



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

20 April 2026

DIVISION MEMORANDUM
No. **157**, 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. 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 23, 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:

TEAM A	
<i>Name</i>	<i>Position</i>
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent
Romulo S. Ancheta PhD	Chief Education Supervisor, SGOD
Atty. Julius Caesar G. Domingo, CPA	Attorney III/ OIC- Administrative Officer V
Rommel S. De Gracia PhD	Senior Education Program Specialist
TEAM B	
<i>Name</i>	<i>Position</i>
Nimfa Norie A. Aquino PhD	Education Program Supervisor
Dindo John H. Moreno EdD	Education Program Supervisor
Ronnie B. Bibas EdD	Education Program Supervisor
Bermelita E. Guillermo PhD	Education Program Supervisor
Rudy S. Agustin	Nurse II

TEAM C	
Name	Position
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 Ph.D., CESO V
 Schools Division Superintendent



SCHEDULED DATE AND TIME OF ASSESSMENT

April 23, 2026

8:30AM – 9:00AM – Skills Test

9:30AM – 10:30AM – Written

10:30AM – 12:00 – Document Assessment and Interview

1:00AM – 5:00PM – Document Assessment and Interview

NOTE:

- Applicants for the position of **ADMINISTRATIVE OFFICER II** 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 assement:

SCHEDULE	POSITION	APPLICATION CODE
TEAM A		
April 23, 2026 8:30AM – 5:00PM	ADMINISTRATIVE OFFICER V (ADMINISTRATIVE SERVICE)	AO5-01-2026-02 AO5-01-2026-04 AO5-01-2026-05
	SCHOOL PRINCIPAL IV	SP4-01-2026-01 SP4-5-01-2026-06 SP4-S-01-2026-08 SP4-S-01-2026-10 SP4-S-01-2026-11 SP4-S-01-2026-09 SP4-2-01-2026-12 SP4-2-01-2026-13 SP4-2-01-2026-02 SP4-2-01-2026-11 SP4-2-01-2026-04
	SCHOOL PRINCIPAL II	SP2-E-01-2026-03 SP2-E-01-2026-07 SP2-E-01-2026-08 SP2-E-01-2026-05 SP2-E-01-2026-14 SP2-E-01-2026-06
	SCHOOL PRINCIPAL I	SP1-E-01-2026-01 SP1-E-01-2026-02 SP1-E-01-2026-3 SP1-E--01-2026-05 SP1-E-01-2026-06 SP1-E-01-2026-07 SP1-E-01-2026-09 SP1-E-01-2026-14 SP1-E-01-2026-10 SP1-E-01-2026-12
	ALL APPLICANTS FOR SCHOOL PRINCIPAL RECLASS SUBMITTED TO THE OFFICE	
TEAM B		
April 23, 2026 8:30AM – 5:00PM	SECURITY GUARD I	SG-2026-01-01 SG-02-2026-01 – (Present Transcript of Records) SG-02-2026-02 - (Present Transcript of Records) SG-02-2026-03 SG-02-2026-04



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

Website: <https://sdonuevavizcaya.com/>

		SG-02-2026-05 SG-02-2026-06
April 23, 2026 8:30AM – 5:00PM	ADMINISTRATIVE OFFICER II (HRMO I)	A02-02-2026-16 A02-02-2026-17 A02-02-2026-18 A02-02-2026-20 A02-02-2026-21 A02-02-2026-19 A02-02-2026-27 A02-02-2026-25 A02-02-2026-24 A02-02-2026-28 A02-02-2026-30 A02-02-2026-22 A02-03-20206-26 A02-03-20206-23 A02-02-2026-67 A02.02-2026-66 A02-02-2026-65 A02-02-2026-64 A02-02-2026-66 A02-02-2026-62 A02-02-2026-61 A02-02-2026-60 A02-02-2026-59 A02-02-2026-58 A02-02-2026-57 A02-02-2026-56 A02-02-2026-55 A02-02-2026-54 A02-02-2026-53 A02-02-2026-52 A02-02-2026-51 A02-02-2026-50 A02-02-2026-49 A02-02-2026-48
TEAM C		
April 23, 2026 8:30AM – 5:00PM	ADMINISTRATIVE OFFICER II (HRMO I)	A02-02-2026-47 A02-02-2026-45 A02-02-2026-44 A02-02-2026-43 A02-02-2026-42 A02-02-2026-41 A02-02-2026-40 A02-02-2026-39 A02-02-2026-38 A02-02-2026-37 A02-02-2026_36 A02-02-2026-35 A02-02-2026-34 A02-02-2026-33 A02-02-2026-32 A02-01-2026-03 A02-01-2026-02 A02-12-2025-01 A02-11-2025-02 A02-11-2025-01

		AO2-01-2026-01 AO2-02-2026-51 AO2-1025-02 AO2-02-2026-01 AO2-02-2026-02 AO2-02-2026-03 AO2-02-2026-04 AO2-02-2026-05 Ao2-02-2026-06 A02-02-2026-07 AO2-02-2026-08 AO2-02-2026-09 AO2-02-2026-10 AO2-02-2026-11 AO2-02-2026-12 AO2-02-2026-13 AO2-02-2026-14 AO2-02-2026-15 A01-02-2026-01 AO2-10-2025-01 AO2-03-2026-05 AO2-03-20206-06
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PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER V

QUALIFICATION STANDARD:

EDUCATION: Bachelor's Degree relevant to the job

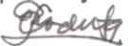
EXPERIENCE: 2 years of relevant experience

TRAINING: 8 hours relevant training

ELIGIBILITY: Career Service (Professional)/ Second Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
AO5-01-2026-01	BS Accountancy	International Training/Webinar/Workshop on Action Research with the theme "Advocacy and Leadership Development Program - 24 hrs, Seminar Workshop on the MOOE Web-based Monitoring System and Orientation on the Latest Budget and COACircular Updates - 8 hrs, SDO-NV Gender and Development Program cum Mid-Year Performance Review and Fnalization of Contingency Plan - 36 hrs	Administrative Officer II - 1 year Service Manager - 4 years and 2 months, Senior Service Associate - 7 months, Customer Relationship Officer - 2 years and 5 months, Senior Customer Relationship Officer - 3 years and 1 month Customer Relationship Officer - 5 months	CS Professional	Did not meet one (1) performance cycle
AO5-01-2026-02	BS Accountancy, MBA	Risk Management Training - 8 hours, Document Control Training - 8 hrs, Documents and Records Control Training Program - 8 hrs	Chief Accountant - 4 years and 11 months Cost Accountant - 9 years and 1 month Assitant Accountant - 2 years and 6 months Payroll Officer - 4 months	RA 1080 - CPA	Qualified
AO5-01-2026-03	BS Information Technology	Empowered Leadership: AI-Driven Tools and Strategies, Non-Training Interventions and Performance Management - 8 hrs,	ITO I - 1 year and 9 months	RA 1080 - LET	Did not meet the required years of Experience
AO5-01-2026-04	BS Accountancy, MBA, MPA, PhD	NC II - Bookkeeping, Project HOPE : A Policy Making Project of NVGCHS - 36 hours, orientation on COA Guidelines Supporting Government Digitalization - 16 hrs	Administrative Officer IV - 1 year and 10 months Administrative Officer II - 3 years and 10 months Administrative Assistan III - 2 years and 6 months Administrative Assistant II - 1 years and 11 months	CS Professional	Qualified
AO5-01-2026-05	AB English Bachelor of Science in Nursing Master of Science in Nursing	Orientation on DepEd Order no. 29s.2022: Adoption of the Basic EducationMonitoring and Evaluation Framework(BEMEF) - 16 hours, RO-SDO Interfacing for the Presentation of FY 2023 Budget Proposal - 8 hrsCapability Building Activity for SDO NV Bids and Awards Committee (BAC) Cum Coordination Meeting with Contractors and Suppliers - 16 hrs	PDO II - 4 years and 1 month PDO II/OIC-HRMO - 6 months Administrative Officer IV - 6 years 7 months	RA 1080 - LET	Qualified
AO5-01-2026-06	AB History, MPA (CAR)	Seminar on RA 12009: New Government Procurement Act (NGPA) for Bids and Awards Committee and Program Owners of SDO NV - 16 hrs, Empowered Leadership: AI-Driven Tools and Strategies, Non-Training Interventions and Performance Management - 8 hrs, Training /Seminar on the Transformative Governance in Records Management Practices: Trends and Updates Gearing Towards Quality Records Management - 24 hrs	Administrative Aide VI - 3 years and 5 months Administrative Assistant III - 3 years and 7 months Administrative Officer II - 2 years and 3 months Administrative Officer IV - 1 year and 4 months	CS Professional	Did not meet time requirement for submission

Prepared by:



ERLINDA L. RODUTA

Administrative Officer II

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL I

QUALIFICATION STANDARD:

EDUCATION: Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management

EXPERIENCE: 5 years teaching experience and 2 years' experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision.

TRAINING: 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP1-E-01-2026-01	Bachelor of Elementary Education Master of Arts in Education Doctor of Education	Division Training of Trainers on the MATATAG Curriculum for Teachers & School Leaders-40 hrs, 42nd PTDP-NBCW-24 hrs, Division Rol-out on ABC+ Project on ILT-40 hrs, Enhanced and nurturing leaders IS, TA - 24 hours, Principal training and Devt Prog-24hrs, Intensive Concentration Course for career stage 1 aspiring SH-40 hrs	Head Teacher III- 15 yrs, TIII-6yrs & 6mos, TII-1yr & 2mos, T1-8yrs	PBET/NASH	QUALIFIED
SPI-E-01-2026-02	Doctor of Education-Educational managemnt	Southern School -Based Training of Trainers MATATAG Curriculum - 40 hours, Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders- 40 hours, Workshop on Developing PISA-Like and SEA-PLM- Like Assessment Tasks-18 hours,	HT-III- 5yrs & 7mos, T-III- 4yrs, T-I - 3yrs & 1mo.	LET/NQESH	QUALIFIED
SP1-E-01-2026-3	BSED - English MAT - English Doctor of Education - Educational Management (9 units)	District Assessors Training and Deepening on Classroom Observation and Portfolio Assessment- 24 hours, From Standards to Practice Guiding School Leaders in Advancing Teacher Competence in English aligned with PPST Indicators- 16 hours, Division Training-Workshop of Teachers on HOTS-SOLO Aligned Test Phase II & III - 48 hours, ENLIST IT Course Batch 1- 24 hours , International Training /Seminar/Workshop on Instructional Educational Leadership- 24 hours	HT I- 1yr & 8mos., TIII-1 yr and 7mos, T1-3yrs & 3mos	LET/NASH	QUALIFIED
SPI-E-01-2026-05	DOCTOR IN EDUCATION MANAGEMENT- 30 UNITS EARNED, MASTER IN EDUCATIONAL MANAGEMENT, BACHELOR IN SECONDARY EDUCATION	USING DIFFERENT TEACHING STRATEGIES- 2 HOURS, CONTENT AND BEYOND-24 HOURS, TRAINING ON THE MATATAG CURRICULUM - 40 HOURS, DIV-WIDE ROLL-OUT TRAINING OF ELLN-24 HOURS	MT II - 1 yr & 4 mos, MT I - 9 yrs, T III - 2yrs & 2 mos, T I - 5 yrs & 2 mos.	LET/NQESH	QUALIFIED
SP1-E-01-2026-06	Doctor of Education-Educational Management	Leadership Training - 298	HT III - 8yrs, T III- 7yrs & 9mos, T I - 6yrs & 11 mos	LET/NQESH	QUALIFIED
SP1-E-01-2026-07	Doctor of Education-Educational Management (Finish Academic Requirements)	Division Training for school Leaders on the Revised K to 10 Curriculum Implementers- 40 hrs, 7th Training-Workshop & Convention of Public Secondary SH-24 hrs, Revise k to 12 Curriculum Implementation Training- 24 hrs	HT V - 2 yrs, HT III - 6yrs & 8mos, T III - 4 yrs, T I - 5 yrs & 4 mos.	LET/NASH	QUALIFIED
SP1-E-01-2026-09	Master of Arts in Education-Educational Administration	Training on the Administration of MFAT-8 hrs, 2024 CapB for Career Stage I Aspiring SH-24 hrs, Division Training of Trainers on MATATAG Curriculum-40 hrs, Upskilling of Special Needs Implementers-24 hrs	HT III - 4 yrs, T III - 15 yrs & 9 mos, T I - 4yrs & 4mos.	LET/NASH	QUALIFIED
SP1-E-01-2026-14	Bachelor of Elementary of Education Master of Arts in Education (Certification)	PESPA Congress Cum Learning and Development-24 hours, Assessors and Deening on Classroom Observation and Portfolio Assessment-24 hours, Training for School Leaders on the Revised K-10 Curriculum Implementation-40 hours	HT III - 4 yrs, T III - 13 yrs & 4 mos, T I - 10yrs	LET/NASH	QUALIFIED

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL I

QUALIFICATION STANDARD:

EDUCATION: Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management

EXPERIENCE: 5 years teaching experience and 2 years' experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision.

TRAINING: 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP1-E-01-2026-10	Bachelor of Elementary Education Master of Arts in Education - Educational Administration	Division Training for school Leaders on the Revised K to 10 Curriculum Implementation- 40 hrs, 42nd PTDP-NBCW- Innovative Pedagogies and Technologies in 21st Century Education: A breakthrough in MATATAG Curriculum-24 hrs, Enhancing & Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching-24 hrs	HT III - 2yrs & 10 mos, T III - 9yrs & 10 mos., T II - 1 yr, T I - 6yrs & 11 mos.	LET	QUALIFIED
SP1-E-01-2026-12	BSED - Math MAED	Division Training-Workshop on PD Program Evaluators on the Quality Assurance of Training Resource Packages-24 hours, Southern School-Based Trainers MATATAG Curriculum- 40 hours	HT I - 2yrs, T III - 6yrs, T I - 2yrs & 5mos	LET	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

QUALIFICATION STANDARD:

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

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

TRAINING: 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-E-01-2026-01	Bachelor of Science in Elementary Education MAED - Educational Administration Doctor of Education - Educational Management (Acad Requirements)	Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) - 24 hours Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders - 40 hours	Teacher = 14 years and 1 month TIC - 8 months HT - 4 years and 9 months SP - 10 years and 3 months	LET	QUALIFIED
SP2-E-01-2026-02	Bachelor in Elementary Education MAED - Educational Management Doctor of Education - Educational Management	Stepping Into School Leadership: An Onboarding Program for New School Heads - 40 hours Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders - 40 hours	Teacher - 3 years and 1 month TIC - 2 years and 4 months HT - 4 years and 3 months SP - 2 years and 11 months	LET	QUALIFIED
SP2-E-01-2026-04	BSED - English MAT - English	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching (Course 1-Batch 2) - 24 hours Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders - 40 hours	Teacher - 19 years and 5 months TIC - 1 year HT - 6 years and 1 month SP - 4 years and 1 month	LET	DID NOT MEET EDUCATIONAL REQUIREMENT
SP2-E-01-2026-09	Bachelor of Science in Elementary Education MAED - Elementary Education Doctor of Philosophy - 6 units	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) - 24 hours	Teacher - 16 years and 9 months SP - 17 years and 5 months	PBET, PQE	QUALIFIED
SP2-E-01-2026-10	Bachelor of Elementary Education MAED - Educational Administration	42nd Principals Training and Development Program cum National Board Conference and Workshop - 24 hours 41st Principals Training and Development Program cum National Board Conference - 24 hours Division Orientation and Capacity Building on the School-Based Management New Guidelines and SGC Functionality - 8 hours	Teacher - 11 years TIC - 1 year and 5 months HT - 7 years and 1 month SP - 4 years and 1 month	LET	QUALIFIED

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

QUALIFICATION STANDARD:

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

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

TRAINING: 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-01-2026-11	Bachelor in Elementary Education MAED Doctor of Education - 60 units	42nd Principals Training and Development Program cum National Board Conference & Workshop - 24 hours Division Training on UPskilling of School Heads and Teachers: Support to School Reading and Numeracy - 24 hours Division Training-Workshop of Teachers on HOTS-SOLO for PISA Aligned Test - 24 hours	Teacher - 12 years and 11 months MT - 4 months TIC - 5 years and 7 months SP - 1 year and 8 months	LET	DID NOT MEET ONE PERFORMANCE CYCLE
SP 2-E-01-2026-12	Bachelor in Elementary Educaiton MAED - Laguage, Reading and Numeracy Doctor of Philosophy	Division Training - Workshop of Teachers on Higher Order Thinking Skills Structure of the observed learning outcomes (HOTS-SOLO for PISA-Aligned Test - 24 hours Upskilling of Special Needs Educaiton Implementars (Bath 1-Content and Pedagogy) - 24 hours School-Based Training of Teachers on MATATAG Curriculum - 40 hours	Teacher - 8 years and 8 months TIC - 2 years and 3 months HT - 7 years and 6 mnths SP - 3 years and 1 month	LET	QUALIFIED
SP2-E-01202L--13	Bachelor of Science in Agriculture	Leadership training -	Teacher - 14 years and 4 months HT III - 7 years and 8 months SP - 15 years and 4 months	PBET	DID NOT MEET EDUCATIONAL REQUIREMENT
SP2-E-01-2026-03	Bachelor of Elementary Education - English MAT - English Doctorof Philosophy in Administration and Supervision	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours Division Training of Trainers on the MATATAG Curriculum for Teachrs and School Leaders - 40 hours	Teacher - 16 years and 3 months TIC - 6 years and 3 months HT - 4 years and 7 months SP - 4 years and 1 month	PBET	QUALIFIED
SP2-E-01-2026-07	Bachelor of Elementary Education Master of Arts in Teaching - Instructional Teachnology Doctor of Education - Educaitonai Management - 48 units	42nd Princpals Training and Development Progam cum National Board Conference - 24 hours Training-Workshop on ENLIST IT - 24 hours Regional Training for Multigrade School Leaders - 40 hours	Teacher - 21 years and 9 months MT/TIC - 3 years and 7 months. SP - 4 years and 1 month	PBET	QUALIFIED

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL II

QUALIFICATION STANDARD:

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

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

TRAINING: 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-E-01-2026-08	BS in Agricultural Education MAED - Educational Management	Regional Orientation on the Utilization of Mathematics Manipulative - 24 hours Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours Workshop on the Development of Contextualized Learning Resources in Specific Areas and Inclusive Education Programs - 24 hours	Teacher - 4 years and 3 months TIC - 1 year and 2 months HT - 10 years and 6 months SP - 3 years and 1 month	LET	QUALIFIED
SP2-E-01-2026-05	BSED - English Master of Arts in Education Doctor of Philosophy (Acad Requirements)	Capacity Building on Advancing School Leadership and Professional Improvement for Resilient Emerging Leaders (ASPIRE) - Workshop on the Revision of the Training Resource Package - 24 hours Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours Capacity Building on Basic Education M & E Framework and MATATAG Curriculum Training for Teachers and School Leaders - 24 hours	Teacher - 3 years and 10 months HT - 12 years and 11 months SP - 1 year and 10 months	LET	QUALIFIED
SP2-E-01-2026-14	Bachelor in Elementary Education Master of Arts in Education - Educational Management	41st Principals Training and Development Program cum National Board Conference - 24 hours Division Training for School heads and Teachers on Early Language Literacy and Numeracy (Science of Reading and Deepening of Conceptual Understanding of Content using Key Instructional Strategies) - 24 hours	Teacher - 14 Years and 2 months TIC - 3 years HT - 2 years and 8 months Principal - 4 years	LET	QUALIFIED
SP2-E-01-2026-06	Bachelor in Elementary Education MAED - Educational Management EdD - Educational Management (Acad Requirements)	Training-Workshop on the Development of Contextualized Learning Resources in Specific Areas and Inclusive Education: Phase 4 cum Catch Up Friday Post Conference - 16 hours Division Training for School leaders on the Revised K to 10 Curriculum Implementation - 40 hours Workshop on the Development of Contextualized Learning Resources in Specific Areas and Inclusive Education Programs: Phase 2 - 16 hours	Teacher - 20 years and 2 months TIC - 4 years and 4 months SP - 7 years and 3 months	LET	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
 Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL IV

QUALIFICATION STANDARD:

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

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

TRAINING: 40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP4-01-2026-01	Bachelor in Elementary Education Master of Arts in Education Doctor of Education - Educational Management	Upskilling of Special Needs Educaiton Implementers on Content and Pedagogy - 16 hours Capacity Building on Basic Education M & E Framework and MATATAG Curriculum Training for Teachers and School Leaders - 24 hours Capacity-Building of Lead Trainers fo rthe Division Training on School Leaders - 24 hours	Teacher - 9 years and 11 months TIC - 3 years and 2 months HT - 1 year and 10 months SP - 10 years and 3 months	LET/PBET	QUALIFIED
SP4-5-01-2026-06	Bachelor of Science in Elementary Education MAED - Educational Administration	4th Regional PESPA Congress cum Learning and Development - 24 hours Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours	Teacher - 17 years and 10 months TIC - 1 year HT - 2 years and 10 months SP - 11 years and 6 months	LET/PBET	QUALIFIED
SP4-S-01-2026-08	Bachelor in Elementary Educaiton Master of Educaiton - Educational Administration Doctor of Philosophy - Acad requirements	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation-40 hours	Teacher - 9 years and 6 months MT - 9 years and 1 month TIC/OIC/AP - 10 years and 3 months SP - 2 years and 11 months	LET/PBET	QUALIFIED
SP4-S-01-2026-10	Bachelor in Elementary Education Master of Arts in Mathematics and Science Education Doctor of Education (Educational Management) - 39 units	Technical- 256, supervisory-184, managerial-56	Teacher - 7 years and 6 months HT - 6 years and 3 months SP - 11 years and 5 months	LET/PBET	QUALIFIED
SP4-S-01-2026-11	Bachelor in Kindergarten Education Master of Educaiton - Educational Administration Doctor of Education - Educational Management	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation-40 hours Expansion of the core Training Faculty of the Revised K to 12 Curriculum Implmentation Training for Grades 2, 3, 5 & Teachers	Teacher - 4 years and 11 months TIC - 1 year and 7 months HT - 7 years and 11 months SP - 6 years	LET/PBET	QUALIFIED

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL IV

QUALIFICATION STANDARD:

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

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

TRAINING: 40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

ELIGIBILITY: RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP4-S-01-2026-09	Bachelor in Elementary Education - General Education Master of Arts in Education - Educational Administration Doctor of Education - Educational Management	Elevating School Leadership: An Intermediate Guide to Effective Management - 40 hours Regional Orientation of School Heads on ARAL Reading Program- 8 hours	Teacher - 19 years and 11 months MT - 2 years and 7 months TIC - 5 months HT - 2 years and 8 months SP - 13 years and 9 months	LET/PBET	QUALIFIED
SP4-2-01-2026-12	BSED - Chemistry MAED - Chemistry MAED - Educational Administration (30+ units) Doctor of Philosophy - Science Education	Regional Staff Orientation Workshop (RSOW) for the Training of School Leaders under the Revised K-10 MATATAG Curriculum - 16 hours Regional Upskilling of ARAL Tutors and School Heads on ARAL Reading Program - 24 hours From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Science Aligned with PPST	Teacher - 15 years and 4 months TIC - 2 years and 7 months SEPS - 1 year and 5 months AP - 5 years and 7 months SP - 3 years and 10 months	LET/PBET	QUALIFIED
SP4-2-01-2026-13	BSED - English MAED - Language, Reading and Numeracy Doctor of Education - Educational Management	Building Teacher Expertise: Enhancing Teachers' Competence in Content and Pedagogy for Key Stage 3 - English - 40 hours 3 day International Training/ Seminar/ Workshop on Instructional/ Educational Leadership and Management - 24 hours	Teacher - 6 years and 11 months HT - 6 years and 2 months Principal - 5 years and 1 month	LET/PBET	QUALIFIED
SP4-2-01-2026-02	BSED Master of Arts - Educational Management Doctor of Education - Educational Management (Acad requirements)	Lunduyan sa Kahusayan Cohort 4 Program for School Heads - 40+hours Training-Workshop on Enhancing and Nurturing Leaders Skills along Instructional Supervision and Technical Assistance for Improved Teaching - 24 hours	Teacher - 15 years and 11 months OIC - 3 years and 2 months HT - 1 year and 3 months SP - 10 years and 3 months	LET/PBET	QUALIFIED
SP4-2-01-2026-11	Bachelor in Elementary Education Master of Arts - Educational Management Doctor of Education	Training of Trainers for the Teacher-Tutors Training Implementation of Academic Recovery and Accessible Learning (ARAL) Reading Program - 16 hours Capacity Building for Grade 2,3,5 and 8 Teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 24 hours	Teacher - 15 years and 1 month MT - 1 year and 1 month HT - 8 years and 7 months SP - 8 years and 5 months	LET/PBET	QUALIFIED

PRE-ASSESSMENT RESULT FOR SCHOOL PRINCIPAL IV**QUALIFICATION STANDARD:****EDUCATION:** Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management**EXPERIENCE:** 5 years teaching experience and 4 years' experience in school management and operations**TRAINING:** 40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years**ELIGIBILITY:** RA 1080, as amended (Teacher)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP4-2-01-2026-04	Bachelor in Elementary Education MAED -- Educational Administration Doctor of Philosophy - Organizational Development and Planning	Division Workshop on the Contextualization of Grade I & IV Indigenoos Peoples Educaiton Lessons of the MATATAG Curriculum - 24 hours Training Orientaiton -Workshop on the Flexible Learning Option among School Heads cum Development of Schoo Initiated Intervention - 16 hours	Teacher - 10 years and 9 months TIC - 1 year HT - 1 year SP - 15 years and 9 months	LET/PBET	QUALIFIED

Prepared by:



PRINCES C. AQUITANIA
Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR SECURITY GUARD I

QUALIFICATION STANDARD:

EDUCATION: High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)
EXPERIENCE: None Required
TRAINING: None Required
ELIGIBILITY: Security Guard License (MC11, s. - Cat. II)

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SG-2026-01-01	BACHELOR OF SCIENCE IN CRIMINOLOGY	Filipino Brand of Service Excellence Seminar -8 hours, Basic Security Protocols and management Training -16 hours, Basic Security and work values program NC II- 24 hours	SECURITY GUARD I (COS)-7YRS & 9MOS,	SECURITY GUARD LICENSE	QUALIFIED
SG-02-2026-01	BACHELOR OF SCIENCE IN CRIMINOLOGY	SECURITY GUARD COURSE REFRESHER TRAINING PROGRAM-44 hours, SECURITY GUARD COURSE ENHANCEMENT TRAINING PROGRAM-24 hours, GUN SAFETY AND RESPONSIBLE GUN HANDLING WITH LIVE FIRING - 8 hours	NO ATTACHED DOCUMENT	SECURITY GUARD LICENSE	QUALIFIED pending Presentation of Transcript of Records
SG-02-2026-02	BACHELOR OF SCIENCE IN CRIMINOLOGY	SECURITY GUARD COURSE REFRESHER TRAINING PROGRAM-44 hours, SECURITY GUARD COURSE ENHANCEMENT TRAINING PROGRAM-24 hours, GUN SAFETY AND RESPONSIBLE GUN HANDLING WITH LIVE FIRING - 8 hours	NO ATTACHED DOCUMENT	REGISTERED CRIMINOLOGIST, SECURITY GUARD LICENSE	QUALIFIED pending Presentation of Transcript of Records
SG-02-2026-03	BACHELOR OF SCIENCE IN AGRICULTURE-2ND YEAR	NO ATTACHED DOCUMENT	SECURITY GUARD I (COS)- 10MOS,	SECURITY GUARD LICENSE	QUALIFIED
SG-02-2026-04	HIGH SCHOOL GRADUATE	SECURITY GUARD COURSE REFRESHER TRAINING PROGRAM-44 hours, SECURITY GUARD COURSE ENHANCEMENT TRAINING PROGRAM-24 hours, GUN SAFETY AND RESPONSIBLE GUN HANDLING WITH LIVE FIRING - 8 hours	ADMIN AIDE 1-3YRS, WATCHMAN(CASUAL)--7MOS, SECURITY GUARD I (CASUAL)-1YR & 10 MOS	SECURITY GUARD LICENSE	QUALIFIED
SG-02-2026-05	HIGH SCHOOL GRADUATE	RE-TRAINING COURSE -- 56HRS, IN-SERVICE ENHANCEMENT SECURITY TRAINING COURSE- 24 HRS	WATCHMAN (CASUAL)-2YRS & 5MOS	SECURITY GUARD LICENSE	QUALIFIED
SG-02-2026-06	BACHELOR OF SCIENCE IN CRIMINOLOGY	SECURITY OFFICER COURSE (PRE-LICENSING PROGRAM)-40 HRS, UN SAFETY AND RESPONSIBLE GUN HANDLING WITH LIVE FIRING - 8 hours	SECURITY OFFICER-2YRS & 5 MOS, SECURITY OFFICER/DETACHMENT COMMANDER-2YRS & 7 MOS	SECURITY GUARD LICENSE	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
A02-02-2026-16	BS in Management Accounting	STRENGTH IN NUMBERS : " Unlocking Cooperative Growth Through Financial Discipline"- 8 hours Achieving Organizational Growth and Success with Strategic Planning - 2 hours	None	CSC Profesional	QUALIFIED
A02-02-2026-17	BACHELOR OF PHYSICAL EDUCATION	None	None	LET	QUALIFIED
A02-02-2026-18	Bachelor's of Science in Public Administration	Orientation on DepEd Order No. 20, s.2024 and Semesteral Meetingof Administrative Officers - 8 hours Seminar-Workshop on teh MOOE Web-Based Monitoring System and Orientation on the Latest Budget and COA Circular Updates	Local Legislative Staff Employee II - 4 years and 7 months Administrative Assistant II - 2 years and 2 months	LET	QUALIFIED
A02-02-2026-20	Bachelor of Science in Commerce - Financial Management	Personality Development in the Workplace Seminar-8 hours Financial Management, Risk and Credit Management-16 hours	Clerk - 3 months Administrative Aide II - 1 year Administrative Assistant I - 2 years and 2 months	LET	QUALIFIED
A02-02-2026-21	Bachelor of Science in Accounting Technology	Seminar on the Introduction to the New Government Procurment Act (RA 12009) - 8 hours Training of Implementers on Healthy Public Food Procurment Policy - 16 hours	Accounting Officer - 10 months Records Filling Clerk - 8 months Teller/Solicitor - 2 years Solicitor/ Collector - 6 months	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-19	BS Public Administration	District Seminar and Workshop on Cash Management and Control System - 8 hours Orientation on DepEd Order No. 20, s.2024 and Semestral Meeting of Administrative Officers - 8 hours	Administrative Officer II - 2 years and 1 month Administrative Aide IV (Clerk II) - 2 years and 9 months	LET	QUALIFIED
AO2-02-2026-27	Bachelor of Science in Public Administration	Data Privacy Act and Cyber Security 8hrs, Values Orientation Seminar 8hrs DPA Compliance Seminar Workshop 16 hrs Mental Health for Public Health Workers 8hrs	Administrative Aide II - 4 years	LET	QUALIFIED
AO2-02-2026-25	Bachelor of Science in Electrical Engineering MAT -39 units	Basic Computer Literacy - 80 hours Mastering Administrative Skills: A comprehensive training program for Administrative Assistants in the Philippines - 8 hours	Admin Aide I - 3 years and 3 months Administrative Aide IV - 1 year and 6 months	LET Master Electrician	QUALIFIED
AO2-02-2026-29	Bachelor of Science in Civil Engineering	5s Training Work Values Development-16 hours, Research in Literary and Cultural Studies-8 hours	Engineering Assistant- October 6 years and 3 months	None	DID NOT MEET ELIGIBILITY REQUIREMENT
AO2-02-2026-24	BS IN ACCOUNTANCY	Program Implementation Review of School-Based Feeding Program FY 2024 and Planning Workshop - 8 hours Seminar-Workshop on the MOOE Web-Based Monitoring System and Orientation on the Latest Budget and COA Circular Updates - 8 hours	Administrative Assistant III - 2 years and 1 month Barangay Record Keeper - 2 years Finance Analyst - 3 years and 1 month	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-28	Bachelor Of Science In Accountancy	Basic Financial Management and Standard Chart of Accounts Training-Workshop - 8 hours The Basic Accounting with Records Keeping Seminar - 16 hours	Sales Accountant Officer - 1 month Information Officer - 1 year and 11 months Branch Cashier - 8 months Barangay Kagawad	LET	QUALIFIED
AO2-02-2026-30	Bachelor Of Science In Business 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- 1 year and 10 months Loan Officer - 3 months Assistant Branch Head - 4 years and 6 months	CSC Profesional	QUALIFIED
AO2-02-2026-22	Bachelor of Science in Commerce - Banking and Finance Master in Public Administration - 33 units	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 III - 2 years and 4 months Information Assistant I - 2 years and 3 months Branch Cashier - 13 years and 10 months Cashier - 2 months Front desk/ Cashier - 5 months	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-03-20206-26	Bachelor of Elementary Education	Administrative Office Development and Planning Conference - 32 hours Disbursement Management for Administrative Officers - 32 hours	Administrative Assistant I - 2 years and 5 months	LET	QUALIFIED
AO2-03-20206-23	Bachelor of Science in Information Technology	Seminar-Workshop on the MOOE Web-Based Monitoring System and Orientation on the latest Budget and COA Circular Updates - 8 hours Empowering SDO Operations with Advanced ICT and AI Training: Capacity Building for SDO Personnel on Professional Grade DepEd Software - 16 hours	Administrative Assistant III - 2 years and 4 months Alay Kapwa Employee - 12 years and 2 months	CSC Professional	QUALIFIED
AO2-02-2026-68	BS in Forestry	Organic Agriculture production NCII- 232 hours, solid waste management benchmarking and assessment/ action planning workshop - 32 hours, hazardous waste mngt. Training-5.0 hours, basic GIS mapping workshop-16 hours	Farm worker-10 months, statistical researcher- 11 months, SPLIT PROCESSOR- 7 months	RA1080	DID NOT MEET EDUCATIONAL REQUIREMENT
AO2-02-2026-67	Bachelor of Science in Commerce major in Financial Management	Seminar-Workshop on Cash Management and Control System- 24hours; Division Orientation/Workshop for the Preparation of Budget Proposal for CY 2026-8hours	ADAS III - 2 years and 1 month	CSC Professional	QUALIFIED
AO2.02-2026-66	Bachelor of Science in Mathematics	None	None	CSC Professional, LET	QUALIFIED
AO2-02-2026-65	Bachelor in Secondary Education - English major	None	None	LET	QUALIFIED
AO2-02-2026-64	Bachelor of Science in Information Technology	Seminar-Workshop on Cash Management and Control System- 24hours; 3-Day International Training/Seminar/Workshop on Office Management and Administration-24 hours	ADAS II - 2 years and 1 month	CSC Professional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-66	Bachelor of Science in Information Tecchnology	ONLINE COUNTER PROCESS, FRAUD CARD AND FAKE BILLS ORIENTATION - 8HRS; Dealing with Difficult People Conflict Management Strategies tha Work - 1.5hours	Branch Accountant - 2 years and 4 months	LET	QUALIFIED
AO2-08-2026-62	Bachelor of Science in Cooperative Development	Training on Basic Bookkeeping- 16hours; Governance of Management and Cooperatives-16hours	Administrative Aide II- 3years; Administrative Aide VI (Clerk III)- 1 year and 6 months	LET	QUALIFIED
AO2-08-2026-61	Bachelor of Secondary Education major in Social Studies	Alay sa Bayan-24 hours, I-CARE-16 hours, RA 6713-3 hours, FACES-8 hours	Data Encoder-(August 01, 2024 to present) 8mos.	CSC Profesional	QUALIFIED
AO2-02-2026-60	Bachelor of Science in Management Accounting	Division Orientation/Workshop for the Preparation of Budget Proposal fo CY 2026-8 hours; 3-Day National Training on Office Management and Administration-24 hours	ADAS II - 2 years and 1 month; Admin Aide I-11 months; Accounting Clerk- 5 years and 4 months	CSC Profesional	QUALIFIED
AO2-02-2026-59	Bachelor of Science in Elementary Education	Administrative Workforce with ICT Integration	Accounting Assistant-1 year and 9 months; Account Officer-3 years	CSC Profesional	QUALIFIED
AO2-02-2026-58	Bachelor of Science in Commerce	Disbursement Management for Administrative Officer - 32hrs, Financial Literacy and Development - 32hrs, Advanced Leadership and Excellence Seminar - 32hrs	Teacher - 4 years and 9 months, Account Officer - 5 yeras	LET	QUALIFIED
AO2-02-2026-57	Bachelor of Secondary Education -Social Studies	Mandatory Training Program-8hours; Basic Orientation Course-16hours	SK Chairman -2 years and 3 months, Volunteer Day Care Worker- 8 months	LET	QUALIFIED
AO2-02-2026-56	Bachelor of Science in Accountancy	NO DOCUMENTS ATTACHED	COS-5months	CSC Profesional	QUALIFIED
AO2-02-2026-55	Bachelor of Science in Accountancy	NCII BOOKKEEPING	NONE	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-54	BSC-Management	Disposal of Government Properties-32hrs, Division Orientation/Workshop for the Preparation of Budget Proposal for CY 2026-8hrs, MOOE Web-Based Monitoring System-8hrs	Admin Aide-6 years and 7 months; ADAS III-2years and 1 month	CSC Profesional	QUALIFIED
AO2-02-2026-53	BS IN MATHEMATICS	Bookkeeping NCIII-150 HOURS	Bookkeeper - 1 year	CSC Profesional	QUALIFIED
AO2-02-2026-52	BACHELOR OF TECHNICAL TEACHER EDUCATION	Training on Effective Documentation of Meetings and Conferences - 16 hours; Construction Occupational Safety and Health II - 42 hours,	Administrative Aide III (Clerk I) -1 year and 9 months ; Administrative Aide VI (Clerk III, Upgraded) - 2 years anfd 1 month	LET	QUALIFIED
AO2-02-2026-51	Bachelor of Arts in English	Training Diploma in Accounting - 36 hours, Seminar on the Anti- Money Laundering Law - 8 hours, Skills Training on Local Legislation & Orientation on Climate Change Adaptation For SK Officials - 24 hours	Administration Executive - 1 year, Administration Executive - 3 years and 6 months; Secretary - 6 years; Administrative Staff - 2 years and 1 month	PD 907	QUALIFIED
AO2-02-2026-50	Bachelor of Science in Accountancy	Advanced Asministrative Leadership and Excellence Seminar-32hrs, Administrative Office Development and Planning Conference-32hrs., Financial Accountabilitu and Disbursement Efficiency Workshop-32hrs.	Accounting Staff- 6 months	CSC Profesional	QUALIFIED
AO2-02-2026-49	Bachelor of Secondary Education	Disbursement management for administrative officers-32 hours, Advanced administrative leadership and Excellence seminar-32 hours, Administrative Office development and planning conference-32 hours, Basic computer literacy-80 hours	NO COE ATTACHED	LET	QUALIFIED
AO2-02-2026-48	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	SEMINAR ON RISK MANAGEMENT - 8HRS , TRAINING ON FIRAT AIDERS - 24 HRS , OCCUPATIONAL FIRST AID AND BASIC LIFE SUPPORT- 24 HRS	SECRETARY - 1 YEAR AND 11 MONTHS; BRANCH BOOKKEEPER - 2 years and 4 months; BRANCH LOAN CLERK - 3 years and 8 months	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)**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
AO2-02-2026-47	Bachelor of Science in Management Accounting	Virtual Bookkeeping with XERO & QuickBooks Online-18 hours, Career Development Online Seminar -18 hours,	Sanguniang Barangay Member-1 year and 11 months; Administrative Aide-2 years; Loan Inspector/collector-3 years and 5 months; Barangay Treasurer- 11 months	CSC Profesional	QUALIFIED
AO2-02-2026-45	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN FINANCIAL MANAGEMENT	Fundamentals of Cooperative-24 hours, Officers and Managers Forum:Building Momentum:Purpose, People and Passion- 24 hours,	Associate Sales Clerk - 2 months; Teller - 4 months; Human Resource Assistant -2 years and 11 months	LET	QUALIFIED
AO2-02-2026-44	Bachelor of Science in Business Administration Major in Financial Management	Targeted Financial Sanctions- 4hrs; Credit Investigation Seminar-8hrs	Loan Account Officer-3 years and 3 months	CSC Profesional	QUALIFIED
AO2-02-2026-43	Bachelor in Physical Education	Integrated Course For Attaining Responsive and Excellent (I-CARE) Service in the Government - 16 hours, Filipino Brand of Service Excellence Seminar - 8 hours,	Administrative Aide (Contractual) - 3 years and 6 months	LET	QUALIFIED
AO2-02-2026-42	Bachelor of Science in Accountancy	National Training on 21st Century Edtech Tools-16 hours	Credit Analyst-2 years and 11 months	CSC Profesional	QUALIFIED
AO2-02-2026-41	BS Information Technology	Enhancing Customer Care & Employees Productivity-8, Career Development and Office System Administration in Schools-80,	Finance Specialist-8 months; Bookkeeping Officer-4 months; Bokkeeper-4 months; Bokkeeper - 7 years and 8 months	CSC Profesional	QUALIFIED
AO2-02-2026-40	Bachelor of Science in Business Administration Major in Financial Management	N/A	NO COE ATTACHED	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
A02-02-2026-39	BACHELOR OF SCIENCE IN ACCOUNTANCY AND BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	FOUNDATIONS OF PHILIPPINE PARALEGAL PRACTICE-8 HOURS, EFFECTIVE OFFICE ADMINISTRATION AND CLERICAL SKILLS TRAINING-6 HOURS	AUDIT STAFF- 6 YEARS AND 3 MONTHS	CSC Profesional	QUALIFIED
A02-02-2026-38	Bachelor of Science in Information Technology	Artificial Intelligence & Prompt Engineering In Digital Literacy – 4 hours, DICT-DLS003 Microsoft Productivity Tools – 6 hours, Software Quality Assurance Manual Testing: ISTQB Certification Foundations Training – 8 hours	Admin Aide- 1 year and 4 months	CSC Profesional	QUALIFIED
A02-02-2026-37	Bachelor of Science in Accountancy	n/a	None	CSC Profesional	QUALIFIED
A02-02-2026_36	BACHELOR OF ARTS IN POLITICAL SCIENCE	n/a	Statistical Researcher - 4 months	CSC Profesional	QUALIFIED
A02-02-2026-35	Bachelor of Science in Business Administration	Cash Management and Control System - 24 hours,	Administrative Assistant - 2 years and 1 month; Junior Accountant - 5 years; Accounting Assistant - 5 years; Accounting clerk - 6 months	LET	QUALIFIED
A02-02-2026-34	Bachelor of Science in Information Technology	Disbursement Management for Administrative Officers - 32 hours, Financial Accountability and Disbursement Efficiency Workshop - 32 hours, Advance Administrative Leadership and Excellence Seminar - 32 hours,	Assistant Secretary - 2 years and 2 months, Barangay Clerk - 4 years and 1 month	PD907	QUALIFIED
A02-02-2026-33	BS Psychology	NAVIGATING THE FUTURE OF GUIDANCE AND COUNSELING: ADAPTING TO NEW REGULATIONS AND EMERGING TRENDS- 16 hours, STARTING THE CONVERSATION WITH A SAFE SPACE- 2 hours	GUIDANCE ADVOCATE- 1 YEAR AND 10 MONTHS	PD907; PSYCHOMETRICIAN	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-32	BS Office Administration	39th National Seminar on the Consolidation of Year-End Financial Report - 16 hours,	Clerk I - 3 years and 8 months, Administrative Aide - 1 year and 11 months	CSC Profesional	QUALIFIED
AO2-02-2026-31	Bachelor of Science in Hotel and Restaurant Management	Bookkeeping for Non-Accountant Training-6 hours	Branch Officer- 2 years and 7 months	CSC Profesional	DID NOT MEET EDUCATIONAL REQUIREMENT
AO2-01-2026-04	BACHELOR OF SCIENCE IN FORESTRY	NO DOCUMENT ATTACHED	ADMIN AIDE II - 3mos, CLERK- 1MO.	LET	DID NOT MEET EDUCATIONAL REQUIREMENT
AO2-01-2026-03	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	INTRODUCTION, BASIC TROUBLESHOOTING AND HANDS ON TRAINING OF FIBER OPTICS-8HRS,	ADMIN AIDE III-9mos	CSC PROFESSIONAL	QUALIFIED
AO2-01-2026-02	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	PARTICIPATE, GROW, LEAD: SPICE UP YOUR POTENTIAL-8hrs, EARTHQUAKE ENGINEERING 1 & 2- 8hrs, STRUCTURAL ANALYSIS & DESIGN REPORT COMPILATION- 4jrs	NO COE ATTACHED	CSC PROFESSIONAL	QUALIFIED
AO2-12-2025-01	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY W/ EDUCATIONAL PROFESSION UNITS	NO DOCUMENT ATTACHED	NO COE ATTACHED	LET	QUALIFIED
AO2-11-2025-02	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	NO DOCUMENT ATTACHED	NO COE ATTACHED	CSC PROFESSIONAL	QUALIFIED
AO2-11-2025-01	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING, BACHELOR OF SCIENCE IN ACCOUNTANCY	NO DOCUMENT ATTACHED	NO COE ATTACHED	CSC PROFESSIONAL	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-01-2026-01	Bachelor of Science in Business Administration major in Marketing Management, MBA 9 units	, Leadership/Technical Training- 64 hours	ADMIN AIDE IV - 6mos., PROJECT DEVELOPMENT SPECIALIST I - 1yr. 5 mos.	PD 907 HONOR GRADUATE ELIGIBILITY	QUALIFIED
AO2-02-2026-51	Bachelor of Arts in English	Training Diploma in Accounting - 36 hours, Seminar on the Anti- Money Laundering Law - 8 hours, Skills Training on Local Legislation & Orientation on Climate Change Adaptation For SK Officials - 24 hours	Administration Executive - 1 yr, , Administration Executive - 3 yrs & 6mos, Secretary -6yrs, Administrative Staff - 2yrs	PD 907 HONOR GRADUATE ELIGIBILITY	QUALIFIED
AO2-1025-02	Bachelor of Science in Secondary Education	Data Science and Analytics Training-20hrs, Orientation & Workshop on 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
	BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT	NO DOCUMENT ATTACHED	NO COE ATTACHED	CSC PROFESSIONAL	DID NOT MEET EDUCATIONAL REQUIREMENT
AO2-02-2026-01	BS IN INFORMATION TECHNOLOGY	NO DOCUMENT ATTACHED	Free lance IT Support-2yrs & 7mos	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-02	Bachelor of Science in Management Accounting	DUPAX DEL NORTE I DISTRICT TRAINING ON THE EXPANDED CAREER PROGRESSION (ECP) SYSTEM FOR TEACHERS-24 hours, WORKSHOP ON MOOE WEB-BASED MONITORING SYSTEM-8 hours, SEMINAR-WORKSHOP ON THE MOOE WEB-BASED MONITORING SYSTEM AND ORIENTATION ON THE LATEST BUDGET AND COA CIRCULAR UPDATES-8 hours	Administrative Assistant III 2 yrs and 9mos, Branch Bookkeeper/Subsidiary Loan Bookkeeper-J4mos, Subsidiary Bookkeeper-8mos, Branch Bookkeeper-4yrs 7 mos, Branch Bookkeeper/Subsidiary Loan Bookkeeper-5mos, Branch Bookkeeper-2mos, Subsidiary Bookkeeper-2yrs 2mos, Subsidiary Bookkeeper(Trainee)-4mos, Loan Clerk-9mos, Trainee-1mo, Accounting Clerk Regular-6yrs 1mo, Accounting Clerk-4mos, Trainee extende-2mos, Trainee-2mos	CSC Profesional	QUALIFIED
AO2-02-2026-03	Bachelor of Science in Public Administration	Integrated Delivery Tuberculosis Service Phase I (Idots) - 8hours, Orientation and Meeting on Integrated Tuberculosis Information System (ITIS) Encoding and Reporting to all DOTS Facilities - 8hours, PIDSR System Software Orientation Training - 4 hours, Lifestyle related Disease Management and Control Program - 4hours, PIDSR and Notifiable Diseases Orientation Training - 4hours, Training on Local Government Procurement Process - 16hours, National Tuberculosis Control Program - Nueva Vizcaya Provincial Supervisory Meeting, Planning Workshop & Q1-Q3 Program Implementation Award - 8hours, Nutrition and Emergency Management Training (NIEm) and Disaster Risk Reduction Management in Health Training - 8hours	Barangay Secretary - Dec. 2, 2 Audit Clerk - 1yr 4mos, Administrative Aide - 4yrs 1 mo	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-04	BACHELOR OF SECONDARY EDUCATION- MAJOR IN ENGLISH	no DOCUMENT ATTACHED	INSTITUTIONAL QUALITY ASSURANCE DIRECTOR-10mos	LET	QUALIFIED
AO2-02-2026-05	Bachelor of Secondary Education major in Filipino	Basic Orientation Course for Barangay Officials-16 hrs	Barangay Secretary -2 yrs	PD 907	QUALIFIED
Ao2-02-2026-06	Bachelor of science and civil engineering	Const.Occupational safety and health with 2hour training of trainers-40hrs, Government fares agreement orientation PS-client learning engagement -3hours, Administrative Support and Procedure -16hours	Administrative aide-2yrs 6mos administrative aide III 4mos administrative aide 5yrs	CSC Profesional	QUALIFIED
AO2-02-2026-07	Bachelor of Science in Business Administration, Major in Marketing Management in Marketing Management	JA Entrepreneurial Skills Pass-8hrs, Compensation and Benefits Program - 8hrs, Future Leaders Program-8hrs	Branch Admin/Reserve Supervisor - PH Jet Global Express Inc.1 yr 5 mos,	CSC Profesional	QUALIFIED
AO2-02-2026-08	BS in Management Accounting, MBA	Administrative Workforce with ICT Integration-80 hours, Public Administration and Office System Management Seminar 80, Career Development and Office System Management in School 80, Leadership Training: Effective Administration and Office Management- 80 hours	Administrative Assistant II-2 yrs, Records Officer-9 yrs & 10 mos., Posting Clerk-4mos	CSC Profesional	QUALIFIED
AO2-02-2026-09	Bachelor of Science in Public Administration	Multimedia Awareness Seminar Workshop - 8 hours, ICT Specialized Training System - Digital Education - 16 hours, Basic Incident Command System - 24 hours, Community Based Disaster Risk Reduction and Management Training CUM BDRRM PLANNING WORKSHOP (Facilitator) - 16 hours, Personality Development Workshop - 8 hours	Administrative Aide III - 3yrs 3mos	LET	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
A02-02-2026-10	Bachelor of Science in Management Accounting	Updated AMLA Rules & Regulations Seminar-8hrs, Consumer Assistance Management Sytem Training-8hrs,How to Assist Persons with Disability in the Bank Industry-8hrs AMLA ules and Regulation & Risk Managemeny-8hrs, Teller Training Seinar-16 hrs	Account Assistant II-14yrs	CSC Profesional	QUALIFIED
A02-02-2026-11	Bachelor of Physical Education	Basic Computer Literacy -80 hrs	Brgy. Record Keeper-11mos.,GIP-6mos	LET	QUALIFIED
A02-02-2026-12	BACHELOR OF ARTS IN ENGLISH LANGUAGE	Webinar on Human Resources Compliance - 2 hours, Webinar on Records Management Policy and Manual-2 hours, Webinar on Office Administration-2 hours, Webinar on Human Resource Training and Development - 7 hours, Webinar on Records Management - 2 hours, Webinar on Inventory Management - 2 hours, Webinar on Human Resourcetalent Acquisition - 2 hours, Webinar on Administrative Management - 7 hours, Webinar on the Fundamentals of Bookkeeping: Accounting for Non Accountants - 2 hours, Webinar on Human Resource Management - 7 hours	NO COE ATTACHED	LET	QUALIFIED
A02-02-2026-13	BSIT, mBA-12 units	Public Administration and Office System Management Seminar-80 hrs, Carrer Development and Office Suytem Administration in Schools-80 hrs, Leadership Training:Effective Administration and Office Management-80 hrs	Computer Teacher & Guidance Coordinator-10mos, Class Adbiser-11mos, Parish Staff-5mos	LET	QUALIFIED
A02-02-2026-14	BS Industrial Technology	BOTP-Teller-168 hours, MSME's Negosyante Loan Product Orientation-8 hours, AMLC Registration and Reporting Guidlines-4 hours, AML/CTF Foundamentak Course-4 hours, TFS Course- 4 hours, Loan Officer Training Program-16 hours	CRS Teller-6mos., Account Officer/Technical Professional I-3yrs 6mos, Accounts Assistant for Salary Loan- 5yrs & 6mos, 9mos, Consumer Appliance Techincian- 1yr 6mos	Honor Graduate	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE OFFICER II (HRMO I)

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
AO2-02-2026-15	Bachelor of Science in Public Administration	no DOCUMENT ATTACHED	Administrative Aide II - 8mos, Admini Aide IV- 3yrs & 3mos., Admin Aide I- 9mos	CSC Profesional	QUALIFIED
AO1-02-2026-02	BS Criminology	Basic Policy Review with Workshop for Sales Account O	Sales Account Officer-7 months	CLE	DID NOT MEET EDUCATIONAL REQUIREMENT
AO1-02-2026-01	Bachelor of Science in Business Administration Major in Entrepreneurship and Bachelor in Secondary Education	Code of Conduct and Ethical Standard for Public officials and Employees-3 hours, Document Control Training-8 hours.	Registrar Staff - 3 years, Sales Supervisor - 1 year and 7 months, Warehouseman - 2 years and 1 month, Stock Clerk - 6 months	CSC Profesional	QUALIFIED
AO2-10-2025-01	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	BOOKKEEPING & PAYROLL ACCOUNTING 4HRS, LAWS AND REGISTRATION ON GOVERNMENT EXPENDITURES 32HRS, PUBLIC SERVICE VALUES PROGRAM OVERVIEW 3HRS	ADMINISTRATIVE AIDE VI(AACCOUNTING)- FEB. 16, 2024 TO PRESENT, JOB ORDER ACCOUNTING- MAY 22, 2023 TO DEC. 31, 2023	CSC Profesional	QUALIFIED
AO2-03-2026-05	Bachelor of Elementary Education	N/A	N/A	LET	QUALIFIED
AO2-03-2026-06	Bachelor in Business Administration Major in Financial Management	District Inset-24 hours, SBTT matatag Curriculum-24 hours, 3-day International Seminar by Profink -24 hours, Budget Prep 2026-8 hours, MOOE web based Seminar 8 hours, Assessors training-24 hours, budget prep for CY 2027 8 hours	Loan officer-July 2019 to October 2020, Bookkeeper October 1, 2020 to December 14, 2023, Administrative Assistant II- December 15, 2023 to Present	CSC Profesional	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)