4 hours, Blockchain Cyber security Challenges 2 hours                                                                                                                                                                                                                                                         | Administrative Aide - 11 months                                                                                                                                                                                                     | PD 907                 | QUALIFIED                            |
| ADA4-02-2026-01  | 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                                                                                                                                                                                                                                                         | Government Internship Program-Intern - 3 months, Capacity Building and Technical (CBTA) Support Staff - 6 months, Administrative Assistant - 5 months, Cashier - 2 years,6 months                                                   | Licensed Agriculturist | QUALIFIED                            |
| ADA4-02-2026-17  | BS in Forestry                                                               | Organic Agriculture production NCII- 232 hours, solid waste management benchmarking and assessment/ action planning workshop - 32 hours                                                                                                                                                                                                                                                                | Farm worker-10 months, statistical researcher- 11 months, SPLIT PROCESSOR- 7 months                                                                                                                                                 | LET                    | QUALIFIED                            |
| ADA4-02-2026-08  | BS Management Accounting                                                     | anti Money Laundering - 3 Hrs, Junior Accounting and Bookkeeping 3 hrs                                                                                                                                                                                                                                                                                                                                 | Administrative Assistant - 7 yrs 1 month                                                                                                                                                                                            | CSC Sub Professional   | QUALIFIED                            |

Prepared by:



**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER IV (PROCUREMENT)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree relevant to the job  
**EXPERIENCE:** None Required  
**TRAINING:** None Required  
**ELIGIBILITY:** Career Service (Professional) Second Level Eligibility

| APPLICATION CODE | EDUCATION                                                    | TRAINING                                                                                                                                                                                                                                                                           | EXPERIENCE                                                                                             | ELIGIBILITY      | REMARKS   |
|------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------|-----------|
| AO2-P-02-2026-01 | BS Geodetic Engineering                                      | None                                                                                                                                                                                                                                                                               | None                                                                                                   | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-02 | BS Tourism Management                                        | None                                                                                                                                                                                                                                                                               | JO-2yrs. & 1mo.                                                                                        | CSC PD 907       | QUALIFIED |
| AO2-P-02-2026-03 | BS Computer Science                                          | Anti-Money Laundering Act of 2001-8hrs, CIC Academy Webinar BabaeSaLahatNgSekto-8hrs,                                                                                                                                                                                              | Head, Corporate Services- 1y & 10mos., HRD Officer- 12yrs.& 5mos, Loan Clerk(Casual)-1yr               | CSC PD 907       | QUALIFIED |
| AO2-P-02-2026-04 | BSED-MAPEH                                                   | Effective Written Communication for Administrative Officers-8hrs, Introduction to the NGPA(RA 12009)-8hrs, Budget Preparation-16 hrs, Market Scoping and Preparation of Technical Specifications & Terms Reference-8 hrs, Office Fund Managemnt-16 hrs                             | Aide IV (Casual)-1yr & 8mos., Aide III (Casual)-2yrs & 5mos., Local Legislative Staff Employee II-5yrs | LET              | QUALIFIED |
| AO2-P-02-2026-05 | BS Information Technology ww/ Professional Education Courses | Computer Skills Development Training=80 hrs, Excel from Beginners ro Advance-22hrs., MS Excel Fundamental-8hrs                                                                                                                                                                     | None                                                                                                   | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-06 | BS Commerce-Management, IMPA                                 | CapB Workshop on Navigating Uncertainty-24 hrs, MOOE Web-Based Monitoring System-8hrs, Preparation of Budget Proposal CY 2026-8hrs, Development of School Contingency Plan-16hrs                                                                                                   | AO 2- 2yrs & 11mos, Executive Assistant III-1mo., ADA III (Casual)-6yrs                                | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-07 | BS Business Administration-Financial Management              | None                                                                                                                                                                                                                                                                               | None                                                                                                   | CSC PD 907       | QUALIFIED |
| AO2-P-02-2026-08 | BSED-MAPEH                                                   | 2025 SBFP CapB & PIR-24 hrs, Division Roll-out on Basic Modules for new DRRM Coordinators-32 hrs, GAD Articulation Session 2-8hrs., Partnership Management Program for School Partnership Focal Person-16hrs., Orientation Workshop of Newly Hired and Designated Bookkeepers-8hrs | AO2 - 2yrs & 7mos., ADAS III - 1yr & 1 mo., ADAS II - 1yr & 5mos.                                      | LET              | QUALIFIED |
| AO2-P-02-2026-09 | BS Accountancy                                               | None                                                                                                                                                                                                                                                                               | Audit Assistant-6yrs & 9mos.,                                                                          | CSC PROFESSIONAL | QUALIFIED |

**PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER IV (PROCUREMENT)**

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree relevant to the job  
**EXPERIENCE:** None Required  
**TRAINING:** None Required  
**ELIGIBILITY:** Career Service (Professional) Second Level Eligibility

| APPLICATION CODE | EDUCATION                                                                        | TRAINING                                                                                                                                                                                                                                                                                                                                                                                                       | EXPERIENCE                                                                                                      | ELIGIBILITY      | REMARKS   |
|------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------|-----------|
| AO2-P-02-2026-10 | BS Criminology w/ Professional Education Courses                                 | Training on NGPA & Its Implementing Rules & Regulations-24 hrs, Planning Workshop on the formulation of LEECP-24 hrs, Property Derogation & Disposal-16HRS                                                                                                                                                                                                                                                     | ADA III (Casual) - 3yrs & 2mos., ADA IV-3yrs                                                                    | LET              | QUALIFIED |
| AO2-P-02-2026-11 | BS Management Accounting, Master of Management-Business Management (127 units)   | None                                                                                                                                                                                                                                                                                                                                                                                                           | Audit Assistant-6yrs, Admin Aide (COS)-1yr & 6mos., Dispatching Clerk-1mo.Customer Support Associate-3mos       | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-12 | BS Industrial Technology-Mechanical Technology                                   | Administrative & Operations Management TRainig-24 hrs, Regional Logistics Financial Management-24 hrs, Procurement & Logistics-24 hrs.                                                                                                                                                                                                                                                                         | Area Manager-5yrs & 8 mos.,                                                                                     | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-13 | BS Accountancy                                                                   | Audit Evidence-8 hrs, FRIA-8hrs, Shareholders Equity-8hrs, Microsoft Excel Training-8hrs, Online General Orientation on R.A. 11021-8 hrs, NGPA (RA No. 12009)- 8 hrs, Property & Supply Management System-32 hrs                                                                                                                                                                                               | Admin. Assistant (COS)-3yrs,ADA VI (Casual)-3yrs & 1mo., Brach Accountant-4mos.                                 | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-14 | BS Information Technology                                                        | QMS Standards in Digital Service Delivery-20hrs, Execut                                                                                                                                                                                                                                                                                                                                                        | Admin.Aide(COS)-2yrs & 2mos, GIP-4mos.                                                                          | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-15 | BS Office Administration w/ Professional Education Course                        | Introduction to the NGPA (12009)-8hrs., Training on the Procurement Process, Supply Chain Management-16hrs., Training on the Updates of the Revised RA 9184 and its IRR-8hrs, Effective Documentation of Meetings and Conferences-16 hrs.                                                                                                                                                                      | Admin. Aide III (COS)-5yrs. & 8mos.,Secretary-4yrs & 2mos.,                                                     | LET              | QUALIFIED |
| AO2-P-02-2026-16 | BS Business Administration-Financial Management w/ Professional Education Course | Basic Occupational Safety & Health Training-40hrs, Cooperatives Taxation & BIR Audit Handling-8hrs,                                                                                                                                                                                                                                                                                                            | Accounting Clerk- 7yrs & 4mos, Accounting Clerk (Probationary) 8mos, Accounting Clerk (Contractual)-1yr & 8mos. | LET              | QUALIFIED |
| AO2-P-02-2026-17 | BS Civil Engineering                                                             | NGPA (R.A 12009) along its IRR-8hrs, Modernized PhilGEPS for Government Agencies-16hrs, RA No. 9184 also known as Government Procurement Reform Act & its IRR-40 hrs, GPPB TSO Talks: Mastering Early Procurement Strategies Day 2(Procurement Reports & Strategies)-8hrs, GPPB TSO Talks: Mastering Early Procurement Strategies Day 1(Initiating Early Procurement Activities)-8hrs, Procurement Forum-8hrs, | Administrative Assistant (COS)-3yrs & 5mos,                                                                     | CSC PROFESSIONAL | QUALIFIED |

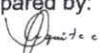
## PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER IV (PROCUREMENT)

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree relevant to the job  
**EXPERIENCE:** None Required  
**TRAINING:** None Required  
**ELIGIBILITY:** Career Service (Professional) Second Level Eligibility

| APPLICATION CODE | EDUCATION                                              | TRAINING                                                                                                                                                                                                                                                                   | EXPERIENCE                                                                                                                                                                       | ELIGIBILITY      | REMARKS   |
|------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| AO2-P-02-2026-18 | BS Management Accounting                               | Bolstering an Inclusive Working Environment-8 hrs.,Occupational First Aid & BLS-16 hrs.                                                                                                                                                                                    | Disbursing Officer-7yrs & 8mos., Senior Audit Staff-6 yrs & 1mo.                                                                                                                 | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-19 | BS Elementary Education, MPA                           | Development of School Contingency Plan-16 hrs, MOOE Web-Based Monitoring System-8hrs, Cash Management & Control System-24 hrs, Midyear INSET-24hrs                                                                                                                         | ADAS II-7yrs & 8mos, ADA III (Casual)-4yrs & 3mos,                                                                                                                               | LET              | QUALIFIED |
| AO2-P-02-2026-20 | BS Business Administration-Financial Management        | 1st Northern Luzon Regional Conference-20hrs, CapB for Transparent Procurement-24 hrs, Training of Trainers Matatag Curriculum-40hrs, Project SSHEPHERD-8hrs,                                                                                                              | ADAS II-2yrs & 1mo,Teller 2- 1yr&1mo, Marking Clerk-11mos.MARKETING Supervisor Sales Agent II-2yrs & 8mos., Accounting Clrkt-1yr & 5mos.                                         | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-21 | BS Information Technology-Web & Mobile App Development | None                                                                                                                                                                                                                                                                       | None                                                                                                                                                                             | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-22 | BS Commerce-Marketing                                  | NGPA9RA N. 12009) & its IRR-24 hrs, Seminar on RA No. 12009: NGPA for BAC-16 hrs, BAC Secretarial Skills Training-8 hrs,                                                                                                                                                   | ADA VI-3yrs & 4mos, ADAS III -3yrs 5mos.                                                                                                                                         | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-23 | BS Secretarial Administration                          | 3 day International Training:Mentoring the Mentees-24                                                                                                                                                                                                                      | ADAS II-9yrs                                                                                                                                                                     | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-24 | BS Civil Engineering                                   | Construction Occupational Safety-40 hrs (Cert of Completion)                                                                                                                                                                                                               | FVT Documenter (COS)-4mos., Clerk-3mos.                                                                                                                                          | CSC PROFESSIONAL | QUALIFIED |
| AO2-P-02-2026-25 | Bachelor of Science in Business Administration         | Capacity Building on school physical facilities -8 hours, Seminar-Workshop on the MOOE Web-based-8 hours, Division Orientation/workshop for the preparation of budget proposal for CY 2026-8 hours,2 day Learning sessions by the Department of budget and mgmt R02-16 hrs | ADAS II-2 years and 2 months, Secretary LGU-6 months, legislative staff SB-11 months, College Secretary -1 year and 1 month, Barangay Secretary-1 year, Admin staff LGU-2 months | LET              | QUALIFIED |

Prepared by:



Digitally signed by Aquitania  
Princes Cachola  
Date: 2026.04.10 10:45:34 +08'00'

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)

**PRE-ASSESSMENT RESULT FOR LEGAL ASSISTANT I**

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree  
**EXPERIENCE:** None Required  
**TRAINING:** None Required  
**ELIGIBILITY:** Career Service (Professional) Second Level Eligibility

| APPLICATION CODE    | EDUCATION                                                                 | TRAINING                                                                                                                                                                                                                       | EXPERIENCE                                                                                                                                             | ELIGIBILITY              | REMARKS   |
|---------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|
| LA-02-2026-15       | Bachelor of Science in Secretarial Administration                         | Seminar-Workshop on the MOOE Web-Based Monitoring System and Orientation on the Latest Budget and COA Circular Updates - 8 hours, Division Orientation / Workshop for the Preparation of Budget Proposal for CY 2026 - 8 hours | Administrative Assistant II - 9 YEARS, Clerk II - 12 YEARS AND 5 MONTHS                                                                                | LET                      | QUALIFIED |
| LA-02- 2026-11      | TOURISM MANAGEMENT                                                        | 24 hours, ECP training-8 hours SGC and SBM, 16 hours DPDS and Brigada, 16hours Financial Mngt.,24 hours admin mngt                                                                                                             | Senior Frontdesk Officer- 5 years and 4 months, ADAS2-2 years and 2 months                                                                             | LET                      | QUALIFIED |
| LA-02-2026-13       | Bachelor of science in Accountancy                                        | Legal Research- 4hrs, Legal Drafting-8hrs, Government Procurement - 3hrs                                                                                                                                                       | Legal Assistant- 2 yeras, Technical Assistant II - 2 months                                                                                            | CSC Profesional          | QUALIFIED |
| LA-02-2026-12       | BSBA Marketing Management                                                 | Introduction to Beekkeeping-4 hours, Six Sigma White Belt Certification-4 hours                                                                                                                                                | Admin Aide III-2 years                                                                                                                                 | CSC Profesional          | QUALIFIED |
| LA-02-2026-10       | batchelor of science in public administration and legal management        | n/a                                                                                                                                                                                                                            | Health Program Officer - 4 years and 10 months                                                                                                         | LET                      | QUALIFIED |
| LA-02-2026-09       | Bachelor of Science in Office Administration                              | Basic Accounting and Bookkeeping for Non-Accountants Webinar - 16 hours                                                                                                                                                        | Asst. Land Registration Examiner - 2 years and 7 months; Executive Secretary - 6 yeras and 7 months; Secretary-7 years and 9 months                    | CSC Profesional          | QUALIFIED |
| LA - 02 - 2026 - 08 | Bachelor of Arts in Political Science                                     | Training of Trainers - 20 hours                                                                                                                                                                                                | Enumerator-2.5 months, Statistical Researcher- 1 month                                                                                                 | CSC Profesional          | QUALIFIED |
| LA - 02 - 2026 - 07 | Bachelor of Laws                                                          | OUTDATED                                                                                                                                                                                                                       | NO COE                                                                                                                                                 | LET                      | QUALIFIED |
| LA-02-2026-06       | Bachelor of Science in Social Work                                        | NONE                                                                                                                                                                                                                           | Social Welfare Officer-2 years and 1 month                                                                                                             | Registered Social Worker | QUALIFIED |
| LA-02-2026-05       | BACHELOR OF SCIENCE IN CRIMINOLOGY                                        | NONE                                                                                                                                                                                                                           | N/A                                                                                                                                                    | PRC CRIMINOLOGISTS       | QUALIFIED |
| LA-02-2026-04       | Bachelor of Science in Criminology                                        | Office and Administrative Management Training - 2 hours                                                                                                                                                                        | N/A                                                                                                                                                    | CSC Profesional          | QUALIFIED |
| LA-02-2026-02       | Bachelor of Science in Mathematics                                        | Training on Occupational First Aid-16 hours; Webinar on Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Action-16hours; CapB of Health Facilities fo Date Encoding of Diagnosis-8hours          | Admin Aide-2 months; Admin Assistant-10 months; Financial Analyst-6 months; Philhealth Assistant-4 years and 5 months; Merchandising Assistant-5months | CSC Profesional          | QUALIFIED |
| LA-02-2026-01       | Bachelor in Secondary Education Major in English; Juris Doctor (58 units) | NONE                                                                                                                                                                                                                           | SKMF PRES - 5 months; SKMF PRES - 5 months                                                                                                             | LET                      | QUALIFIED |
| LA-02-2025-01       | JURIS DOCTOR                                                              | none                                                                                                                                                                                                                           | none                                                                                                                                                   | CS PROF                  | QUALIFIED |

**PRE-ASSESSMENT RESULT FOR LEGAL ASSISTANT I**

**QUALIFICATION STANDARD:**

**EDUCATION:** Bachelor's degree  
**EXPERIENCE:** None Required  
**TRAINING:** NOne Required  
**ELIGIBILITY:** Career Service (Professional) Second Level Eligibility

| APPLICATION CODE | EDUCATION                                                                   | TRAINING                                                                                                                                                                                                                                                                                                | EXPERIENCE                     | ELIGIBILITY | REMARKS   |
|------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------|-----------|
| LA-02-2025-03    | Bachelor of Science in Business Administration;<br>JURIS DOCTOR (104 units) | District-Based Capacity Building Workshop: School and District MEA Processes - 8 hours                                                                                                                                                                                                                  | ADAS II - 2 years and 2 months | CS PROF     | QUALIFIED |
| LA-02-2025-14    | BS in Accountancy                                                           | Seminar on RA12009 New Governemnt Procurement Act-16hours, Advanced ICT-24 hours, Virtual Bookkeeping-18hours, 3-Day International Trainng Worksho on Office Management-24hours, Orientation Workshop of Division PD Program Evaluators on the Quality Assurance of Training Resource Packages-40hours, | ADA III- 3 year and 8 months;  | CS PROF     | QUALIFIED |

Prepared by:

Digitally signed by  
Princes C. Aquitania  
DN: cn=Princes C. Aquitania,  
o=HRMO

**PRINCES C. AQUITANIA**

Administrative Officer IV (HRMO)