



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

10 June 2026

DIVISION MEMORANDUM
No. **122**, 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 June 16-17, 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
Princes C. Aquitania	Administrative Officer IV
TEAM B	
<i>Name</i>	<i>Position</i>
Nimfa Norie A. Aquino PhD	Education Program Supervisor
Dindo John H. Moreno EdD	Education Program Supervisor

Bermelita E. Guillermo PhD	Education Program Supervisor
Rudy S. Agustin	Nurse II
TEAM C	
<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
TEAM D	
Roselle R. Mendoza	School Principal II
Irene B. Bosque	School Principal IV
Jerry B. Lazaro	School Principal III
Amherstine Boy B. Bata	School Principal I
Mickael A. Raymundo	School Principal 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. For information, guidance, and wide dissemination.


ORLANDO E. MANUEL PhD., CESO V
 Schools Division Superintendent

06-2026-405



SCHEDULED DATE AND TIME OF ASSESSMENT

June 16, 2026

9:30AM – 10:00AM – Skills Test
 10:00AM – 10:30AM – Written
 10:30AM – 12:00PM – Document Assessment and Interview
 1:30PM – 2:00PM – Skills Test
 2:30PM – 3:00PM – Written
 3:00PM – 5:00PM – Document Assessment and Interview

June 17, 2026

8:30AM – 9:30AM – Portfolio Annotation
 9:30AM – 12:00PM – Interview and BEI
 1:30PM – 2:30PM – Portfolio Annotation
 2:30PM – 5:00PM – Interview and BEI
 Classroom Observation - separate memorandum will be issued

NOTE:

- Applicants for the position of **ADMINISTRATIVE OFFICER I** 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:

SCHEDULE	POSITION	APPLICATION CODE
June 16, 2026 9:30AM – 12:00PM	Administrative Assistant III	ADA3-02-2026-13
		ADAS 3-02-2026-05
		ADAS 3-02-2026-40
		ADAS 3-02-2026-56
		ADAS 3-02-2026-57
		ADAS 3-02-2026-58
		ADAS 3-02-2026-64
		ADAS3-02-2026-03
		ADAS3-02-2026-10
		ADAS3-02-2026-100
		ADAS3-02-2026-102
		ADAS3-02-2026-103
		ADAS3-02-2026-104
		ADAS3-02-2026-12
		ADAS3-02-2026-14
		ADAS3-02-2026-16
		ADAS3-02-2026-18
		ADAS3-02-2026-19
		ADAS3-02-2026-20
		ADAS3-02-2026-21
		ADAS3-02-2026-22
		ADAS3-02-2026-28
		ADAS3-02-2026-29
		ADAS3-02-2026-31
		ADAS3-02-2026-32
ADAS3-02-2026-34		
ADAS3-02-2026-35		
ADAS3-02-2026-36		
ADAS3-02-2026-43		
ADAS3-02-2026-45		

		ADAS3-02-2026-47 ADAS3-02-2026-50 ADAS3-02-2026-51 ADAS3-02-2026-53 ADAS3-02-2026-55 ADAS3-02-2026-59 ADAS3-02-2026-60 ADAS3-02-2026-62
June 16, 2026 1:30PM – 5:00PM	Administrative Assistant III And Administrative Assistant II	ADAS3-02-2026-65 ADAS3-02-2026-69 ADAS3-02-2026-70 ADAS3-02-2026-72 ADAS3-02-2026-74 ADAS3-02-2026-78 ADAS3-02-2026-79 ADAS3-02-2026-80 ADAS3-02-2026-82 ADAS3-02-2026-87 ADAS3-02-2026-88 ADAS3-02-2026-89 ADAS3-02-2026-90 ADAS3-02-2026-94 ADAS3-02-2026-97 ADAS3-02-2026-98 ADAS3-02-2026-99 ADAS2-02-2026-18 ADAS2-02-2026-14 ADAS 2-02-2026-13 ADAS2-02-2026-12 ADAS2-02-2026-10 ADAS2-02-2026-9 ADAS2-02-2026-06 ADAS2-02-2026-04 ADAS-02-2026-03 ADAS2-02-2026-01 ADAS2-02-2026-23 ADAS2-02-2026-42 ADAS2-02-2026-43 ADAS2-02-2026-28 ADAS 2-02-2026-26 ADAS2-02-2026-30 ADAS2-02-2026-31 ADAS2-02-2026-35 ADAS2-02-2026-37 ADAS2-02-2026-39 ADAS 2-02-2026-46
June 16, 2026 1:30PM – 5:00PM	Administrative Officer I	A01-02-2026-01
June 17, 2026 8:30AM – 12:00PM	Master Teacher II	MT2-E-01-2026-01 MT2-E-011-2026-04 MT2-E-01-2026-03
June 17, 2026 8:30AM – 12:00PM	Master Teacher I	MT1-E-01.2026-14 MT1-E-01-2026-01 MT1-E-01-2026-02 MT1-E-01-2026-03 MT1-E-01-2026-05 MT1-E-01-2026-07 MT1-E-01-2026-08



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/>

		MT1-E-01-2026-10 MT1-E-01-2026-11 MT1-E-01-2026-13 MT1-E-01-2026-15 MT1-E-01-2026-17 MT1-E-01-2026-18 MT1-E-01-2026-6
June 17, 2026 8:30AM – 12:00PM	Master Teacher I	MT1-S-01.2026-02 MT1-S-01.2026-03 MT1-S-01.2026-04 MT1-S-01.2026-05 MT1-S-01.2026-06 MT1-S-01.2026-15 MT1-S-01-2026-07 MT1-S-01-2026-09 MT1-S-01-2026-11 MT1-S-01-2026-13 MT1-S-01-2026-16 MT1-S-01-2026-17 MT1-S-O1-2026-10 MT1-S-O1-2026-18

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-45	Bachelor of Science in Hotel and Restaurant Management	Bookkeeping for Non-Accountant - 6hrs	Branch Officer- 2 years and 8 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-44	Bachelor of Elementary Education	Advanced Administrative Leadership and Excellence Seminar" 32 hours, "Disbursement Management for Administrative Officers" - 32 Hours, "Administrative Office Development and Planning Conference" - 32 hours	Administrative Assistant I - 2 years and 4 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-43	Bachelor of Science in Business Administration major in Financial Management	Credit Cooperative Pre-Membership Education Seminar- 8hours, Awareness and Understanding Educational Organizations Management System-16hours	Bookkeeper II - 2 years, Liaison Officer- 2 years and 1 month, ADA III- 10 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-42	Bachelor of Science in Accountancy; MBA - 24 units	Corporate Income Taxation -4 hours, Home Office and Branch Accounting - 4 hours	Bookkeeper-7 months	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-41	Bachelor of Elementary Education	MS Excel-4 hrs., MS PowerPoint - 4 hrs	Engineering Aide-2 years and 11 months, Engineering Assistant-1 years and 5 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS 3-02-2026-40	Bachelor of Science in Accountancy	Advanced Administrative Leadership and Excellence Seminar" 32 hours, "Disbursement Management for Administrative Officers" - 32 Hours, "Administrative Office Development and Planning Conference" - 32 hours	Branch Bookkeeper-4 years and 6 months	CSC Sub Professional	QUALIFIED
ADAS3-02-2026-39	Bachelor Of Science in Office Administration	ICT Training-80hrs	Administrative Assistant - 7 years and 6 months	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-38	Bachelor of Science in Office Administration	N/A	Clerk- 3 years and 1 month; Barangay Record Keeper- 2 years	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS 3-02-2026-37	BS Tourism Management	NCII- Front Office	Project Admin Aide III - 1 year and 1 month, Project Admin Aide III- 6months	PD 907	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-36	Bachelor of Science in Accountancy	Technical Compliance Workshop for Submitting Entities- 8hours	Loan Clerk/IT-4 years and 7 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-35	Bachelor of Science in Management Accounting	Orientatio on PRIME HRM Level II Standards-8hours; Philippine Taxation, Bookkeeping and Payroll-12hours	Accounting Support Staff- 2 years and 4 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-34	BS Commerce-Major in Financial Management	Introduction to Bokkeeping-8hours; Artificial Inteligence & Prompt Engineering in Digital Literacy-8hours	Client Service Assoc.-6 months; Branch Manager-2 yeras and 4 months;	CSC Profesional	QUALIFIED
ADAS3-02-2026-33	BS Computer Engineering	Soft Cybersecurity Skills Training and Awareness-16, Communication Training on atechical Writing and Public Speaking-40 hours	Administrative Assistant II -8 months; Public Health Associate-1 year; Admin Officer-2 years	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-32	Bachelor of Science in Accounting Technology	Seminar on the Introduction to the New Government Procurement Act (RA 12009) - 8 hours Training of Implementers on Healthy Public Food Procurement Policy - 16 hours	Accounting Officer - 10 months Records Filling Clerk - 8 months Teller/Solicitor - 2 years Solicitor/ Collector - 6 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-31	Bachelor of Secondary Education Major in Social Studies	Introduction to the New Government Procurement Act (RA 12009) - 8 hours	Bookkeeper - 1 year and 2 months	LET	QUALIFIED
ADAS3-02-2026-46	Bachelor of Secondary Education, Major in English	Financial Literacy Seminar- 4hrs., Digital Literacy Skills training-8hrs.	Admin Aide III-7 months	CSC Sub Professional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-47	Management Accounting; Master of Management 27 units	SAP Business One - 8 hours	Customer Support Assoc. II- 2 months; Clerk-2 months; Admin Aide-1 year and 5 months; Audit Assistant-5 years and 10 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-48	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 years and 8 months	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-49	Bachelor of Science in Information Technology	Disbursement Management for Administrative Officers - 32 hours, Financial Accountability and Disbursement Efficiency Workshop - 32 hours, Advacnce Administrative Leadership and Excellence Seminar - 32 hours,	Assistant Secretary - 2 years and 2 months, Barangay Clerk - 4 years and 1 month	PD907	DID NOT MEET EXPERIENCE REQUIREMENT
ADAS3-02-2026-50	Certificate in Computer Secretarial	Basic Accounting & Bookkeeping for Non-accountants Webinar - 16 hours, PC Operation National Certificate - 16 hours	Executive Secretary - 15 yeras and 1 month, Asst. Land Registration Examiner - 1 year and 5 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-51	Bachelor of Science in Hospitality Management; Master of Management-25.5 units	2025 PAGBA Quarterly Seminar and Meeting - 32 hours	ADA VI-1 year and 9 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-53	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	Law and Regulations on Government Espenditures-32 hours	Admin Aide VI-1 year and 6 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-54	BS Accountancy	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	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-55	Bachelor of Science in Accountancy	Credit, Underwritng, Administration and Review - 16 hours	Credit Analyst-2 years and 11 months	CSC Profesional	QUALIFIED
ADAS 3-02-2026-56	BS in Business Administration major in Financial Management	Law and Regulations on Government Espenditures-32 hours	Admin Aide-4 years and 4 months	CSC Sub Professional	QUALIFIED
ADAS 3-02-2026-57	Business Administration Major in Financial Management	Quickbooks Online Accountant Certification (Technical) - 4 hours	Admin Staff-1 year and 4 months, Accounting Clerk-1 year and 7 months	CSC Profesional	QUALIFIED
ADAS 3-02-2026-58	Bachelor of Science in Office Administration	Introduction to Bookkeeping and Journalizing Entry-32 hours, Chaiers Training -8 hours	Cashier-7 years and 6 months	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-59	Bachelor of Science in Management Accounting	Accounting for Non-accountants-16hours, Human Resource policy and management-16 hours,	Assistant General Manager- 4 years and 10 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-60	BS Accountancy	Tax Updates with Discussion About Lease of Paying Taxes Act - 4 hours, Home Office and Branch Accounting 4 hours, Principles of Income Taxation -4 hours	Administrative Assistant - 2 years and 10 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-61	BS-Accountancy	Alan Ng Serbisyo, alay sa bayan - 2 hours, Balance Scorecard Financial Perspective - 2 hours, Financial Perspective Variance Analysis - 2 hours, Financial Accounting and Reporting:Receivables - 2 hours, Taxation:select tax issues needing academic or practical consensus - 2 hours, post employment benefits - 2 hours	School Secretary- 11 months; Accounting Personnel-3months	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-62	Bachelor of Science in Business Administration Major in Financial Management	Debt Collection Approach & Strategies Under the New Normal - 8 hours, Anti Money Laundering and Counter Terrorism Financing - 3 hours	Loan Account Officer-3 years and 3 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-63	Bachelor of Science in Accountancy	Entrepreneurship - 24 hours, Basic Bookkeeping for Corporations - 24 hours, Basic Bookkeeping for Partnership - 24 hours, Basic Bookkeeping for Sole Proprietorship - 24 hours	Data Processor-7 months; Enumerator-5 months; Admin Aide VI-10 months	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS 3-02-2026-64	Bachelor of Science in Management Accounting	Financial Accountability and Disbursement Efficiency Workshop - 32 hours	Accounting Assistant - 1 year and 4 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-65	BSIT	Preparation of Voucher and Tax Computation - 8 hours	Admin.Aide(COS)-2yrs & 2mos, GIP-4mos.	CSC Profesional	QUALIFIED
ADAS3-02-2026-66	BS ACCOUNTANCY	Career Development and Office System Administration in Schools-80hours	Customer Representative-2 months; Loan Cler-1 year and 1 month; Accounting Clerk-2 months; Branch Bookkeeper-1 year and 2 months	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-67	Bachelor in Secondary Education-Major in Filipino	Administrative Officer Upskilling and Management Training-6 hours, Bookkeeping NC III Training- 438 hours	Executive Assistant- 1 year and 2 months	LET	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-68	BS IN PUBLIC ADMINISTRATION AND LEGAL MANAGEMENT	Soft Cybersecurity Skills Training and Awareness-8 hours	Health Program Officer I- 3 years and 2 months	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-69	Masters in Public Administration	Personal Financial Management - 24 hours;	ADAS II- 7 years	LET	QUALIFIED
ADAS3-02-2026-70	BSBA - Major in Financial Management	Audit Management and Internal Control- 16 hours; Cooperatives Taxation and BIR Audit Handling- 8hours	Accounting Clerk - 8 years and 4 months	LET	QUALIFIED
ADAS3-02-2026-71	Bachelor of Physical Education	Comprehensive Household Information Training-16hours	Administrative Aide III- 1 year and 6 months, Administrative Aide IV -1 year	LET & CSC Eligibility (PD 907)	DID NOT MEET TRAINING REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-72	BSBA MAJOR IN MANAGEMENT ACCOUNTING	2-day Learning Sessions by the Department of Budget and Management R02-16 hours, Regional Seminar-Workshop on the Preparation and Consolidation of CY 2025 Year-end Financial Reports-32hours	Admin Assistant II- 1year and 8 months	CSC Sub Professional	QUALIFIED
ADAS3-02-2026-73	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	TRAINING ON FIRST AIDERS- 24 HRS	Secretary/Cashier-1 year and 11 months; Branch Loan Clerk - 3 years and 7 months, Branch Bookkeeper - 2 years and 4 months	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-74	Bachelor of Science in Accounting Technology	Bookkeeping Seminar (Basic Accounting) -80hrs, Public Service Values Overview- 3hrs, Human Capital Development as a Driver in improving Public sector Productivity- 16hrs	Accounting Staff- 9 months, Job Order - 4 months, Accounting Staff-2 years and 1 months	LET	QUALIFIED
ADAS3-02-2026-75	Senior High School Graduate	2 day Seminar Workshop on Supply and Property Management Information System - 16 hours, Orientation on the Implementaiton of the e-LBAC Information System - 8 hours, Local Investment Plan for Health 2023-2025/ Annual Operation Plan 2023 - 8 hours, Google Workspace - 16 hours	No Certificate of Employment	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS III-01-2026-01	BS in Tourism Management	No Documents Attached	No Certificate of Employment	CSC PD 907	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-01	Bachelor of Science in Management Accounting	No Documents Attached	Accounts Service Personnel - 2yrs & 2mos	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-02	Bachelor of Science in Management Accounting	NCIII Bookkeeping - 8hrs	No Certificate of Employment	LET	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-03	Bachelor of Secondary Education major in Social Studies	Basic Bookkeeping - 40 Hours	Administrative Aide - 1yr & 6mos.	CS Profesional	QUALIFIED
ADAS3-02-2026-04	Bachelor of Science in Information Technology	Effective Documentation of Meetings and Conferences - 16 hours	Clerk I (Casual) - 2yrs & 5mos	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS 3-02-2026-05	Bachelor of Science in Secondary Education- Major in MAPEH	T Seminar on the Introduction to the New Government Procurement Act (R.A. 12009)- 8 HOURS, Orientation and Workshop on Budget Preparation- 16 HOURS	Aide IV (Casual)-1yr & 8mos., Aide III (Casual)-2yrs & 5mos., Local Legislative Staff Employee II-5yrs	LET	QUALIFIED
ADAS3-02-2026-08	Bachelor of Science in Commerce major in Financial Management	Leadership and Valuer Re-orientation-8hrs, People Firts:Human Resource Managemet for Cooperativer-8hrs, Personal & Personnel Work Ethics-16hrs, Officers & Managers Forum=16hrs, Front Office OPERATIONS Essentials Program- 24hrs	Human Resource Assistant(permanent)- 2yrs & 5mos, Human Resource Assistant (probi)-6mos, Teller(contractual)-4mos, Associate Sales Clerk(probi)-2mos.	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-09	Bachelor of Science in Electronics Engineering 5th yr level	National Training and Workshop on Office Management and Administration - 24 hours, Seminar-Workshop on Cash Management and Control System - 24 hours, ICT tools, Platforms and Trends updates for District Admin Staff - 24 hours	Adas II - 1yr, Admin Aide VI - 1yr & mos, Admin Assistant II (COS)- 1yr & 4mos, Project Evaluation Officer (COS)- 2yrs, Admin Aide(COS)- 1yr, Sales & Service Specialist-1yr & 9mos	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS (NO ONE PERFORMANCE CYCLE ON CURRENT POSITION)

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-10	Bachelor of Science in Accountancy (BSA)	2025 3rd PAGBA Quarterly Seminar cum Convention - 32hrs., Seminar-Workshop on the MOOE Web-Based Monitoring System and Orientation on the Latest Budget and COA Circular Updates - 8hrs	Administrative Assistant II (DepEd) - 9yrs & 4mos	CSC Sub Professional	QUALIFIED
ADAS3-02-2026-11	Bachelor of Science in Electrical Engineering	BASic Records & Archives Management-16hrs, International Seminar on Leadership & Office Administration-80hrs, Computer Skills Development Training " Improving Classroom Learning Thru ICT-80hrs, Career Development & Office System Administration in School-80hrs	Administrative Aide (COS)- 14yrs & 8mos	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-12	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN BANKING AND FINANCE	BOOKKEEPING NC - III - 272 hours, BASIC IDENTIFICATION, BUSINESS AND INCOME DOCUMENTS VERIFICATION AND KNOW YOUR MONEY SEMINAR - 24 hours, BRANCH BASIC OPERATIONS TRAINING - 16 hours,ANTI MONEY LAUNDERING ACT SEMINAR - 8 hours	BANK TELLER - March 1, 2021 to June 28, 2024, LOANS ASSISTANT - November 4, 2015 to February 28, 2021, LOANS ASSISTANT - September 22, 2014 to November 4, 2015, OFFICE CLERK - July 22, 2013 to August 31, 2014	CSC Sub Professional	QUALIFIED
ADA3-02-2026-13	BS Industrial Technology	BOTP-Teller-168 hours, MSME's Negosyante Loan Product Orientation-8 hours, AMLC Registration and Reporting Guidelines-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
ADAS3-02-2026-14	Bachelor of Science in Management Accounting, MBA (Finished Acad Req)	CORPORATE INCOME TAXATION -4, HOME OFFICE AND BRANCH ACCOUNTING- 4	Administrative Assitant - 2yrs & 2m0s, Administrative Clerk- 5mos	CSC Profesional	QUALIFIED
ADAS3-02-2026-15	Bachelor of Science in Accountancy	No Documents Attached	Admin Aide (JO)- 3yrs & 2mos	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-16	Bachelor of Science in Computer Science	risk management and credit collection - 16 hours,study visit on social enterprise, business development services and networking - 40 hours	Trainer Tam-An Agri-Tech-2yrs & 7mos, Loan Officer-1yr & 6mos, Farm Supervisor- 2yrs & 6mos, Branch Manager-1yr & 9mos, Officer-In-Charge-4mosm\, Loan Officer- 3 Yrs 5mos, Sales Account Officer- 2yrs & 1mo	CSC Sub Professional	QUALIFIED
ADAS3-02-2026-17	Bachelor of Science in 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 Profesional	DID NOT MEET TRAINING REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-18	BS Business Administration-Financial Management	Strength in numbers: "Unlocking Cooperative Growth through Financial Discipline " - 8hrs, Gender and Development (GAD) Orientation- 8hours, R.A. 9510 Orientation and Technical Compliance Overview - 16hours, Basic Video Editing - 16hours, Credit and Risk Management - 8hours, Financial Management - 8 hours, Basic Accounting for Non-Accountants- 16hours, Quantitative Research Methods: A Statistical Perspective 1.0 - 8hours, Project: A.B.K.D - 8hours, Financial Management - 8hours	Associate Assistant- 1yr & 6mos	CSC Profesional	QUALIFIED
ADAS3-02-2026-19	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	Workshop on the MOOE Web-Based Monitoring System- 8 Hours, Division Orientation/Workshop for the Preparation of Budget Proposal for CY 2026-8 Hours, In-Service Training (INSET)-24 Hours, Basic Life Support Training Course-16 Hours, School-Based Training on Matatag Curriculum-40 Hours, Seminar-Workshop on Cash Management and Control System- 24 Hours , District Mid-Year In-Service Training (INSET)- 40 Hours	Administrative Assistant II-2yrs & 2mos, Admin Aide (Clerk) 1yr & 10 mos	CSC Sub Professional	QUALIFIED
ADAS3-02-2026-20	Bachelor of Science in Office Administration	Reorientation on Sales and Operation Policies and Procedures - 40 hours 13th PASOA National Convention- 16 hrs	Loan Account Associate - 7yrs & 5mos	LET	QUALIFIED
ADAS3-02-2026-21	BACHELOR OF SCIENCE IN ACCOUNTANCY	17TH NORTHERN LUZON GEOGRAPHICAL CONFERENCE - 24 hours, INTERNATIONAL LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE - 24 hours, BOOKKEEPING & LITERACY FOR ACCOUNTABILITY NURTURING COMMUNITY EMPOWERMENT-8 hrs,	Administrative Aide - 2yrs & 2mos, GIP-6mos, BOOKKEEPER/PAYROLL OFFICER -10mos	CSC Profesional	QUALIFIED
ADAS3-02-2026-22	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- FINANCIAL MANAGEMENT	DIVISION ORIENTATION / WORKSHOP FOR THE PREPARATION OF BUDGET PROPOSAL FOR CY 2026-8 HOURS , SEMINAR -WORKSHOP ON THE MOOE WEB-BASED MONITORING SYSTEM AND ORIENTATION ON THE LATEST BUDGET AND COA CIRCULARS UPDATE-8 HOURS	Administrative Assistant II- 1yr & 4mos, Branch Teller- 8yrs & 6mos,	LET	QUALIFIED
ADA3-02-2026-23	Bachelor of Technology Livelihood Education Major in ICT	Training of School Registrar 12hrs, working attitude and value engancement 8hrs, Melpi Pro 8hrs	School Registrar-10 mos, NURSING Attendant- 3yrs & 6mos, Admin Aide III (Clerk I) - 3yrs & 2mos	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-24	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	DID NOT MEET TRAINING REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-25	BS in Information Technology	Better Code Management and Collaboration: Introduction to GIT- 8hrs, DIGIVERSE: Decoding the Cipher of Digital Marketing- 3hrs & 3mins, Digital Governance & Management Training-12 hrs, Internet Media & Information Literacy TRaining Awareness of Information Disorder- 4hrs , Block Chain Technology: Cryptocurrencie and its Future-4hrs, Data Privacy Act Arwaeness-3hrs,	Administrative Aide I - 1yr & 8 mos	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-26	Bachelor of Science in Management Accounting	Public Administration an Office System Management Seminar - 80 hours, Leadership Training: Effective Administration an Office Management - 80 hours, Career Development And Office System Administration in Schools - 80 hours	Audit Clerk - 3 yrs & 10 mos	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-27	Bachelor of Science in Management Accounting	No Documents Attached	Administrative Aide III (COS)- 3 yrs	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-28	Bachelor of Science in Accounting Technology	Financial Accountability and Disbursement Efficiency Workshop-32 hrs, Disbursement Management for Administrative Officers-32 hrs, Advanced Administrative Leadership and Excellence Seminar-32 hrs, Bookkeeping w/ Philippine Taxation and Quickbooks Online-15 hrs	Administrative Aide III (Clerk I) COS - 1yr & 10mos	CSC Profesional	QUALIFIED
ADAS3-02-2026-29	Bachelor of Science in Business Administration major in Financial Management	Seminar on Taxation & Overview of Financial Statements for Local Government Units-16 hours, Webinar Legal Discourse: A Webinar on Code of Conduct and Ethical Standards for Public Officials and Employees- 8 hours, 2024 National Convention and Seminar Workshop (Theme- Innovative Financial Leadership: Navigating the Future of Local Finance)- 32 hours, EOPT Roadshow - 8 hours, Seminar/Workshops on the Fundamentals of Internal Audit with Emphasis on Its Creation and Organization - 24 hrs	Administrative Aide III (Accounting Clerk) COS- 4yrs & 6mos.	CSC PD 907	QUALIFIED
ADAS3-02-2026-30	BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION	PhilGeps/BAC Training-Workshop for Brgy Officials-24 hrs, Strengthening Capacities of BBla: Orientation and Action Planning on the Implementation of Seal of Good Local Governance-24hrs, Skills Enhancement Seminar Workshop for Brgy Officials on the Preparation of 2020 Brgy Annual Invest Plan- 16 hrs	Administrative Assistant - 1yr, Barangay Secretary - 4yrs & 2mos, Administrative Aide - 5mos	CSC Sub Professional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-76	Bachelor of Science in Information Technology	Integrated Course for Attaining Responsive and Excellent Service in the Government - 16 hrs, Technical Writing Essentials-24hrs, Gender Sensitivity Seminar-8hrs, Values Orientation Workshop-16hrs.	Administrative Aide Clerk - 1yr & 6mos., GIP Intern-3mos.	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-77	Bachelor of Science in Criminology with 18 professional education units	No Documents Attached	No Certificate of Employment	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-78	Bachelor of Science in Office Administration, MPA-30 units	3 day National Training on Advanced Office Management and Effective Administration Skills-24hrs, Financial Ratio Analysis & Interpretations-8hrs, TRaining on Simplified Accounting-200hrs	Administrative Aide III (Clerk I) JO- 1yr & 7mos, Alternate Cashier & Document Clerk- 1 year and 2 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-79	BS ACCOUNTANCY AND BS ACCOUNTING TECHNOLOGY	NC III - Bookkeeping	Admin Aide I (Clerk I) - 1 year & 8mos, Admin Aide III (Accounting) -9 months, GIP (Municipal Treasury) - 3mos	CSC Profesional	QUALIFIED
ADAS3-02-2026-80	BS TOURISM MANAGEMENT with 18 professional education units	2-day Learning Sessions by the Department of Budget & Management R02-16hrs	Administrative Assisstant II - 2 yrs and 2mos, Frontdesk- 5 yrs & 4mos,	LET	QUALIFIED
ADAS3-02-2026-81	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	Basic Pollution Control Officer Training Course-40 hrs, Basic Occupational Safety & Health- 40 hrs,, Basic Course STation Managers-8 hrs,	Station Manager- 3yrs & 3mos, Cashier- 5mos, Saleslady-2yrs & 4mos,	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-82	Bachelor of Science in Management Accounting	Regional Seminar-Workshop on the Preparation & Consolidation of CY 2025 Year-End Financial Reports-36hrs,	Admin Aide VI (JO)- 1yr & 4mos, GIP- 8mos,	CSC Profesional	QUALIFIED
ADAS3-02-2026-83	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	Regional Seminar-Workshop on the Preparation & Consolidation of CY 2025 Year-End Financial Reports-36hrs, Coordination Meeting of Budget Officers-8hrs	ADAS I - 1yr, Admin Aide III- 5mos, Teller 2- 2yrs & 5mos, Procurement Assistant- 2yrs, Teller-1yr & 10mos.	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENT (NO ONE PERFORMANCE CYCLE)
ADAS3-02-2026-84	BS Biology	Building Gender-Sensitive Communities Webinar-8hrs, Translating Insights from Clients-8 hrs, Nudging to Create Change in the Public Sector- 16 hrs, Cultivating Mindful Workplace-8 hrs, Mental Health Check-ins-8hrs, Navigating Leadership-8hrs	No Documents Attached	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-85	BS Public Administration with 18 professional education units	Modern Digital Records Managemen and Communication Planning, Communication Packages and Budgeting - 32 hours	Administrative Aide (Office Clerk)-2yrs,	LET	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-02-2026-86	BACHELOR OF TECHNICAL TEACHER EDUCATION	Effective Documentation of Meetings and Conferences - 16 hours,Cnstruction Occupational Safety & Health Training Course- 40 hrs, Emergency Operations Center Training Course-24 hrs, Basic Call Handling Training-24 hrs	Admin Aide III (Clerk I) - 3yrs & 3mos	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-87	BS IN MATHEMATICS	NC III - Bookkeeping	Bookkeeper - 1 yr	CSC Profesional	QUALIFIED
ADAS3-02-2026-88	BSBA Marketing Management, MBA-26 units, Juris Doctor-30 units	Introduction to Bookkeeping-4 hours, Six Sigma White Belt Certification-4 hours	Admin Aide III- 1yr & 8mos, Remote Serv Cons- 2yrs & 3mos, Employee at SYKES- 1yr & 6 mos	CSC Profesional	QUALIFIED
ADAS3-02-2026-89	Bachelor of Science in Management Accounting	Capacity Development on Basic Land Titling and Land Survey - 8 hours, Government Accounting for Non-Accountants - 24 hours, International Training/Webinar/Workshop on Action Research: "Advocacy and Leadership Development Program" - 24 hours, Disposal of Government Properties - 24 hours,Online Seminar on Tax Updates and Tax Practice - 30 hours	Administrative Assistant II - 2yrs & 2mos, Teller-7mos, Administrative Staff-1yr & 7mos,	CSC Sub Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-02-2026-90	BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM MANAGEMENT (MAJOR IN TRAVEL AND TOUR)	DIVISION SEMINAR / WORKSHOP ON THE PREPARATION AND RECONCILIATION OF FINANCIAL REPORTS AND BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs) FOR THE THIRD QUARTER OF CALENDAR YEAR 2024 - 24 HOURS, SEMINAR / WORKSHOP ON THE BUDGET PREPARATION OF CALENDAR YEAR 2026 BUDGET PROPOSALS - 24 HOURS, DIVISION SEMINAR / WORKSHOP ON THE PREPARATION OF SCHOOL ANNUAL IMPLEMENTATION PLAN, WORK, AND FINANCIAL PLAN AND ANNUAL PROCUREMENT PLAN FOR THE CALENDAR YEAR 2025 - 24 HOURS,	ADAS 2- 3yrs & 2mos, Job Order- 4yrs & 1mo., Liaison Staff-11mos,	CSC Sub Professional	QUALIFIED
ADAS 3-02-2026-91	Bachelor of Secondary Education	Bread and Pastry Production NC II	Bookkeeper - 4 years	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-92	Bachelor of Science in Public Administration	16th National Congress and seminar Workshop on Responsible Public Sector Unionship- 24 hours, Advance Office Management and Effective Administration Skills- 24 hours, Nueva Vizcaya's 2023 ICT Congress- 16 hours, Values Formation and Professional Ethics- 24 hours	ADMINISTRATIVE AIDE VI- 2 years, ADMINISTRATIVE AIDE IV- 1 year 4 months, Stenographer I- 3 years, ADMINISTRATIVE AIDE III- 1 year 11 months	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS 3 - 02-2026-93	Bachelor of Secondary Education - Major in English	no attach	Bookkeeper - August 1, 2014-June 20, 2020	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-94	Bachelor of Science in Accountancy	Division Orientation/Workshop for the Preparation of Budget Proposal CY 2026 - 8 hours, Seminar-Workshop on the MOOE Web-Based Monitoring System and Orientation on the Latest Budget and COA Circular Updates - 8 hours, Capacity Development on Basic Land Titling and Land Survey - 16 hours	ADAS II - 1 year, 2 months, ADA VI - 5 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-99	Bachelor of Science in Computer Science	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., 3-DAY NATIONAL TRAINING / SEMINAR/WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION 24 hours, EFFECTIVE OFFICE ADMINISTRATION AND CLERICAL SKILLS INTERNATIONAL TRAINING 6 hours	ADMINISTRATIVE ASSISTANT II - 2 years, 2 months , OFFICE SECRETARY - 3 years, Account Officer - 1 years , 4 months	CSC Profesional	QUALIFIED
ADAS 3 -02 -2026 -95	BS Electrical Engineering	Fundamental of Thermal Imaging, Value Engineering Solutions, Residential and Commercial Building Automation System - 8 hours	no COE	RA 1080	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS 3-02-2026-96	Bachelor of Science in Business Administration Major in Entrepreneurship	Code of Conduct and Ethical Standard for Public officials and Employees-3 hours, Document Control Training-8 hours.	Registrar Staff - 3 yearst, Sales Supervisor - 1 year, 7 months, Stock Clerk - 7 months	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS3-02-2026-100	Bachelor of Science in Accountancy	Bookkeeping with QuikbooksOnline - 15 hours, Webinar on Records Management - 8 hours, Financial Perspective - 8 hours	Junior Bookkeeper - 1 year, Inventory Clerk - 6 months, Administrative Aide-Job Order(Supply Office) - 6 moths , Administrative-Job Order(Auxiliary Office) - 1 year , 2 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-98	Bachelor of Science in Management Accounting	BookKeeping Seminar (Basic Accounting) - 80 hours	Booking Concierge -1 years,6 months, Accounting Clerk - 1 years,6 months	CSC Sub Professional	QUALIFIED
ADAS3-02-2026-102	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 - 8 years,11 months,	LET	QUALIFIED
ADAS3-02-2026-105	Bachelor of Science in Commerce Major in Management	Empowering SDO Operations with Advance ICT and AI Training: Capacity Building for SDO Personnel on Professional Grade DepEd Software - 16 hours, Gender and Development (GAD) cum Mid Year Performance Review, and PRIME HRM planning - 32 hours, Virtual Book Keeping with Xero and Quick Book Online -16, SDO Nueva Vizcaya GAD cum Mid Year Performance Review and Finalization of Contingency Plan - 32	Administrative Aide VI - 1 years,8 months, Administrative Aide IV - 3 years,3 months	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS.
ADAS3022026104	Management Accounting	Effective Strategies in Loan Delinquency Managment and recovery - 16 hrs , Advance Crdit and collection - 16 hrs	Bookeeper -1 years,5 months	CSC Profesional	QUALIFIED
ADAS3-02-2026-103	Bachelor of Science in Business Administration Major in Financial Management	Seminar on RA 12009 NGPA for bids and awards committee and program owners of SDO Nueva Vizcaya-16 hours (December 6-7, 2025) . Seminar workshok on Midyear Financial Statement - 8hrs (July 21, 022)	Administrative Aide IV- 4 years,3 months, Administrative Aide VI - 2 years,1 months	LET	QUALIFIED
ADAS3-02-2026-101	Bachelor of Elementary Education	Journalizing Transaction - 8 hrs	Project Officer - 3 months	LET	DID NOT MEET EXPERIENCE REQUIREMENTS.
ADAS3-02-2026-97	Bachelor of Science in Information Technoly	Basic Bookkeeping - 128 hrs (January 5-21, 2026)	School Cashier - 10 years,1 months	CSC Profesional	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-02-2026-19	BSBA-FM; MBA 48units	THRIVING TOGETHER: BUILDING A FLOURISHING AND FUTURE-READY SCHOOL CULTURE WITH THE THEME "EMPOWERING MINDS IN A NURTURING CULTURE" -8hours; TECHNICAL ACI-HUMAN RESOURCE DEVELOPMENT CENTER FACULTY ORIENTATION PROGRAM ON EMPOWERING EDUCATORS FOR EXCELLENCE AND INTEGRITY- 8hours	Liaison Officer-2 years and 11 months; Bookkeeper II-2 yeras and 1 month; Admin Alde III-1 year and 10 months	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-18	BSED Mathematics 195 units	Modern Digital Records Management and Communication Planning, Communication Packages and Budgeting- 32 hours, Basic Records and Archives Management- 16 hours, Digitalizing Documents and Digital Records Management Practices for effective Governance- 24 hours, Basic Registration and Simple Bookkeeping- 8hours, Documentation Training for LGU Staff-24 hours	Administrative Aide- 1 year and 3 motnhs; Enumerator - 2 months; Clerk- 1 year and 10 months	CSC Sub Professional	QUALIFIED
ADAS2-02-2026-17	Bachelor Of Science in Office Administratio	ICT Training-80hrs	Administrative Assistant -7 years and 8 months	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-16	Bachelor of Elementary Education	Advanced Administrative Leadership and Excellence Seminar" 32 hours, "Disbursement Management for Administrative Officers" - 32 Hours, "Administrative Office Development and Planning Conference" - 32 hours	Administrative Assistant - 2 years and 2 months (HR Services)	LET	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-02-2026-15	BEED	Basic Computer Literacy-120 hours	Customer Service Representative-8 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENT
ADAS2-02-2026-14	Bachelor of Science in Business Administration-Marketing Management	Competent Business Professionals and Entrepreneurs Riding Strong on the Trends of the Global Communities - 8 hours	Administrative Assistant II- 1 year	CSC Profesional	QUALIFIED
ADAS 2-02-2026-13	Bachelor of Science in Business Administration-FM	Financial Management, Risk and Credit Management-16 hours; Standard First Aid Training-24 hours,	Administrative Assistant I- 3 years, Clerk- 6 months, Administrative Aide II-3 months	LET	QUALIFIED
ADAS2-02-2026-12	Bachelor of Science in Business Administration major in Financial Management	FM 101: Budget Management and Financial Forecasting Training- 4 hours, FM 102: Disbursing Officer Cash Flow Management Training-4 hours, FM 103: Effective Cashier Skills and Cash Handling Excellence Training- 4 hours.	Accounting Clerk- 1 year and 5 months	CSC Profesional	QUALIFIED
ADAS 2-02-2026-11	Bachelor of Science in Public Administration	none	Barangay Secretary - 4 years and 10 months	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-10	Bachelor of Science in Management Accounting - 215 units	"FAR Cup" Financial Accounting and Reporting Quiz bee	Accounting Officer - 1 year and 2 months	CSC Profesional	QUALIFIED
ADAS2-02-2026-9	Bachelor of Science in Computer Science	Risk Management and Credit Collection-16hours;	Trainer-2 yeras and 7 months; Loan Officer- 4 years and 11 months; Farm Worker/Supervisor-2 years and 6 months; Branch Manager-1 year and 3 months; OIC-3months; Sales Account Officer-2 yeras and 1 month	CSC Sub Professional	QUALIFIED
ADAS2-02-2026-8	Bachelor of arts in political science	Distance Learning Program Code of Conduct and Ethical Standards for Public Officials and Employees - 40 ours	Municipal cooperative Development Assistant - 1 year and 2 motnhs;	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-02-2026-07	Bachelor of Elementary Education	Systems Loss Education & Reduction - 8 hours; Personal Finance and EntreLeadership- 2hours	No certificate of employment	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-06	Bachelor of Science in Entrepreneurship	Re-orientation and Re-training seminar on cash and deposit operations-8 hours, Complaints Management -8 hours	Paying/Receiving Teller-6 years and 8 months, Audit Clerk-2 months	LET	QUALIFIED
ADAS2-02-2026-05	Bachelor of Science in Information Technology	Effective Documentation of Meetings and Conferences- 16hours	Clerk I - 2 years	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-04	Bachelor of Science in Public Administration	Training on Local Government Procurement Process-16hours; PIDSR System Software Orientation-8 hours	Admin Aide-4 yeras and 1 month; Audit Clerk-1 year and 3 months	CSC Profesional	QUALIFIED
ADAS-02-2026-03	Bachelor of science in biology	Generika Retail Operations Training - 40+ hours	Job Order- 3 years and 6 months	LET	QUALIFIED
ADAS2-02-2026-02	Bachelor of Arts in Communication	Seminar on Filipino Brand of Service Excellence - 16 hours	No certificate of employment	CSC Honor Graduate Eligibility	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-01	BS Accountancy	"IT AUDIT 101: For Beginners & How to become a CIA?" - 8 hours	Accounting Clerk-3 months; Cashier-1 year and 5 months	CSC Profesional	QUALIFIED
ADAS2-01-2026-03	BSCE	PICE USA 2025 Technical Seminar - 8 hours	No certificate of employment	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-01-2026-02	BS Tourism Management	no docs attached	no docs attached	PD907	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-23	BSBA-FM	aACCOUNTING FOR NON ACCOUNTANTS 8HRS	Branch Bookkeeper - 1 year and 5 months	CSC Profesional	QUALIFIED
ADAS2-02-2026-25	BSA	Preparing to Reap the Harvest 1hour, maintaining order: understanding Law Obligations 1hour, leases (book of lessee) 1hour, securing Power 1hour	no COE	CS Prfot	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-24	Bachelor of Science in Information Technology	Disbursement Management for Administrative Officers - 32 hours, Financial Accountability and Disbursement Efficiency Workshop - 32 hour	Assistant Secretary - October 1, 2018 to December 31, 2020, Barangay Clerk - January 1, 2021 up to present	CSC Profesional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-02-2026-22	Associate in Computer Technology	INSET 2025-24 hours	Clerk - December 16, 2024 - present, Shadow Teacher- 2011 to 2014	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-21	Bachelor of arts in political science	Cooperative Governance and management- 8 hours -	Municipal cooperative development assistant - September 1, 2024 to present, merchandiser - September 21, 2020 to May 15, 2022	CSC Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-42	BACHELOR OF SCIENCE IN ACCOUNTANCY	Financial Management Credit and Risk Management - 16 hours, Financial Perofrmance Standard - 8 hours, Basic Accounting for Non-Accountants - 16 hours	Bookkeeper -May 21, 2021-present	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-02-2026-43	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	ONLINE COUNTER PROCESS, FRAUD CARD AND FAKE BILLS ORIENTATION - 8 HRS, DEALING WITH DIFFICULT PEOPLE - 1.30, INTRODUCTION TO VISUAL GRAPHIC DESIGN - 40HRS, ADMINISTRATIVE WORKFORCE WITH INTEGRATION TRAINING - 80 HRS	Customer Associate - August 11, 2017 to January 30, 2022 , Branch Accountant - June 2, 2023 to present	LET	QUALIFIED
2-02-2026-45	Bachelor of Secondary Education-English	Computer Skills Development Training: Improving Classroom Learning Thru ICT-80 Hours	N/A	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-02-2026-42	Bachelor of Science in Accountancy	None	No certificate of employment	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-33	Bachelor of Science in Public Administration	16th National Congress and seminar Workshop on Responsible Public Sector Unionship- 24 hours, Advance Office Management and Effective Administration Skills- 24 hours, Nueva Vizcaya's 2023 ICT Congress- 16 hours, Values Formation and Professional Ethics- 24 hours	ADMINISTRATIVE AIDE VI- June 20, 2024 to Present, ADMINISTRATIVE AIDE IV- January 9, 2023 to June 19, 2024, Stenographer I- March 1, 2019 to June 30, 2022, ADMINISTRATIVE AIDE III- March 4, 2017 to February 28, 2019	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-28	Bachelor of Science in Office Administration	Introduction to Bookkeeping - 8 hours, Cahier's Training - 8 hours	Cashier - 7 years and 5 months, Encoder - 1 year	CSC Profesional	QUALIFIED
ADAS2-02-2026-29	BACHELOR OF SCIENCE IN COOPERATIVE DEVELOPMENT	BASIC RECORDS AND ARCHIVES MANAGEMENT - 16 hours, EFFECTIVE DOCUMENTATION PRACTICES FOR LOCAL GOVERNMENT UNIT- 24 hours, FILIPINO BRAND OF SERVICE EXCELLENCE SEMINAR - 8 hours	Administrative Aide (Office Clerk) - 6 years and 3 months	CSC Sub Profesional	DID NOT MEET TRAINING REQUIREMENTS
ADAS 2-02-2026-26	BS in Business Administration major in Financial Management	Laws and Regulations on Government Expenditures - 32 hours	Administrative Aide - 4 years and 4 months	CSC Sub Profesional	QUALIFIED
ADAS2-02-2026-27	BS Information Technology	Android Application Development-4 Hours, Python for Data Science-4 Hours, Google Cloud Platform -4 Hours, Division Training and Technical Assistance on Learner Information System/EBEIS Newly Created Registry of Learners for Private Schools-8 Hours, Division Orientation and Online Encoding Workshop for Senior High School Early Registration-8 Hours, COMPUTER AIDED LEARNING ICT-8 Hours, The Implementation of Technology and Livelihood Education Curriculum- 8 Hours, Web Development Using ASP.NET-8 Hours	IT Specialist / IT Instructor -July 23, 2024 – February 15, 2026, Videographer / Editor(Kayapa Tourism) -April 17, 2022 – May 24, 2024 , ideographer / Editor(CENRO Aritao)- August 5, 2022 – October 30, 2022, Sales Associate - September 2, 2018 – March 4, 2019, Computer Teacher / ICT Coordinator/ Computer Laboratory Personnel- April 16, 2012 – July 31, 2016, Computer Teacher / ICT Coordinator/ Computer Laboratory Personnel- April 15, 2009 – April 8, 2011, Computer Teacher- June 6, 2008 – March 31, 2009	CSC Profesional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-02-2026-30	Bachelor of Science in Business Administration Major in Financial Management	*Targeted Financial Sanctions- 4hrs * Project A.B.K.D.(Awareness of Bombs that Kill and Destroy Properties)-8hrs *Debt Collection approach and strategies under the new normal-8 hrs * Credit Investigation Seminar-8hrs *Rural Banking 101-8hrs * Regulatory Requirements and Compliance for a Cooperative Organization -8hrs	Loan Account Officer - 3 years and 3 months	CSC Profesional	QUALIFIED

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-02-2026-31	Bachelor of Science in Office Administration	TRAINING ON SIMPLIFIED ACCOUNTING - 200 hours, FINANCIAL RATIO ANALYSIS AND INTERPRETATIONS - 8 hours, WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION - 24 hours	Cashier and Document Clerk - September 1, 2022 to June 30, 2023, Government Internship Program - July 1, 2023 to December 31, 2023, Document Clerk - January 2, 2024 to May 31, 2024, Administrative Aide III (Job Order) June 18, 2024 - Present	CSC Professional	QUALIFIED
ADAS2-02-2026-32	Bachelor of Science in Business Administration major in Finance	I-CARE Training - 16 hours, HRMPSB Orientation Workshop - 8 hours, SPMS Seminar Workshop - 16 hours, ALAB Training - 24 hours, Data Privacy - 8 hours, PRIME HRM Seminar - 8 hours, GAD webinar - 3 hours	Administrative Aide - February 1, 2023 to present	CSC Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS 2- 02-2026-34	Bachelor of Secondary Education - Major in English	None	Bookkeeper - August 1, 2014 - June 20, 2020	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-35	Bachelor of Science in Information Technology	Barangay Financial Management - 32 hours, Online Training on the Handbook on the Financial Transactions of the Sangguniang Kabataan - 32 hours.	Administrative Aide III(Auditing Clerk) - February 04, 2019 to Present	CSC Professional	QUALIFIED
ADAS2-02-2026-36	BS PUBLIC ADMINISTRATION	INTEGRATED COURSE FOR ATTAINING RESPONSIVE AND EXCELLENT SERVICE IN THE GOVERNMENT -16HOURS, CONTINGENCY PLANNING -32 HOURS,INTEGRATED PLANNING COURSE ON INCIDENT COMMAND SYSTEM-40 HOURS,GENERAL REVISION ON PROPERTY ASSESSMENT TRAINING-24 HOURS,	TAX MAPPER-SEPT. 5, 2016 TO OCT. 25 2017, BOOKKEPPER- JAN. 16, 2018 TO JUNE 30, 2019,DOLE-GIP-JULY 16,2019 TO DEC. 31,2019,DATA ENCODER-FEB. 10, 2020 TO DECEMBER 31, 2020, ADMIN-AIDE/RESPONDER-JANUARY 1, 2021 TO JUNE 30, 2025, ADMIN-AIDE JULY 1, 2025 TO PRESENT	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-37	BSEd Major In Biological Sciences	Information Security - 2hours, Physical security awareness - 2hours, business continuity management - 2hours, money Laundering and terrorism financing prevention program - 4hours, BPI CODE OF BUSINESS CONDUCT COURSE - 4HOURS, PHYSICAL SECURITY MANAGEMENT AWARENESS COURSE - 2HOURS, FINANCIAL CONSUMER PROTECTION PROGRAM - 2HOURS, LEGAL RISK management - 2h	Loans Associate - 7 years, Bookkeeper - 2 years and 8 months	CSC Professional	QUALIFIED
ADAS2-02-2026-39	Bachelor of Science in Commerce	Disbursement Management for AO - 32, Financial Literacy and Development - 32, Advanced Administrative Leadership and Excellence 32	Account Officer - 5 years and 1 months, Insurance Officer - 11 years	LET	QUALIFIED
ADAS2-02-2026-38	BS Fisheries; Certificate in Teaching Program	Training on Financial Management & Simple Bookkeeping - 8 hours	Technical Staff- February 27-March 31,2023; Fisheries Livelihood Development Technician-April 17,2023-February 29,2024; Community Development Officer I - March 1,2024-present	Fisheries Professional; CSC PD 907	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS-02-2026-66	BS ACCOUNTANCY	LEADERSHIP TRAINING ;EFFECTIVE ADMINISTRATION AND OFFICE MANAGEMENT-80 Hours, CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION OFFICER INSCHOOLS-80HOURS, PUBLIC ADMINISTRATION AND OFFICE SYSTEM MANAGEMENT SEMINAR-80 HOURS	ACCOUNTING CLERK- Nov 18,2018 to February 2021, Sales Admin & Branch Admin -Nov 8, 2021 to Present	CSC Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-41	Bachelor of Science in Criminology	Basic Records and Archives Management - 16 hours, Filipino Brand of Service Excellence - 8 Hours, Gender Sensitivity Seminar - 8 Hours	Branch Subsidiary Bookkeeper - 1 year	CLE	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-02-2026-44	BEED	INTRDUCTION OF BOOKEEPING8HRS,	PROJECT OFFICER GM BANK - 3 months	LET PASSER	DID NOT MEET EXPERIENCE REQUIREMENTS

PRE-ASSESSMENT RESULT FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

QUALIFICATION STANDARD:

EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)

EXPERIENCE: One (1) year of relevant experience

TRAINING: 4 hours relevant training

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-02-2026-47	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	LET	DID NOT MEET TRAINING AND TRAINING REQUIREMENTS
ADAS 2-02-2026-46	BSBA- Financial Management	Bookeeping and Cost Accounting Essential for Cooperatives - 16 hours, MC 2022-24 Revised Standard Chart of Accounts for Cooperatives -8 hours	BOOKKEEPER - 1 year and 2 months	CSC Profesional	QUALIFIED

Prepared by:


 PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR MASTER TEACHER II

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 and 1 year relevant experience in instructional supervision and technical assistance to teachers

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 acq

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:

At least 10 Highly Proficient COIs at Outstanding

At least 5 Highly Proficient NCOIs at Outstanding and 5 Highly Proficient NCOIs at Very Satisfactory

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT2-E-01-2026-08	Bachelor of Science in Elementary Education, MAED (FAR)	3-Day International Training/Seminar workshop on Instructional/Educational leadership and Management: Mentoring the Mentees-NEAP-24 HOURS, 3Day International Training/ Seminar/ Workshop on Values Formation and Professional Ethics-24 Hours, I	Teacher - 32 years, 7 mos.	LET	COI - 26 Highly Proficient COI at Outstanding NCOI - 16 Highly Proficient NCOI at Outstanding	DID NOT MEET EDUCATION REQUIREMENTS
MT2-E-01-2026-07	Bachelor of Elementary Education, MAED (FAR)	3 Day International Training /Seminar/Workshop on Instructional /Educational Leadership and Management with the theme: Mentoring the Mentees-24, Training of Trainers for the Teachers-Tutors Training Implementation of Academic Recovery and Accessible Learning (ARAL) Reading Program-16,	Teacher - 18 years, 4 mos.	LET	COI - 25 Highly Proficient COI at Outstanding and 1 Highly Proficient COI at Satisfactory NCOI - 15 Highly Proficient NCOI at Outstanding and 1 Highly Proficient NCOI at Very Satisfactory	DID NOT MEET EDUCATION REQUIREMENTS
MT2-E-01-2026-03	BEED, MAT, EdD	4th Regional PESPA Congress Cum Learning and Development - 24 hrs, Division Seminar on Assessment of Skills Performance in TLE - 8 hrs	Teacher - 17 years, 5 months	LET	COI - 24 Highly Proficient COI at Outstanding and 2 Highly Proficient COI at Very Satisfactory NCOI - 16 Highly Proficient NCOI at Outstanding	QUALIFIED

Prepared by:


PRINCES C. AQUITANIA
 Administrative Officer IV (HRMO)

PRE-ASSESSMENT RESULT FOR MASTER TEACHER II

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 and 1 year relevant experience in instructional supervision and technical assistance to teachers

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 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:

At least 10 Highly Proficient COIs at Outstanding

At least 5 Highly Proficient NCOIs at Outstanding and 5 Highly Proficient NCOIs at Very Satisfactory

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT2-E-01-2026-02	Bachelor of Elementary Education, MAED - Educ Admin	INTERNATIONAL TRAINING/WEBINAR/WORKSHOP ON ACTION RESEARCH-24 hours; INTERNATIONAL WEBINAR TRAINING-WORKSHOP ON LEADERSHIP and SCIENCE OF INSTRUCTIONAL SUPERVISION and CONDUCTING ACTION RESEARCH- 40 hours	Teacher - 19 years, 11 months	LET	COI - 6 Highly Proficient COI at Outstanding and 2 Highly Proficient COI at Very Satisfactory NCOI - 5 Highly Proficient NCOI at Outstanding and 1 Highly Proficient NCOI at Very Satisfactory	DID NOT MEET EXPERIENCE REQUIREMENTS Date of Appointment as MT1 - 02/01/2024 (ONLY ONE PERFORMANCE CYCLE as of February 2026)
MT2-E-01-2026-01	Bachelor of Elementary Education, MAED, EdD - Educ Management	Empowering Schools, Capacity Building on the Design, Quality Assurance and PRC Accreditation - 32 hrs, Building Expertise: Enhancing, Key Stage 2 English Teachers - 40 hrs	Teacher - 7 years, 1 month	LET	COI - 25 Highly Proficient COI at Outstanding and 1 Highly Proficient COI at Very Satisfactory NCOI - 16 Highly Proficient NCOI at Outstanding	QUALIFIED
MT2-E-011-2026-04	Bachelor In Elementary Education, MAED - Educ Mangement	3-DAY INTERNATIONAL TRAINING SEMINAR WORKSHOP ON INSTRUCTIONAL EDUCATIONAL LEADERSHIP AND MANAGEMENT - 24 HOURS, TRAINING WORKSHOP ON ENHANCING AND NURTURING LEADERS' SKILLS ALONG INSTRUCTIONAL SUPERVISION AND TECHNICAL ASSISTANCE FOR IMPROVE TEACHING (ENLIST IT) - 24HOURS,	Teacher - 17 years, 11 monthsa	LET	COI - 26 Highly Proficient COI at Outstanding NCOI - 16 Highly Proficient NCOI at Outstanding	QUALIFIED
MT2-E-01-2026-05	Bachelor In Elementary Education, MAED (42 units)	Evaluation and Review Workshops of the Revised Grades 6,9 and 10 Textbooks (TXs) and Teacher's Manuals (TMs)-64 hours, Training of Teaching and Teaching Related Personnel on the Alignment of Classroom and National Assessment-28 hours,	Teacher - 11 years, 5 months	LET	COI - 6 Highly Proficient COI at Outstanding and 2 Highly Proficient COI at Very Satisfactory NCOI - 6 Highly Proficient NCOI at Outstanding	DID NOT MEET EDUCATION AND EXPERIENCE REQUIREMENTS Date of Appointment as MT1 - 5/23/2024
MT2-E-01-2026-06	Bachelor of Science In Elementary Educ, MAED(30 units)	4th PESPACongress cum Learning and development Program, Training workshop on the upskilling of school learning resources evaluators cum quality assurance of DepEd develop learning resources - 24 hrs Training Workshop on the upskilling of School Learning Resource Evaluators - 24 hrs.	Teacher - 27 years, 6 months	PBET	COI - 25 Highly Proficient COI at Outstanding and 1 Highly Proficient COI at Satisfactory NCOI - 16 Highly Proficient NCOI at Outsanding	DID NOT MEET EDUCATION REQUIREMENTS
MT2-S-01-2026-01	BSED-PEHM MAED Doctor of Philosophy	Conversion of Available Learning Resources into e-Books cum Revisioonof Regional Dances Coffee Table BOK (MAPEH) - 32 hours	Teacher - 10 years and 9 months MT - 1 year and 2 months	LET	NO ONE PERFORMANCE CYCLE	DID NOT MEET PERFORMANCE REQUIREMENTS

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-E-01-2026-01	BEED MAED - Educational Administration Doctor of Education - Educational Management - 27 units	School Based Training of Teachers on MATATAG Curriculum - 40 hours District Level Training on ABC+ Project Professional Development Program Upscaling - 24 hours	Teacher - 9 years and 5 months Teacher III/TIC - 4 months	LET	COI - 24 Proficient COI at Outstanding and 2 Proficient COI at Very Satisfactory NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-02	BEED MAT - Filipino MAED - Educational Administration (9 units)	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	Teacher - 6 years and 9 months Teacher-In-charge - 5 years and 2 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-04	BEED MAED - Educational Administration (Acad requirements)	District Capability Building of General Education Teachers on Special Needs Education - 16 hours District Training of Teachers-Tutors on the Implementation of ARAL Reading Program - 16 hours Mid-Year In-Service Training for Teachers - Kasibu West District - 24 hours	Teacher - 10 years	LET	COI - 23 Proficient COI at Outstanding and 3 Proficient COI at Very Satisfactory NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	DID NOT MEET EDUCATIONAL REQUIREMENTS
MT1-E-01-2026-03	BEED - Home Making Arts Master in Management - Educational Management (Non Thesis)	Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching (Course 1 - Batch 2) - 24 hours Upskilling of Special Needs Education Implementers (Batch 1 - Content and Pedagogy) - 24 hours	Teacher - 15 years and 10 months Teacher-In-Charge - 8 years	LET	COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED
MT1-E-01-2026-6	BS Biology MAED - Educational Management	International Training Seminar on Values Formation and Professional Development - 24 hours Upskilling of Teachers on Campus Journalism - 24 hours	Teacher - 16 years and 9 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED
MT1-E-01-2026-05	BEED MAED - Educational Management	District Training of Teacher-Tutors on the Implementation of ARAL-Reading Program - 16 hours Capacity Building for Grades 2,3,5 and 8 teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 16 hours	Teacher - 13 years and 8 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-10	BS Elementary Education - Agricultural Arts MAED - General Science Doctor of Education - Educational Management (84 units)	Division Training for School Leaders on the Revised K To 10 Curriculum Implementation-4s) 40 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 - 16 years and 7 months Teacher In-Charge - 12 years and 10 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding
8 Proficient NCOI at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-E-01-2026-11	BEED MAED - Educational Management Doctor of Philosophy - Educational Management (21 units)	Cap-B for SNED Teachers on Teaching Learners with Visual Impairment - 40 hours Training of Trainers (TOT) for the Teacher-Tutors' Training Implementation of Academic Recovery and Accessible Learning Reading Program - 16 hours	Teacher - 12 years and 1 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 12 Proficient NCOI at Outstanding and 4 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-12	BEED MAED - Educational Management	ARAL Series: Master Class on Math Remediation Strategies - 24 hours Session 6 - Building a Safer Tomorrow: Unlocking Community Strength for Disaster Preparedness" of Teaching without limits: Embracing Diversity in the Classroom - 8 hours	Teacher - 11 years and 1 month	LET	COI - 18 Proficient COI at Outstanding and 8 Proficient COI at Very Satisfactory NCOI - 11 Proficient NCOI at Outstanding and 5 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (COI)
MT1-E-01-2026-13	Bachelor of Secondary Education - English Master of Education (Educational Management) Doctor in Education (Educational Management) - 39 units	Writeshop on the Development of Collaborative Expertise Learning Resource Package for Special Curricular Program -24 hours 2025 Solano I Mid-Year In-Service Training for Teachers - 16 hours	Teacher - 11 years and 10 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED
MT1-E-01-2026-17	BEED MAED Doctor of Education	3-Day International Training/ Seminar/ Workshop on Instructional/ Educational Leadership and Management - 24 hours Upskilling of Inclusive Education ALS Teachers on Content and Pedagogy -24 hours	Teacher - 11 years	LET	COI - 24 Proficient COI at Outstanding and 2 Proficient COI at Very Satisfactory NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-16	BEED MAED	Orientation cum Capacity Building on the Development of Learning Resource Packages Integrating Reading Literacy Skills - 40 hours Workshop on the Design and Development of Learning Resource Packages Integrating Reading Literacy Skills - Phase 1 - 40 hours	Teacher - 7 years and 9 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 12 Proficient NCOI at Outstanding and 4 Proficient NCOI at Very Satisfactory	DID NOT MEET EXPERIENCE REQUIREMENTS (Date of Appointment - June 25, 2025)
MT1-E-01-2026-18	BEED - Mathematics MAED - Mathematics Doctor of Education - Educational Management (9 units)	Capacity Building of Grade 6 Teachers on Special Needs Education - 24 hours General Orientation on the project "Lesson Study for Mathematics Teachers' Professional Learning" - 24 hours	Teacher - 10 years and 1 month	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-09	BEED MAED - 45 units	Regional Upskilling of ARAL Tutors and School heads on ARAL Reading Program - 24 hours Division Training for School Leaders on the Revised K to 12 Curriculum Implementation	Teacher - 15 years and 8 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory	DID NOT MEET EDUCATIONAL REQUIREMENTS

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-E-01-2026-15	BEED MAED	Division Roll out on Advancing Basic Education in the Philippines (ABC+) Project on Instructional Leadership Training (ILT) - Batch 2 - 32 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 - 16 years and 11 months Teacher III/TIC - 3 years and 8 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01-2026-19	BEED MAED - Educational Management	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	Teacher - 16 years Teacher III/TIC - 2 years and 9 months	LET	COI - 20 Proficient COI at Outstanding and 6 Proficient COI at Very Satisfactory NCOI - 16 Proficient NCOI at Outstanding	DID NOT MEET PERFORMANCE REQUIREMENTS (COI)
MT1-E-01-2026-08	BEED MAED - Educational Management Doctor of Education - 48 units	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation - 40 hours District Training of Untrained Grades 2,3 and 5 Teachers in the Revised K to 10 Curriculum - 16 hours	Teacher - 18 years and 3 months Teacher III/TIC - 9 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED
MT1-E-01-2026-07	BS Industrial Education MAT - Instructional Technology	District Training of Teacher-Tutors on the Implementation of ARAL-Reading Program - 16 hours Capacity Building for Grades 2,3,5 and 8 teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 16 hours	Teacher - 16 years and 7 months	LET	COI - 24 Proficient COI at Outstanding and 2 Proficient COI at Very Satisfactory NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED
MT1-E-01-2026-25	BEED MAED - Educational Management	School-Based Training of teachers on the MATATAG Curriculum - 40 hours District Upskilling of Mathematics Teachers cum IMs Showdown - 8 hours	Teacher - 15 years	LET	COI - 17 Proficient COI at Outstanding and 9 Proficient COI at Very Satisfactory NCOI - 7 Proficient NCOI at Outstanding, 5 Proficient NCOI at Very Satisfactory and 4 Proficient NCOI at Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (COI and NCOI)
MT1-E-01-2026-26	BEED MAED	Cap-B for SNED Teachers on Teaching Learners with Visual Impairment - 40 hours Regional Orientation on the Utilization on Mathematics Manipulatives - 24 hours	Teacher - 5 years and 2 months	LET	COI - 23 Proficient COI at Outstanding and 3 Proficient COI at Very Satisfactory NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory	DID NOT MEET EXPERIENCE REQUIREMENTS (Date of Appointment as Teacher III - July 1, 2025)
MT1-E-01-2026-23	BEED MAED - Educational Management	Online training participation of a NEAP Recognized PD Program: Empowerment through Sound Mind: Increasing Adversity Quotient conducted by 1986 Summerhouse Publishing, a NEAP Authorized Learning Service Provider - 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 - 8 years and 2 months	LET	COI - 19 Proficient COI at Outstanding and 7 Proficient COI at Very Satisfactory NCOI - 8 Proficient NCOI at Outstanding and 8 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (COI)

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-E-01-24	BEED MAED - Educational Management	3-Day Training-Workshop on Remediation and Intervention Strategies for Key Stage 1 Teachers of Numeracy and Literacy - 24 hours Shool-Based Training of Teachers on the MATATAG Curriculum - 40 hours	Teacher - 8 years and 3 months	LET	COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory NCOI - 13 Proficient NCOI at Outstanding, 2 Proficient NCOI at Very Satisfactory and 1 Proficient NCOI at Satisfactory	DID NOT MEET EXPERIENCE REQUIREMENTS (Date of Appointment as tEachr III - July 1, 2025)
MT1-E-01-2026-27	BEED MAED - Educational Management	District Training of Teacher-Tutors on the Implementation of ARAL-Reading Program - 16 hours Capacity Building for Grades 2,3,5 and 8 teachers on Phase 2 Implementation of the Revised K to 12 Curriculum - 16 hours	Teacher - 6 years and 7 months	LET	COI - 18 Proficient COI at Outstanding and 8 Proficient COI at Satisfactory NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (COI)
MT1-S-01-2026-17	BSED - Physical Science MAT - Chemistry Doctor of Philosopy - Educational Management (27 units)	Instructional Supervision and Leadership Conference 2026 - 24 hours Capacity Building on Empracing Digital Technologies and Learning REsources in Increasing Productivity & Improving KSA's of Grade 6 & 10 Science Teachers (EdTeck) 24 hours	Teacher - 10 years and 10 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 9 Proficient NCOI at Outstanding and 7 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01-2026-10	BSED - PEHM MAED - Educational Administration	Mid-Year IN-Service (INSET) for SY 2022-2023 - 40 hours Unlocking INclusidve Education: Enhancing Teachers's Capacity to Support Learners with Special Education Needs through LAC Session - 6 hours	Teacher - 13 years and 10 mo	LET	COI - 21 Proficient COI at Outstanding and 5 Proficient COI at Very Satisfactory NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01-2026-18	BS Industrial Education MAT - Technology and Home Economics Doctor of Education - Educational Management (9 units)	3-Day INternational Training/ Seminar/ Workshop on INstructional/ Educational Leadership and Management - 24 hours Mid Year in-Service Training for Teachers - Dupax del Sur District - 24 hours	Teacher - 18 years and 8 mon	LET	COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01-2026-14	BSED-Mathematics MST - Mathematics	District Orientation on the National Learning Camp for SY 2023-2024 - 8 hours Lunduyan ng Kahusayan Cohort 3 Program for Teachers - 70 hours	Teacher - 4 years and 6 month	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	DID NOT MEET EXPERIENCE REQUIREMENTS Date of latest appointment (06/16/25)

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-S-01-2026-09	BSED - Filipino MAT - Filipino Doctor of Philosophy - Filipino (30 units)	An Overview of the Strengthened Senior High School Academic Track - 8 hours 3 - Day International Trainig/ Seminar/ Workshop on Instructional/ Educational Leadership and Management - 24 hours 3- Day International Virtual Training on the Furture of Teaching Innovative Teaching Strategies for the 21st Century Learner - 40 hours	Teacher - 7 years and 4 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 11 Proficient NCOI at Outstanding and 5 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01-2026-11	BSED - Mathematics MAT - Mathematics Doctor of Education - Educational Management (Acad Requirements)	International Mind Education Specialist Training on Curriculum Leadership in the First Century School Environment - 24 hours 2024 Mid-Year In-Service Training for Teachers - 40 hours	Teacher - 30 years andn 10 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01-2026-12	BSED - English MAT - English	Division Training - Workshop of Teachers on HOTS-SOLO for PISA Aligned Test - 24 hours Expansion of the Coret Training Faculty of the Revised K to 12 Curriculum Implementation Trainig for Grades 2,3,5 & 8 Teachers - 24 hours	Teacher - 5 years and 9 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	DID NOT MEET EXPERIENCE REQUIREMENTS (Date of Appointment as Teacher III - September 2, 2024)
MT1-S-01-2026-13	BSED - Mathematics MAED - Educational Management	Division Capability Building for English, Science and Math Grade 7 & 8 Teachers on the Implementation of the National Learning Camp - 24 hours Division Training of Trainers on the Content and Delivery of the HOTS--PLPs - Mathematics - 24 hours	Teacher - 12 years and 11 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory	QUALIFIED
MTS1-S-01-2026-16	BSED - English MAT-Language Master of Learning Intervention	Division Hybrid Training - Workshop on Teaching English More Efficiently cum Development of Supplementary Learning Materials for the Secondary English Teachers - 24 hours From Standards to Practice: Guiding School Leaders in Advancing TEacher Competencies in GMRC/ Values Education Aligned with PPST Indicators 3.1.2, 4.1.2, 4.5.2, 5/1/2 - 8 hours	Teacher - 7 years and 2 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-8-01-2026-07	BSED - Mathematics MAT - Mathematics	1st NAPSSHI REgional Congress cum Learning and Development - 24 hours Upskilling of Key Stage 3 Mathematics and English Teachers for NUmeracy adn Literacy Enhancement - 24 hours	Teacher - 10 years and 3 months	LET	COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory NCOI - 11 Proficient NCOI at Outstanding and 5 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01.2026-15	BSED - PEHM MAED - PEH	Development, Validation, Refinement and Finalization of Division Achievement Test (DAT) in Music, Arts, Physical Education and Health (MAPEH) for Grade 1-Grade 10 - 24 hours Division Training-Workshop of Selected Teachers in Sports Psychology, Mental Health, Nutrition and Coaching Cum Sports Clinic in Athletics - 40 hours	Teacher - 17 years and 4 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 15 Proficient NCOI at Outstanding and 1 Proficient NCOI at Very Satisfactory	QUALIFIED

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding

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

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-S-01.2026-06	BSED - Mathematics MAED - Educational Management	Upskilling of Key Stage 3 Mathematics and English Teachers for Numeracy and Literacy Enhancement - 24 hours Division Training of Trainers on the Content and Deliver of the HOTS-PLPs - Mathematics - 24 hours	Teacher - 9 years and 10 months	LET	COI - 26 Proficient COI at Outstanding NCOI - 11 Proficient NCOI at Outstanding and 5 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01.2026-05	BSED- - Mathematics MST - Mathematics Doctor of Philosophy in Science Education - Mathematics (27 units)	Regional Training on "Instrumentation and Improvisation in Science and Mathematics Tea	Teacher - 10 years and 8 mon	LET	COI - 26 Proficient COI at Outstanding NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-E-01.2026-22	BEEDMAED - Educational Management	Seminar Workshop of Teachers on the Application of Ripples 2.0 in Schools - 24 hours 2022 Divisin Training - Workshop on Innovative Teaching Approaches in Mathematics for New Teachers cum IMs Showdown and COMPASS Awarding Awarding - 24 hours	Teacher - 8 years and 7 month	LET	COI - 19 Proficient COI at Outstanding and 7 Proficient COI at Very Satisfactory NCOI - 11 Proficient NCOI at Outstanding and 5 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (COI)
MT1-S-01.2026-01	BSED - General Science MAT - Chemis	Division Training of Science Teachers on the Content and Delivery of the HOTS-PLPs - 2	Teacher - 7 years and 11 mon	LET	COI - 26 Proficient COI at Outstanding NCOI - 7 Proficient NCOI at Outstanding and 9 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (NCOI)
MT1-E-01.2026-14	BEED MA -Mathematics and Science Education	Division Training on the Innovative Strategies in Beginning Reading for Key Stage 1 Teachers - 24 hours Seminar-Worksho of Teachers on the application of RIPPLES 2.0 in Schools - 24 hours	Teacher - 25 years and 1 mon	LET	COI - 26 Proficeint COI at Outstanding NCOI - 13 Proficient NCOI at Outstanding and 3 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01.2026-02	BSED - Mathematics MST - Math	INSET SY 2024-2025- 24 hours INSET SY 2023-2024 - 40 hours	Teacher - 15 years and 10 mo	LET	COI - 25 Proficient COI at Outstanding NCOI - 14 Proficient NCOI at Outstanding and 2 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01.2026-03	BSED - Chemistry MAT - Chemistry Doctor of Philosophy - 21 units	International Seminar-Workshop on Pedagogical Approaches in Teaching English, Math, Science, Filipino and All Learning Areas - 24 hours 5-Day International Virtual Training on the Future of Teaching Innovative Teaching Strategies for the 21st Century Learner - 40 hours	Teacher - 18 years and 7 mon	LET	COI - 26 Proficient COI at Outstanding NCOI - 16 Proficient NCOI at Outstanding	QUALIFIED

PRE-ASSESSMENT RESULT FOR MASTER TEACHER I

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 REQ 21 Proficient COIs at Outstanding
8 Proficient NCOI at Very Satisfactory; and 8 Proficient NCOIs at Outstanding

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	PERFORMANCE REQUIREMENTS	REMARKS
MT1-S-01.2026-04	BS - Agricultural Education MA - Reading Education	3- Day Online International Training/ Webinar/ Workshop on Reading - 24 hours3rd Intern	Teacher - 21 years and 6 months	LET	COI- 26 Proficient COI at Outstanding NCOI - 12 Proficient NCOI at Outstanding and 4 Proficient NCOI at Very Satisfactory	QUALIFIED
MT1-S-01.2026-08	BSED -Mathematics MAED - Mathematics	Upskilling of Key Stage 3 Mathematics and English Teachers for Numeracy and Literacy	Teacher - 24 yearsHT - 1 year	PBET	OPCRF	DID NOT MEET PERFORMANCE REQUIREMENTS Date of appointment as HT - August 19, 2024
MT1-E-01.2026-21	BEED MAED Doctor of Education - 21 units	Capacity Building of Grade 6 Teachers on Special Needs Education - 24 hours 2022 Division Training-Workshop on Innovative Teaching Approaches in Mathematics for New Teachers cum IMs Showdown and COMPASS Awarding - 24 hours	Teacher - 7 years and 10 months	LET	COI - 25 Proficient COI at Outstanding and 1 Proficient COI at Very Satisfactory NCOI - 3 Proficient NCOI at Outstanding and 13 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (NCOI)
MT1-E-01.2026-20	BEED MAED - Educational Administration Doctor of Education - 30 units	School-Based Training of teachers on the MATATAG Curriculum - 40 hoursINSET - 16 hours	Teacher - 21 years and 10 months	LET	COI - 22 Proficient COI at Outstanding NCOI - 7 Proficient NCOI at Outstanding and 9 Proficient NCOI at Very Satisfactory	DID NOT MEET PERFORMANCE REQUIREMENTS (NCOI)

Prepared by:


PRINCESS C. AQUITANIA

Administrative Officer IV (HRMO)