



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

04 September 2026

DIVISION MEMORANDUM
No. 332, s. 2026

**SCHEDULE OF ASSESSMENT FOR VARIOUS POSITIONS UNDER DIVISION
MEMORANDUM NO. 251, S.2026**

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. 251, 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 the following positions (*Please see attached file*):

- a. *School Principal II* (Elementary and Secondary)
- b. *School Principal III* (Secondary)
- c. *School Principal IV* (Secondary)
- d. Administrative Assistant III
- e. Administrative Assistant II
- f. Administrative Assistant I
- g. Administrative Aide VI

2. All Qualified Applicants with the specific application code as provided on this link <https://tinyurl.com/sched-Sept2026>, are advised to report at **Bayombong Central School, Bayombong, Nueva Vizcaya on September 8, 2026** based on their scheduled time of assessment.

3. Relative to the number of positions and number of applicants to be assessed, the Human Resource Personnel Selection Board shall add additional groups to facilitate the assessment. Each group is composed of the following Team Members:

TEAM A	
Name	Position
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent/ Chairman, HRMPSB
Romulo S. Ancheta PhD	Chief, SGOD
Atty. Julius Caesar G. Domingo, CPA	Attorney III/ OIC- Administrative Officer V
Rommel S. De Gracia PhD	SEPS-PAR/OIC- Chief, CID
Princes C. Aquitania	Administrative Officer IV (HRMO)
Rudy S. Agustin	Nurse II



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TEAM B	
Nimfa Norie A. Aquino PhD	Education Program Supervisor
Dindo John H. Moreno EdD	Education Program Supervisor
Ronnie B. Bibas EdD	Education Program Supervisor
Bermelita E. Guillermo PhD	Education Program Supervisor
Singasing G. Valdez	Public Schools District Supervisor
Arnel A. Panganiban	Public Schools District Supervisor
TEAM C	
Menalyn A. Salvador	School Principal IV
Reynold B. Mariano	School Principal I
Michael C. Manzano	Master Teacher I
Amherstine Boy B. Bata	School Principal I
TEAM D	
Florence F. Esparago	Senior Education Program Specialists -HRD
Roselle R. Mendoza	School Principal IV
Michael A. Raymundo	School Principal I
Osmundo D. Espejo	School Principal III

4. Applicants who failed to report on their scheduled date of assessment will no longer be rescheduled.
5. All Qualified Applicants are advised to bring with them the original copies of their documents for evaluation and validation. Applicants for the following positions are advised to submit a copy of their General Weighted Average (GWA) and CSC/PRC Rating during the assessment
 - a. Administrative Assistant I
 - b. Administrative Aide VI
6. 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).
7. 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**.
8. A separate memorandum will be released for the schedule and result of pre-assessment for the remaining positions under Division Memorandum No. 251, s.2026
9. For information, guidance, and wide dissemination.

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

08-2026-602

QUALIFICATION STANDARDS FOR SCHOOL PRINCIPAL IV (SECONDARY)**EDUCATION:**Master's degree in Education, or Educational Management, or Educational Leadership; or**TRAINING:**Master's degree in relevant learning area with at least 85 units in Management40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years**EXPERIENCE:**5 years teaching experience and 4 years relevant experience in school management and operations**ELIGIBILITY:**RA 1080, as amended (Teacher) / NQESH, NASH, PQE Passer

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP4-S-07-2026-01	BSED MASTER OF ARTS - Educ Mangement,	Regional Training of Division Trainers on the Matatag Curriculum for Teachers and School Leaders-40 hours, 3-Day International Training/Seminar/Workshop on Instructional/Educational Leadership and Management 24 hours,	Teacher I-III = 165years and 11 mos, TIC= 4 years and 3 mos, SP II - 1 year and 9 mos, SP - III = 3 years and 3 mos	LET/NQESH	QUALIFIED

Prepared by:

PRINCES C. AQUITANIA
Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR SCHOOL PRINCIPAL III (SECONDARY)**EDUCATION:**Master's degree in Education, or Educational Management, or Educational Leadership; orMaster's degree in relevant learning area with at least 15 units in Management**TRAINING:**40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years**EXPERIENCE:**5 years teaching experience and 3 years relevant experience in school management and operations**ELIGIBILITY:**RA 1080, as amended (Teacher) / NQESH, NASH, PQE Passer

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP3-S-07-2026-01	BACHELOR OF SCIENCE IN MATHEMATICS, AND BACHELOR OF ARTS IN ENGLISH MAED-Educ Management	Training Of Teaching And Teaching-Related Personnel On The Alignment Of Classroom And National Assessments (Session 3)—24 Hrs, Revised Grades 6,9 And 10 Curriculum Training Program—32 Hrs	Teacher I-III = 7 years and 9 mos, TIC = 10 mos, HT I = 3 years and 5 mos, SP I = 2 years and 8 mos, SP II = 1 year and 5 mos	LET/NQESH	QUALIFIED
SP3-S-07-2026-06	Bachelor of Arts Masters in Information Technology Education , EdD - Educational Management (Finished Academic Requirements)	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation = 40 hrs, Training Orientation Workshop on the Flexible Learning Option Among SAchool Heads = 16 hours	Teacher I-III = 13 years and 5 mos, MT I-II = 8 years and 11 mos, MT/TIC = 2 years and 5 mos, ASP II = 4 years and 8 mos, AP/SH = 2 years and 11 mos, ZSP I = 2 years	PBET,NQESH	QUALIFIED
SP3-5-07-2026-03	BACHELOR OF SECONDARY EDUCATION MAT - SOCIAL STUDIES, EdD	43rd Principals Training and Development Program cum National Board Conference and Workshop- 24 hours, Division Training on RA 12009-16 hours, District Orientation of Summer Academic Recovery And Accessible Learning (ARAL) Tutors and Support Aides-16 hours	Teacher I-III = 9 years and 3, MT I = 2 years, MTI/TIC = 2 years and 8 mos, SP I = 4 years and 1 month, SP II = 1 year and 1 month	LET/NQESH	QUALIFIED
SP3-S-07-2026-07	Bachelor of Secondary Education Master in Management major in Educational Management	Regional Training of Grade 10 Division Trainers on the Revised Kto10 Curriculum -40 hours, 3-Day International Training/Seminar/Workshop on Instructional / Educational Leadership and Management : Mentoring the Mentees - 24 hours,	Teacher I - III = 5 years and 2 mos, Head Teacher I - III = 7 years and 9 mos , Principal I = 2 years	LET, PQE	QUALIFIED
SP3-S-07-2026-02	Bachelor in Elementary Education Master of Arts in Math and Science Education	43rd Principals Training and Development Program cum National Board Conference & Workshop = 24 hrs, Capacity Building on Writing Professional Development Programs, Re-Entry Action Plans, and Application of Education = 16 hrs, Expansion of the Core Training Faculty of the Revised K to 12 Curriculum Implementation Training = 32 hrs	Teacher I-III = 10 years and 10 mos, T III/TIC - 3 mos, MT I= 2 years and 2 mos, HT III = 2 years, SP I = 10 years 8 mos, SP II = 4 years and 11 mos	PBET, PQE	QUALIFIED
SP3-S-07-2026-03	Bachelor of Secondary Education EdD - Educ Management (Finished Acad)	District Based Orientation for all Identified Summer ARAL Tutors and Support Aides = 16 hrs, Capacity Building on Writing Professional Development Programs, Re-Entry Action Plan, and Application of Education = 16 hrs, Division Training of Trainers on the MATATAG Curriculum for Teachers and School Leaders 40 hrs	Teacher I-III 9 years and 5 mos, HT III = 4 years 10 mos, HT III/OIC = 2 years, ASP II 1 years and 8 mos, SP I = 3 years and 3 mos, SP II = 3 years and 3 mos.	PBET,PQE	QUALIFIED
SP3-S-07-2026-05	Bachelor in Kindergarten Education (Graduated), Master of Education-Educational Administration (Graduated), Doctor of Education-Educational Management (Graduated)	Divisio Training for School Leaders on the Revised K to 10 Curriculum Implementation-40 hours, Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assisstance for Improved Teaching-24 hours	Teacher I - 10 years and 10 months, Teacher III - 3 years and 7 months, Head Teacher III - 7 years and 11 months, School Principal I - 3 years and 10 months, School Principal II - 1 year and 8 month	PBET,PQE	QUALIFIED

Prepared by:


PRINCESS CAQUITANIA
 Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR SCHOOL PRINCIPAL II (ELEMENTARY)

EDUCATION: Master's degree in Education, or Educational Management, or Educational Leadership; or

Master's degree in relevant learning area with at least 12 units in Management

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

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

ELIGIBILITY: RA 1080, as amended (Teacher) / NQESH, NASH, PQE Passer

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-E-07-2026-02	BSED Master of Arts in Teaching- Math	2026 Division Upskilling of New Key Stage 2-4 Teachers in Critical math Contents- 24 hours, Expansion of the Core Training Faculty of the Revised K to 12 Curriculum Implementation for Grades 2,3,5 and 8;teachers- 36 hours, 4th Regional PESPA Congress Cum Learning and Development- 24 hours,	Teacher I-III = 15 years and 9 mos Head Teacher I-III = 8 years and 4 mos Principal I - 1 year and 5 mos.	LET, NASH/NQESH	QUALIFIED
SP2-E-07-2026	BEED MASTER OF ARTS IN TEACHING	Training for Multi Sc Grade School Leaders = 40 hrs, 43rd Principals Training and Development cum National Board Conference = 24 hrs	Teacher I - III = 21 years MT = 1 month MT I/TIC = 3 years and 5 mos SP I = 4 years and 4 mos.	PBET, NQESH	QUALIFIED
SP1-E-07-2026-64	BEED MAT - Instructional Technology, EdD - 48 units	Division Training Workshop of Teachers on Higher-Order Thinking Skills-Structure of the Observed Learning Outcomes(HOTS-SOLO) for PISA-Aligned Test- 24 hours, Enhancing and Nurturing Leaders' Skills on Instructional Supervision and Technical Assistance for Improved Teaching (Course 1-Batch 2)- 24 hours, ,3-Day International Training/ Seminar/ Workshop on Instructional/ Educational Leadership and Management-24 hours,	Teacher I-III = 1 years and 6 mos T III/TIC = 1 year and 7 mos HT III = 5 years and 11 mos SP I = 6 years	IET, NQESH	QUALIFIED
SP2-E-07-2026-05	BSED Mat - Instructional Technology, EdD - Educ Management	Division Roll Out on Advancing Basic Education in the Philippines (ABC+) Project on Instructional Leadership Training-40hrs, 42nd Principals Training and Development Program cum National Board Conference = 24 hrs	Teacher I - III = 10 years and 11 mos T III/TIC = 4 years and 8 mos SP I = 10 years and 8 mos	PBET, NQESH	QUALIFIED
SP2-E-07-2026-03	BSED - LIBRARY SCIENCE/BEED MAED - Educational Management, EdD -finished Acad requirements	43rd Principals Training and Development Program cum National Board Conference & Workshop = 24 hrs, Expansion of the Core Training Faculty of the revised K to 12 curriculum Implementation Training for Grades 2,3,5 & 8 Teachers = 24 hrs	Teacher I - III = years and 2 mos HT III = 3 years and 8 mos Principal I = 9 years and 1 mo.	LET, NASH/NQESH/PQET	QUALIFIED
SP2-E-07-2026-07	BEED Master of Arts in Mathematics and Science Education , EdD - 33 units	Workshop on the Development of School Contingency Plan - 16 hrs, Division Training of trainers on the MATATAG Curriculum for Teachers and School Leaders = 40 hrs	Teacher I-III =m 11 years and 5 mos, MT I = 5 years and 4 mos, MT II =6 years MT II/TIC = 5 years and 2 mos, SP I =2 years and 10 mos	LET, NASH	QUALIFIED
SP2-E-07-2026-10	BEED Master of Arts in Educaiton PhD - Educational Leadership and Management -12 units	Project EXCEL = 24 hrs, 42nd Principals Training and Development Program cum National Board conference & Workshop = 24 hrsDivision Rol-out on Advancing Basic Education in the Phillippines(ABC+) Project on Instructional Leadership = 40 hrs	Teacher 1-III = 10 years and 11 mos T III/TIC = 1 year and 4 mos Head Teacher I-III = 7 and 1 mos Principal I = 4 years 4 mos	LET, PQE	QUALIFIED

QUALIFICATION STANDARDS FOR SCHOOL PRINCIPAL II (ELEMENTARY)

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

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

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

ELIGIBILITY: RA 1080, as amended (Teacher) / NQESH, NASH, PQE Passer

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-E-07-2026-11	BEED MAMSE, EdD - Educ management	Division Training for School Leaders on the Revised K to 10 Curriculum Implementation = 40 hrs, 2nd Regional congress cum Development Training Program of PESPA = 24 hrs	Teacher I-III = 22 years and 3 mos T III/TIC = 1 year and 10 mos HT III = 8 years and 3 mos SP I = 5 years and 7 mos	LET, NQESH	QUALIFIED
SP2-E-07-2026-07	BEEd MAEd -LRN, PhD	Upskilling of Special Needs Education Implementers Batch 1- Content and Pedagogy = 24 hrs, Division Training for School Leaders on the Revised K to 10 curriculum Implementation = 40 hrs	Principal /19 to present. , HT 3 12/13/2022 to 03/14/2023 Teacher I-III = 8 years and 8 mos T III/TIC = 2 years and 2 mos HT III - 7 years and 7 mos SP I = 3 years and 4 mos	LET, NQESH	QUALIFIED
SP2-E-07-2026-06	Bachelor in Elementary Education BEED MAED - Educational Management, EdD - 45 units	Project EduCREATE 3.0 = 24 hrs, 42nd principals Training and Development Program cum National Board Conference & Workshop = 24 hrs	Teacher I- III = 14 years, Teacher III/TIC = 6 mos. HT I = 4 years and 9 mos. Principal I = 10 years and 6 mos.	PBET, NQESH	QUALIFIED
SP2-E-07-2026-09	BEED MAEd -MASTER of EDUCATION	International Training on Instructional Educational Leadership and Management = 24 hours, Regional Training of Teachers on Upskilling of English Teachers in Literacy Instruction-32 hours,	Teacher I-III = 10 years and 4 mos HT I-III = 10 years and 6 mos HT III/SH = 2 years and 11 mos SP I = 3 years and 2 mos	PBET, NQESH	QUALIFIED
SP2-E-03-2026-01	BEED BEED, MAED- Educ Management	4th Regional PESPA congress cum Learning and Development = 24 hrs, 42nd Principals Training and Development program cum National Board Conference & Workshop = 24 hrs	Teacher I-III = 11 years and 2 mos, T III/TIC = 2 years and 11 mos HT i - III = 7 years and 4 mos SP I = 4 years and 4 mos	PBET, NQESH	QUALIFIED
SP2-E-07-2026-01	BSed Master of Arts in Education	Expansion of the Core Training Faculty of the Revised K to 12 Curriculum Implementation Training for Teachers = 24 hrs, , 42nd Principals Training and Development Program cum National Board Conference & Workshop = 24 hrs	Teacher I-III = 19 years and 4 mos T III/TIC = 1 year, HT III = 6 years an 1 month SP I = 4 years and 4 mos	PBET, NQESH	QUALIFIED

Prepared by:


PRINCESS CAQUITANIA
Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR SCHOOL PRINCIPAL II (SECONDARY)

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

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

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

ELIGIBILITY: RA 1080, as amended (Teacher) / NQESH, NASH, PQE Passer

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
SP2-S-07-2026-01	BSIE-Math MAED (Educational Administration) Doctor of Education	Training Orientation-Workshop on the Flexible Learning Option among School Heads cum Development of School Initiated Intervention = 16 hrs, Training Workshop on Curating a Hybrid Learning Space = 16 hrs, Division Capability Building of School Heads and Teachers on the Implementation of Project School of Living Traditions = 16 hrs	Teacher I-III - 9 years and 5 mos, HT II = 8 years and 10 mos, HT III/OIC = 8 years and 10 mos, HT III/SH = 2 years and 1 month, SP I = 2 years and 10 mos.	PBET/PQE	QUALIFIED
SP2-S-07-2026-03	AB POL SCI MAED	Lunduyan Sa Kahusayan Cohort 4 Program For School Heads- 50 Hours, Division And Regional Training Of Trainers On The Matatag Curriculum For Teachers And School Leaders- 40 Hours,	TI-III = 10 years and 5 mos, HT3 = 5 years and 6 mos, HT III/SH = 4 years and 8 mos, SP1 = 2 years and 9 mos	BBET/NQESH	QUALIFIED
SP2-S-07-2026-02	BSED MAED - EdAd	Training Orientation-Workshop on the Flexible Learning Option among School Heads cum Development of School Initiated Intervention = 16 hrs, Division Orientation-Workshop on the Implementation of Induction Program for Beginning Teachers = 24 hrs, 3-Day International Training Workshop on Instructional/Educational Leadership and Management = 24 hrs	Teacher I-III = 4 years and 7 mos, HT I-II = 4 years and 4 mos, HT /TIC = 5 years and 7 mos, Principal 1- 4 years and 1 month	LET/NQESH	QUALIFIED

Prepared by:


PRINCESS CAQUITANIA
 Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT III
EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
TRAINING: 1 year of relevant experience
EXPERIENCE: 4 hours of relevant training
ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-07-2026-01	BS MATHEMATICS	NC III - Bookkeeping	BOOKKEEPER 1 YR	CSC Professional	QUALIFIED
ADAS3-07-2026-02	BSMA	EFFECTIVE STRATEGIES IN LOAN DELINQUENCY MANAGEMENT AND RECOVERY - 16 HOURS	Bookeeper/Admin Assistant I 1 YR 10 MONTHS	CSC Professional	QUALIFIED
ADAS3-07-2026-03	BS IN ACCOUNTANCY	TAX UPDATES AND TAX PRACTICE - 28 HOURS	ACCOUNTING COORDINATOR - 6 MONTHS,	CSC Professional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS3-07-2026-04	Bachelor of Science in Industrial Technology	BOTP Teller-168 hours, AMLC Registration and Reporting Guidelines-4 hours, AML/CTF Fundamental Course-4 hours, Targeted Financial Sactions Course-4 hours, Loan Officer Training Program- 16 hours	CRS Teller- 6 months, AO/Technical Professional I- 3 months 7 months, Account Assistant-1 year 2 months, Account Officer-9 months, Consumer Appliance Technician- 1 year 6 months	PD907	QUALIFIED
ADAS3-07-2026-05	Bachelor of Science in Accountancy	Credit Risk Management, Compliance Risk Management, AML Go Tracs and Data Privacy - 8 hours,	Audit Clerk - 9 months, Accounting Assistant - 10 years 10 months	CSC Professional	QUALIFIED
ADAS3-07-2026-06	BS BUSINESS ADMINISTRATION	Bookkeeping Using Xero Software - 15 hours	Admin Aide III - 10 months, Admin Staff - 7 months, Liason Officer - 2 years 2 months, Bookkeeper II -/Part-time Instructor - 2 years 2 months	LET, CSC Professional	QUALIFIED
ADAS3-07-2026-08	BS Computer Science	Currecny Familiarization and Sorting Workshop for Cash Handlers - 8 hours	Branchlite Supervisor BancoLagawe 1 year	CSC Sub Professional	QUALIFIED
ADAS3-07-2026-09	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	IN-HOUSE SEMINAR FOR ANTI-MONEY LAUNDERING, COMBATING TERRORISM AND PROLIFERATION FINANCING-2 Hours, IN-HOUSE SEMINAR ON AMLA FUNDAMENTALS-2 hours, EASE ON PAYMENT OF TAX ROADSHOW 2024-3 hours, PARTNERSHIP LIQUIDATION-2 hours, PARTNERSHIP DISSOLUTION-2 hours	AUDIT STAFF – 6 months, BOOKKEEPER –1 year 2 months, ACCOUNTING CLERK – 2 years 3 months	CSC Professional	QUALIFIED
ADAS3-07-2026-07	Bachelor of Science in Accountancy	FINANCIAL PERSPECTIVE AND VARIANCE ANALYSIS - 8hrs	BOOKKEEPER 7 months, SK CHAIRPERSON - 3 years	CSC Professional, SK Chairman	QUALIFIED
ADAS3-07-2026-11	Bachelor of Science in Accounting Technology	GENERAL BANKING LAW AND COOPERATIVE CODE - 8 hours	Branch Accountant - 2 years 1 month, Pay and Benefits Executive - 7 months, Accounting Staff/Payroll -2 years 8 months	CSC Professional	QUALIFIED
ADAS3-07-2026-10	BS in Animal Science - Third year college	SEMINAR ON RA 12009: NEW GOVERNMENT PROCUREMENT ACT(NGPA) FOR BIDS AND AWARDS COMMITTEE AND PROGRAM OWMERS OF SDO NUEVA VISCAYA. 8 HOURS	ADMINISTRATION AIDE VI - 2 YEARS 2 MONTHS, ADMINISTRATIVE AIDE III - 8 YEARS 9 MONTHS, REVENUE COLLECTION CLERK II - 7 YEARS 7 MONTHS, CLERK - 1 YEAR, RE-EVALUATIONIST - 4 MONTHS	CSC Sub Professional	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT III
EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
TRAINING: 1 year of relevant experience
EXPERIENCE: 4 hours of relevant training
ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-07-2026-12	Bachelor of Science in Hotel and Restaurant Management	ANTI-MONEY LAUNDERING, COMBATING TERRORISM AND POLIFERATION FINANCING - 8 hours, SEMINAR AND TRAINING INVOLVING CREDIT PROCESS AND PROCEDURE - 56 hours.	Compliance Officer - 1 month, Loan Servicing Officer - 3 years 7 months	CSC Professional	QUALIFIED
ADAS3-07-2026-13	Bachelor of Science in Accountancy	IN-HOUSE SEMINAR ON CREDIT UNDERWRITING 16 hours	Credit Analyst - 2 years 10 months	CSC Professional	QUALIFIED
ADAS3-07-2026-14	BS Computer Science	Leadership Sound Collateral Appraisal & Delinquency Management - 16 hours	Sales Account Officer -2 years 1 month, Loan Officer - 3 years 5 months, Officer in Charge TBMPC Bambang branch II - 4 months, Branch Manager TBMPC Bambang branch II - 1 year 7 months, Branch Manager TBMPC Aritao Branch - 2 months, Farm Supervisor/Farm Worker/School Trainer Tam-an Agritech Tourism and Training Center - 2 years 7 months, Loan Officer - TBMPC Quezon Branch - 2 years 7 months, Trainer - Tam an Agritech Tourism and Training Center - 2 years 7 months	CSC Sub Professional (verified)	QUALIFIED
ADAS3-07-2026-15	BS in Business Administration major in Financial Management	Laws of Properties and Regulations (Laws, Rules and Regulations on Government Expenditures -24 hrs.	Admin. Aide (Office Clerk)-COS- 4 years 10 months	CSC Sub Professional	QUALIFIED
ADAS3-07-2026-16	Bachelor of Science in Accounting Information Sytem	NCIII Bookkeeping Training, 292 hours, Planning Workshop on the formulation of the Local Energy Efficiency and Conservation Plan - 24 hours	Accounting Clerk I - 6 years 1 month, Revenue Collection Clerk II- 2 months	CSC Professional	QUALIFIED
ADAS3-07-2026-19	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	Integrated Business Permit and Licensing System(IBPLS) - 24 Hours	Administrative Aide - 4 years 10 months	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-07-2026-18	BS Accountancy	INVENTORY ESTIMATION -8hours, Financial Credit and Risk management-16hours	Coop Secretary- 3 months, Accounting Clerk - 3 months, Cashier- 1 year 4 months	CSC Professional	QUALIFIED
ADAS3-07-2026-23	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	Financial Literacy Management: Empowering Filipinos in Building Sustainable Wealth and Securing a Bright Financial Future - 4HOURS, Webinar: Accounting for non-accountants - 4HOURS, Webinar: Basic Pricing and Costing - 4HOURS	Accounting Clerk - 1 year, Audit Assistant - 9 months, Audit Staff - 1- years 3 months, Bookkeeper 1 year 2 months	CSC Sub Professional, CSC Professional	QUALIFIED
ADAS3-07-2026-30	Bachelor in Elementary Education	UPSKILLING AND RESKILLING FOR TEACHERS- 48 HOURS	NO ATTACHED DOCUMENTS	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT III
EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
TRAINING: 1 year of relevant experience
EXPERIENCE: 4 hours of relevant training
ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS3-07-2026-25	Bachelor of Science in Secondary Education	Introduction to Bookkeeping 8 HOURS (TESDA COURSE)	Administrative Aide III (Clerk I) - 3 YEARS 6 MONTHS	LET	QUALIFIED
ADAS3-07-2026-26	Bachelor of Science in Business Administration Major in Financial Management	Mandatory Training Program for SK Secretary- 8 hours	Sangguniang Kabataan Secretary - 2 YEARS 6 MONTHS	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-07-2026-29	Bachelor of Science in Accountancy	ORIENTATION/WORKSHOP FOR THE PREPARATION OF BUDGET PROPOSAL FOR CY 2027 - 8 HOURS	ADMINISTRATIVE AIDE IV - 1 YEAR 6 MONTHS, ASSISTANT BRANCH MANAGER -2 YEARS 6 MONTHS, RTA ASSISTANT-1 MONTH, LOAN SERVICING ASSISTANT - 6 MONTHS, LOAN BOOKKEEPER 6 YEARS 10 MONTHS, TELLER - 2 YRS 11 MONTHS, TREASURY ASSISTANT - 6 MONTHS, TELLER - 2 MONTHS, ADMIN AIDE IV - 9 MONTHS, TREASURY ASSISTANT - 5 MONTHS	CSC Sub Professional	QUALIFIED
ADAS 3-07-2026-20	Bachelor of Science in Electronics and Communications Engineering	Bookkeeping using Quickbooks 30 hours	Site Engineer - 2 years 6 months	Electronics Technician (RA 1080)	QUALIFIED
ADAS3-07-2026-27	NO ATTACHED DOCUMENT	N/A	Government Internship Program (GIP)- July 5, 2017- August 5, 2017, SK Chairperson- 5 YEARS 5 MONTHS, Office Staff- April 15, 2025- August 31, 2025	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS 3-07-2026-17	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	ORIENTATION/ WORKSHOP FOR THE PREPARATION OF BUDGET PROPOSAL FOR CY 2027 - 8 hours	ADAS 2 - 1 year, SK TREASURER - 4 months, MLHUILLIER Assistant Branch Manager - 3 years 6 months	CSC Professional	QUALIFIED
ADAS3-07-2026-28	Bachelor of Science In Business Administration	Division Training on RA 12009 (New Procurement Act and its Implementing Rules and Regulations) -16hrs	ADAS-II - 2 YEARS 8 MONTHS, Assistant Branch Head 4 YEARS 6 MONTHS, LOAN OFFICER 3 MONTHS	CSC Professional	QUALIFIED
ADAS 3-07-2026-21	*Graduated Senior High	Supply and Property Management Information System - 16 hours	Admin Aide II - 1 year 7 months, Nursing Attendant - 10 months	CSC Professional	DID NOT MEET EDUCATION AND TRAINING REQUIREMENT
ADAS 3-07-2026-22	BS Education	NO DOCUMENTS ATTACHED :(	Teacher Contractua/Substitute - 4 years 8 months, Teacher 2 years, Teacher 10 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS 3-07-2026-24	BS ELECTRONICS & COMMUNICATIONS ENGINEERING - 5TH YEAR	SEMINAR-WORKSHOP ON CASH MANAGEMENT AND CONTROL SYSTEM - 24 HOURS	ADMIN ASSISTANT - 1 YEAR 5 MONTHS, ADMIN AIDE VI - 1 YEAR 9 MONTHS, ADMIN ASSISTANT II - 1 YEAR, PROJECT EVALUATION OFFICER - 1 YEAR, ADMIN AIDE - 1 YEAR, COMPUTER OPERATOR - 1 MONTH, SALES AND SERVICE SPECIALIST 1 YEAR 10 MONTHS, LIASON OFFICER 1 YEAR 8 MONTHS, SALES EXECUTIVE 10 MONTHS	CSC Professional	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT III**EDUCATION:** Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)**TRAINING:** 1 year of relevant experience**EXPERIENCE:** 4 hours of relevant training**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS 3-03-2026-01	BSIT	Kasibu West Training on the Expanded Career Progression System for Teachers - 24 units	MSEF Teacher - 9 months, Admin Aide III - 1 year 2 months, Admin Aide VI - 6 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS 3-04-2026-02	Bachelor of Secondary Education	Alay sa Bayan Induction Program for New Entrants in the Government - 24 hours	Data Encoder COS - 2 years	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS3-06-2026-03	BS Accounting Technology	General Banking Law and Cooperative Code - 8 hours	Branch Accountant - 2 years 1 month, Pay and Benefits Executive - 7 months, Payroll Staff - 2 years 10 months	CSC Professional	QUALIFIED
ADAS3-02-2026-68	BS in Public Administration and Legal Management	Soft Cybersecurity Skills Training and Awareness - 8 hours	Health Programmer Officer - 3 years 3 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS 3-07-2026-31	Bachelor of Science in Civil Engineering	SEMINAR-WORKSHOP ON CASH MANAGEMENT AND CONTROL SYSTEM - 24 hours	Engr. Assistant 7/5/2021 to present	CSC Sub Professional	QUALIFIED
ADAS 3-07-2026-41	BSIT	Bookkeeping (Basic Accounting) - 128 hours	Subject Teacher - 9 years, School Cashier - 1 year	CSC Professional	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
 Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT II**EDUCATION:** Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)**TRAINING:** 1 year of relevant experience**EXPERIENCE:** 4 hours of relevant training**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-07-2026-01	BS Agribusiness	Career Development and Office System Administration in Schools - 80 hours	Account Officer-2 years and 2 months	CSC Sub Prof	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-07-2026-02	BS Entrepreneurship	Complaints Management-8 hours	Audit Clerk- 3 months, Teller- 6 years and 8 months	LET	QUALIFIED
ADAS2-07-2026-03	BSED-Mathematics	Modern Digital Records Management and Communication Planning, Communication Packages and Budgeting - 32 hours	Administrative Aide - 3 years and 6 months	CSC Sub Professional, CSC Professional	QUALIFIED
ADAS2-07-2026-04	BS IN ACCOUNTANCY	TAX UPDATES AND TAX PRACTICE - 28 HOURS	ACCOUNTING COORDINATOR - 6 months	CSC Professional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-07-2026-05	Bachelor of Secondary Education Major in English	COMPUTER SKILLS DEVELOPMENT TRAINING: IMPROVING CLASSROOM LEARNING THROUGH ICT -80 hrs	Enumerator- 3 months, Teacher Tutor- 2 months	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-06	Bachelor of Science in Public Administration	Basic MS Excel Training - 24 hours	Barangay Secretary - 4 years and 8 months	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-07	Bachelor of Arts in Political Science	Leadership and Reorientation Cum Simple Bookkeeping and Records Management-16 hours	Cooperative assistant-1 year and 5 months, Audit Clerk- 6 months, Merchandiser-1 year and 7 months, Cashier/Encoder- 1 year and 3 months	CSC Professional	QUALIFIED
ADAS2-07-2026-08	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	Law on Cooperatives-8 hours	AUDIT STAFF – 5 months, BOOKKEEPER – 1 year and 3 months, ACCOUNTING CLERK – 9 months	CSC Professional	QUALIFIED
ADAS2-07-2026-09	Bachelor of Science in Accountancy	Modernized Records Custodianship and Logistics Management - 3 hours, Administrative Officer Excellence - 3 hours, Administrative Management - 4 hours, Records Management - 8 hours, Bookkeeping with Quickbooks Online - 15 hours	Administrative Aide - Job Order - 1 year and 6 months, GIP-Intern - 3 months, Inventory Clerk - 6 months, Junior Bookkeeper - 11 months	CSC Professional	QUALIFIED
ADAS2-07-2026-10	BS ACCOUNTANCY	LEADERSHIP AND OFFICE ADMINISTRATION- 80 HRS	CREDIT AND COLLECTION OFFICER- 9 months	CSC Sub Professional, CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-11	Bachelor of Science in Office Administration	Public Administration and Office System Management-80 hours	Administrative Aide III- 3 years	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-12	Bachelor of Science in Accountancy and Accounting Technology	Laws and Regulations on Government Expenditures (large) - 32 hours	Administrative Assistant II - 6 months, Administrative Aide VI -5 years	CSC Sub Professional	QUALIFIED
ADAS2-07-2026-13	Bachelor of Science in Management Accounting	Chartered Financial Management Analyst - 240 hours	Bookkeeper - 6 months	CSC Professional	DID NOT MEET EXPERIENCE REQUIREMENTS

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT II**EDUCATION:** Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)**TRAINING:** 1 year of relevant experience**EXPERIENCE:** 4 hours of relevant training**ELIGIBILITY:** CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-07-2026-14	Bachelor of Science in Computer Science	AMLA Rules and Regulations and Risk Rating Management - 8 hours, Information Security Policy - 8 hours, Policies and Procedures on Cash Operation - 8 hours	HRD Assistant - 8 yeras and 11 months	CSC Sub Professional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-07-2026-15	BACHELOR OF SCIENCE IN MATHEMATICS	Online Division Training-Workshop on Innovative Teaching Strategies and Enhancement of Assessment Tools - 24 hours	Municipal Mayor's Office Support Staff - 4 years	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-16	Bachelor of Science in Hotel and Restaurant Management	In-House Seminar on Anti-Money Laundering - 8 hours	Loan Servicing Officer - 3 years and 9 months	CSC Professional	QUALIFIED
ADAS2-07-2026-17	BS in Business Administration major in Financial Management	AI Tools and Technologies for Records Management	Admin. Aide (Office Clerk)- COS- 4 years and 10 months	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-18	BEED	Cooperative Governance and Management Training, 8 hours	Job Order- 2 years and 2 months	LET	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-07-2026-19	Accounting Technology	N/A	N/A	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-20	Bachelor of Science in Electronics and Communication Engineering	Digitalizing Documents and digital records management for effective governance- 24 hrs	Admin Aide- 2 years and 5 months	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-21	Bachelor of Science in Cooperative Development	Mastering Government Bookkeeping and Financial Reporting- 3 hours, Basic Records and Archives Management- 16 hours\	GIP Enumerator - 4 months, Administrative Aide (Office Clerk) - 7 years	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-22	Bachelor of Science in Biology	Two-Day Training on WHO-ASSIST	ADAS I - 7 months, Admin Aide - 10 yeras and 2 months	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-07-2026-23	BS Agribusiness	Tourism Summit	Administrative Aide - 2 years and 4 months	CSC Sub Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-07-2026-24	Bachelor or Science in Computer Science	DISBURSING OFFICER CASH FLOW MANAGEMENT TRAINING - 16 hours	Admin Alde - 2 years and 7 months, GIP - 2 years and 5 months	CSC Sub Professional	QUALIFIED
ADAS2-07-2026-25	Bachelor of Science in Information Technology	CAMP COORDINATION AND CAMP MANAGEMENT AND INTERNALLY DISPLACED PERSONS PROTECTION - 10 hours	LDRRM Assistant - 1 year and 11 months	CSC - PD-907 - HONOR GRADUATE	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-26	BS Criminology	N/A	Accounting clerk- 7 years and 10 months	Board of criminology	DID NOT MEET TRAINING REQUIREMENTS

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT II
EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
TRAINING: 1 year of relevant experience
EXPERIENCE: 4 hours of relevant training
ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-07-2026-27	Bachelor of Science in Fisheries (186 units)	Talk on sustainable finance 4 hours, Statement of Assets, Liabilities, and Net-worth (SALN) overview 5 hours-	Local Legislative Staff Employee II - 2 years and 6 months	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-28	BS in Electrical Engineering	Basic Computer Literacy - 80hours	Admin Aide - 3 years, Admin Aid/Engineering Aide - 2 years, Admin Aide Casual - 3 years, Admin Aide IV - 2 years	LET	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-07-2026-29	BS ACCOUNTANCY	FUNDAMENTALS OF COOPERATIVES-16hours,	Coop Secretary-3 months, Cashier- 1 year and 4 months, Accounting Clerk- 3 months	CSC Sub Professional, CSC Professional	QUALIFIED
ADAS2-07-2026-30	Bachelor of Science in Electronics Engineering	Bookkeeping using Quickbooks 30 hours	LAMS Encoder - 6 months, Site Engineer - 2 years and 6 months, Application Development Associate- 6 months	Electronics Technician (RA 1080)	QUALIFIED
ADAS2-07-2026-31	BS in Accountancy	Budgeting and Financial Forecasting for Government Agencies-8 hours	Assist Admin Support Staff - 2 months, Accounting staff - 5 months	CSC Professional	DID NOT MEET EXPERIENCE REQUIREMENTS
ADAS2-07-2026-32	BS Management Accounting	Regional Labor-Management Cooperation and Grivance Machinery Conference - 16 hours	Acctg and Admin Officer - 9 years	CSC Professional	DID NOT MEET TRAINING REQUIREMENTS
ADAS2-07-2026-33	Bachelor of Science in Business Administration Major in Financial Management	N/A	Sangguniang Kabataan Secretary- 2 years and 5 months	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-34	BS Criminology NO ATTACHED DOCUMENT	N/A	N/A	CSC Professional	DID NOT MEET TRAINING N EXPERIENCE REQUIREMENTS
ADAS2-07-2026-35	Bachelor of Arts -English	International Conference on Professional Learning for Non-Teaching Personnel-24 hours	Office Staff-2 years and 3 months	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-36	BS in Industrial Education	Professional Development Program on Inventory Management, Budget Monitoring and Operational Efficiency for Warehouse Supervisors- 16 hrs., Corporate Training on Inventory Management, Financial Documentation, and Operational Fund Control- 8 hrs.	Warehouse Supervisor- 18 years and 1 month	LET	QUALIFIED
ADAS2-07-2026-37	Bachelor of Science in Public Administration	3rd International Conference on Pedagogical and Research Innovations-24 hours	Admin Aide-4 years and 7 months	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-07-2026-38	Bachelor of Physical Education (Secondary)	Cashiering and Disbursing Training Program- 8 hours	Cashier- 1 year and 1 month	LET	QUALIFIED
ADAS2-03-2026-01	BA English; BSed 18 units	Cyber Security Awareness-8hours	Admin Aide-6 years	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-03-2026-02	BEED	Public Administration and Office System Management Seminar-8hours	N/A	LET	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT II

- EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
- TRAINING: 1 year of relevant experience
- EXPERIENCE: 4 hours of relevant training
- ELIGIBILITY: CAREER SERVICE (Sub-Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS2-03-2026-03	BSIT	2022 Mid-year Planning-24 hours	Admin Aide-2 years and 11 months	CSC Sub Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-03-2026-04	Bachelor of Science in Accountancy	N/A	N/A	CSC Professional	DID NOT MEET TRAINING AND EXPERIENCE REQUIREMENTS
ADAS2-04-2026-05	Information Technology	Introduction to Bookkeeping-8hours	Project Officer-3 years and 10 months, Credit Investigator-April 12, 2021 to March 31, 2025, Service4 years and 11 months	CSC Professional	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT I
EDUCATION: Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/ Senior High School (starting 2016)
TRAINING: None Required
EXPERIENCE: None Required
ELIGIBILITY: Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS1-07-2026-01	BS Management Accounting	Effective Strategies in Loan Delinquency Management and Recovery 8 HOURS	Accounting Assistant-2 YEARS 2 MONTHS, Admin Assistant I-1 YEAR 10 MONTHS	CSC Professional	QUALIFIED
adas1-2026-07-02	Bachelor of Science in Accounting Technology	Bookkeeping Seminar - 80 hours	Admin Aide - 10 months, GIP 4 months, Accounting Staff 2 years	LET	QUALIFIED
ADAS1-07-2026-03	BS in Management Accounting	Financial Training- 111 hrs	Admin Aide- 2 years, GIP- 9 months	CSC Professional	QUALIFIED
ADAS1-07-2026-04	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	4TH INTERNATIONAL BUSINESS MANAGEMENT CONFERENCE - 8	FACTORY WORKER (TECHNICIAN) - 1 year 7 months, FACTORY WORKER (TECHNICIAN)- 3 years, HUMAN RESOURCE STAFF- 3 months, BRANCH CASHIER- 6 months	CSC Professional	QUALIFIED
ADAS 1-07-2026-05	BS ACCOUNTANCY	BUSINESS STATISTICS- 8 HRS	PUROK PRESIDENT/ LUPONG TAGAPAMAYAPA- 1 year, CREDIT AND COLLECTION OFFICER- 9 months	CSC Professional	QUALIFIED
ADAS1-07-2026-06	Bachelor of Secondary Education	Book keeping Training (Posting Transactions)- 6 hours	No Attached Documents	LET	QUALIFIED
ADAS1-07-2026-07	Bachelor of Science in Mathematics	2025 Rules on Administrative Cases in the Civil Service (RACCS) - 8 hours	7	CSC Professional	QUALIFIED
ADAS1-07-2026-08	BS ACCOUNTING TECHNOLOGY	LEADERSHIP TRAINING; EFFECTIVE ADMINISTRATION AND OFFICE MANAGEMENT-80 HOURS	ACCOUNTING CLERK/LOANS CLERK/CUSTOMER CARE REPRESENTATIVE/BRANCH SUBSIDIARY BOOKKEEPER-2 YEARS & 2 MONTHS, SALES ADMIN ASSISTANT/BRANCH ADMIN OFFICER- 4 YEARS & 8 MONTHS	CSC Professional	QUALIFIED
ADAS1-07-2026-09	BS Accounting Technology	N/A	No Attached Documents	CSC Professional	QUALIFIED
ADAS1-07-2026-10	Bachelor of Science in Computer Engineering (114 units)	N/A	N/A	CSC Professional	DID NOT MEET EDUCATION REQUIREMENTS
ADAS1-07-2026-11	BACHELOR OF SCIENCE IN COOPERATIVE DEVELOPMENT	Basic Records and Archives Management- 16 hours	Government Internship Program Enumerator - 5 months, Administrative Aide (Office Clerk) - 5 years	CSC Sub Professional	QUALIFIED
ADAS1-07-2026-12	Bachelor of Science in Computer Science	N/A	N/A	CSC Professional	QUALIFIED
ADAS1-07-2026-13	Bachelor of Science in Electrical Engineering	N/A	N/A	Registered Electrical Engineer	QUALIFIED
ADAS1-07-2026-14	Bachelor of Science in Business Administration Major in Financial Management	Kooperatiba at Credit: Paano magtagumpay sa Pananalapi - 3 hours, Financial Literacy for the Filipino with Retail Treasury Bonds - 3 hours, Inventories - 4 hours	N/A	CSC Professional	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT I**EDUCATION:** Completion of two-year studies in college (prior to 2018), or Completion of Grade 12/ Senior High School (starting 2016)**TRAINING:** None Required**EXPERIENCE:** None Required**ELIGIBILITY:** Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADAS1-07-2026-15	Bachelor of Science in Accounting Technology	Effective Office Administration and Clerical Skills Training - 6 HOURS	Audit Staff- 4 YEARS, Audit Staff/ Logistic Coordinator- 2 YEARS 10 MONTHS	CSC Professional	QUALIFIED
ADAS1-07-2026-16	Bachelor of Science in Commerce Major in Management	Financial Literacy and Cybersecurity in the Age of AI - 8 hours	Administrative Assistant - 5 MONTHS, Cashier -12 YEARS	CSC Sub Professional	QUALIFIED
ADAS1-07-2026-17	BS Civil Engineering	NO ATTACHED DOCUMENTS	NO ATTACHED DOCUMENTS	CSC Professional	QUALIFIED
ADASI-07-2026-18	Certificate in Computer Secretarial	PC Operation - 16 hours, Basic Accounting and Bookkeeping for Non-Accountants Webinar - 16 Hours, Understanding HSAC's Jurisdiction and Procedures, The Maceda Law (RA 6552), and the Subdivision and Condominium - 8 Hours, Sealing the Digital Future: eNotarization and the Philippine Real Estate Sector - 3 Hours	Secretary - 7 years 9 months, Executive Secretary - 7 years 6 months, Assistant Land Registration Examiner - 3 years	CSC Professional	QUALIFIED

Prepared by:


PRINCESS C. AQUITANIA
Administrative Officer IV (HRMO)

QUALIFICATION STANDARDS FOR ADMINISTRATIVE AIDE VI
EDUCATION: Completion of two-year studies in college
TRAINING: None Required
EXPERIENCE: None Required
ELIGIBILITY: Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-06-2026-01	Bachelor Of Science In Computer Engineering	Training Course On Proper Data Processing, Reporting And Maintenance Of Hswim System- 8 Hours, Operations Training For The Intercomp Wim Scale Users- 16 Hours	Traffic Aide - 3 Years	CSC Professional	QUALIFIED
ADA6-07-2026-01	Bs In Agribusiness	Career Development And Office System Administration In Schools - 80 Hours	Account Officer 2 Years 2 Months,	CSC Sub Professional	QUALIFIED
ADA6-07-2026-02	Bachelor Of Science In Business Administration Major In Financial Management	On The Job Training- Lgu Bayombong- 600 Hours	Accounting Officer- 1 Year 3 Months	CSC Professional	QUALIFIED
ADA6-07-2026-03	Bs In Business Administration Major In Financial Management	On-The-Job Training At Lgu - 650 Hours	Cashier And Store Consignor Officer Reliever - 5 Months	CSC Professional	QUALIFIED
ADA6-07-2026-04	Bachelor Of Science In Public Administration	Dividing Stigma And Discrimination Reduction Workshop And Candle Lighting Ceremony - 4 Hours, Health Care Waste Management Manual (Hcwmm) Online Course 4Th Edition - 4 Hours	Administrative Assistant - 2 Months 9 Months, Barangay Secretary - 4 Years 4 Months, Administrative Aide - 6 Months	CSC Professional	QUALIFIED
ADA6-07-2026-05	Bachelor Of Science In Computer Engineering	Iso 9001:2015 Quality Management System-10Hrs	Private School Staff (Smu-Ttbd) Oct. 17, 2022 To June 4, 2024, Customer Service Representative (Sagility) 1 Year	CSC Professional	QUALIFIED
ADA6-07-2026-06	Bs In Accountancy	Introduction To Bookkeeping- 8 Hours	No Attached Documents	CSC Professional	QUALIFIED
ADA6-07-2026-07	Bachelor Of Science In Accountancy	Seminar On Forensic Accounting - 8 Hours	No Attached Documents	CSC Professional	QUALIFIED
ADA6-07-2026-08	Bachelor Of Science In Information Technology	No Attached Documents	No Attached Documents	CSC Sub Professional	QUALIFIED
ADA6-07-2026-09	Bachelor Of Science In Information Systems	Ojt - February 2026 To May 2026	No Attached Documents	CSC Professional	QUALIFIED
ADA6-07-2026-10	Bs Agricultural Engineering	Trainers Methodology Level I 234 Hrs.	Office Engineer - 9 Months, Admin Aide - 1 Year 4 Months, Engineering Assistant - 2 Years 7 Months, Admin Aide Lv - 3 Months	CSC Sub Professional	QUALIFIED
ADA6-07-2026-11	Bachelor Of Arts In English	Microsoft Digital Literacy Training - 8 Hours	Receptionist - 6 Months, Teacher - 2 Months, Branch Coordinator - 2 Years 1 Month	LET	QUALIFIED
ADA6-07-2026-12	Bachelor Of Science In Tourism Management	Mastering The Research Process: From Concept To Publication - 8 Hours	Full Time Instructor - 1 Year, Government Internship Program - 1 Month, Clerk (Hr Office) September/Part Time Instructor - 1 Year	CSC Professional	QUALIFIED
ADA6-07-2026-13	Bsat	Bookkeeping Seminar - 80 Hours	Admin Aide - 1 Year 1 Month, Gip 3 Months, Accounting Staff - 2 Years 1 Month	LET	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE AIDE VI**EDUCATION:** Completion of two-year studies in college**TRAINING:** None Required**EXPERIENCE:** None Required**ELIGIBILITY:** Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-07-2026-14	Bachelor Of Science In Accountancy	Division Training On Ra 12009 - 16 Hours	Administrative Aide Vi (Job Order) - 10 Months, Enumerator - 3 Months, Data Processor - 1 Month, Data Processor - 6 Months, Enumerator - 3 Months	CSC Professional	QUALIFIED
ADA6-07-2026-15	Bachelor In Elementary Education	Aral - 16 Hours	Faculty Member - 1 Year 9 Months	LET	QUALIFIED
ADA6-07-2026-16	Bachelor In Elementary Education	N/A	Branch Staff - 3 Months, Teacher - 2 Years	LET	QUALIFIED
ADA6-07-2026-17	Bachelor Of Science In Secondary Education	Filipino Brand Of Service Excellence Seminar -8 Hours	Administrative Aide Iv (Plgu Nueva Vizcaya) September 6 Years 3 Months	CSC Professional, LET	QUALIFIED
ADA6-07-2026-18	Bs Accountancy	Bus. Statistics- 8 Hrs	Purok President- 1 Year, Credit And Collection Officer- 1 Year 2 Months	CSC Sub Professional, CSC Professional	QUALIFIED
ADA6-07-2026-19	Bachelor Of Arts In Mass Communication Major In Journalism	Participating In Workplace Communication 4.0 Hours, Receiving And Responding To Workplace Communication 4.0 Hours	Customer Service Representative - 1 Year 8 Months, Level 13 - Business Process Delivery Associate / Health Operations New Associate 4 Years	CSC Professional	QUALIFIED
ADA6-07-2026-20	Bachelor Of Secondary Education Major In Mathematics	N/A	Enumerator - 5 Months, Secretary/ Administrative Assistant - 1 Year 3 Months	NONE	DID NOT MEET ELIGIBILITY REQUIREMENT
ADA6-07-2026-21	Bs Civil Engineering	No Attached Documents	No Attached Documents	CSC Professional	QUALIFIED
ADA6-07-2026-22	Bachelor Of Science In Information Technology	Re-Building The Unity And Igniting The Leadership Through The Development Of The Youth - 24 Hours	N/A	CSC Professional	QUALIFIED
ADA6-07-2026-23	Bachelor Of Secondary Education Major In Social Studies	District Mid-Year In-Service Training - 40 Hours	Administrative Aide 1 - 2 Years	LET	QUALIFIED
ADA6-07-2026-24	Bs Accounting Technology	Leadership Training; Effective Administration And Office Management-80 Hours	Accounting Clerk/Loans Clerk/Customer Care Representative/Branch Subsidiary Bookkeeper- 2 Years & 2 Months, Sales Admin Assistant/Branch Admin Officer- 4 Years & 8 Months	CSC Professional	QUALIFIED
ADA6-07-2026-25	Bachelor Of Science In Business Administration - Financial Management	Seminar/Workshop On Basic Records And Archive Management - 16 Hour	Administrative Aide Iii (Clerk I) - 3 Years 3 Months	CSC Professional	QUALIFIED
ADA6-07-2026-26	Bachelor Of Science In Business Administration - Financial Management	N/A	N/A	CSC Professional	QUALIFIED
ADA6-07-2026-27	Bachelor Of Science In Information Technology	Pafte Free Webinar Series 5 - 7 Hours	Admin Aide 1 - 3 Months, Admin Aide LI - 6 Months, Admin Aide L - 9 Months	CSC Professional	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE AIDE VI
EDUCATION: Completion of two-year studies in college
TRAINING: None Required
EXPERIENCE: None Required
ELIGIBILITY: Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-07-2026-28	Bachelor Of Science In Computer Science	Ojt - Psa 162 Hours	N/A	CSC Professional	QUALIFIED
ADA6-07-2026-29	Senior Highschool Graduate	Electrical Installation Management-160 Hours	N/A	CSC Sub Professional, CSC Professional	DID NOT MEET EDUCATIONAL QUALIFICATION
ADAG-07-2026-30	Bachelor In Secondary Education Major In Mathematics	N/A	No Attached Documents	NO ATTACHED DOCUMENTS	DID NOT MEET ELIGIBILITY REQUIREMENT
ADA6-07-2026-31	Bachelor Of Science In Information Technology	N/A	Administrative And It Officer - 1 Year 1 Month	CSC Professional	QUALIFIED
ADA6-07-2026-32	Bachelor Of Science In Electrical Engineering	N/A	N/A	CSC Professional, Registered Electrical Engineer	QUALIFIED
ADA6-07-2026-33	Bachelor Of Science In Business Administration Major In Financial Management	N/A	No Attached Documents	PD907	QUALIFIED
ADA6-07-2026-34	Bachelor Of Technical-Vocational Teacher Education	Ncii Bread And Pastry Production	N/A	TESDA NCII passer	DID NOT MEET ELIGIBILITY REQUIREMENT
ADA6-07-2026-36	Bachelor Of Secondary Education Major In English	N/A	N/A	LET	QUALIFIED
ADA6-07-2026-49	Bachelor In Elementary Education	N/A	N/A	CSC Sub Professional	QUALIFIED
ADA1-07-2026-09	Undergraduate	N/A	Ofw	None	
ADA6-07-2026-37	Bachelor Of Arts In English	Seminar On Educational Innovation And Pedagogies For Teachers Of English Majors-80 Hours, Computer Skills Development Training: Improving Classroom Learning Thru Ict-80 Hours, Upskilling And Reskilling Teaching And Supervision Skills Training-80 Hours	Admintrative Staff Of Blgu Inaban- January 02,2025-Present	LET	QUALIFIED
ADA6-07-2026-38	Bachelor Of Science In Business Administration Major In Marketing Management	Leadership Training - 8Hours, Ojt Program -600Hours	Cashier- September 21,2025 To March 19,2026	PD 907- HONOR GRADUATE Eligibility	QUALIFIED
ADA6-07-2026-39	Bachelor Of Science In Industrial Education- Major In Mathematics	Disbursement Managementfor Administrative Officers- 32 Hours, Advance Administrative Leadership And Excellence Seminar- 32 Hours, Financial Literacy And Development- 32 Hours	Admin Officer- Jan. 19,2019- Dec. 28,2024 , Branch Personnel- Feb. 10,2025- Dec. 31,2025 , Disbursement Officer- March 05,2026- Present	CSC Professional, LET	QUALIFIED
ADA6-07-2026-34	Bachelor Pf Technical-Vocational Teacher Education Major In Food Service Management	Assessment For Tesda- Bpp Ncii Passer	N/A	TESDA-BPP NCII PASSER	DID NOT MEET ELIGIBILITY REQUIREMENT
ADA6-07-2026-42	Bachelor Of Science In Commerce	3 Days Ict Training -40 Hours	Administrative Assistant - April 1, 2026- Present, Cashier -October 14, 2014- July 13, 2024	CSC Sub Professional	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE AIDE VI
EDUCATION: Completion of two-year studies in college
TRAINING: None Required
EXPERIENCE: None Required
ELIGIBILITY: Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-07-2026-43	Bachelor Of Science In Management Accounting	N/A	Bookkeeper&Cashier- Jun. 2, 2025- May 6, 2026, Cashier- June 30, 2026-Present	CSC Professional	QUALIFIED
ADA6-07-2026-48	Bachelor Of Science In Information Technology	N/A	Administrative Aide Iv - April 2017- May 15,2026	CSC Sub Professional	QUALIFIED
ADA6-07-2026-49	Bachelor In Elementary Education	Upskilling And Reskilling For Teachers And School Leaders- Nov 18-23,2023	Admin Aide- Lgu Bayombong-April To Present	CSC Sub Professional	QUALIFIED
ADA6-07-2026-54	Compute Science	AI Integration For Efficient Digital Filling - 8 Hours, Gad Training 2026 - 24Hours, Competency Enhancement Program And Technical Assistance For Sdo Nv Personnel 24Hours, On The Job Training At The Mis - 162Hours, Etc	Gip - June - September 2025, Job Order Ada1 - September 2025 - Present	CSC Professional	QUALIFIED
ADA6-07-2026-48	Bachelor Of Science In Agriculture	Smart And Sustainable Agriculture Focus- 4 Hrs., Webinar On "Renewable Energy Powering Agriculture: Integration Of Photovoltaic (Pv) Technology In Farm Production Systems" (2 Cpd Units) - 8 Hrs., Bswm Webinar Session: "Decision Support Systems (Dds) For Soil Nutrient Management Towards Sustainable Crop Production" - 8 Hrs	College Secretary - Sept. 15, 2025 To Present, Intern (Gip) - May 19, 2025 To Aug. 20, 2025, Capacity Building & Technical Staff - March 3 To May 31, 2024 / Oct. 2, 2023 To Dec. 31, 2023, Administrative Assistant - Apr. 13, 2023 To Sept. 30, 2023, Cashier - Sept. 20, 2020 To Apr. 12, 2023	PRC - Licensure Examination for Agriculturists	QUALIFIED
ADA6-07-2026-53	Bs In Tourism Management	Bookkeeping Seminar(Basic Accounting)- 80 Hours, Ncii Front Office -8 Hours, Ncii Events Management- 8 Hours, Strategic Procurement Planning Sa Bagong Pilipinas- 4 Hours	Admin Aide I- March 17 To Present, Project Admin Aide Iii- October 14, 2024 To December 31, 2025, Project Admin Aide Iii- October 9, 2023 To April 30, 2024, Branch Teller- January 9, 2023 To May 14, 2023	PD 907	QUALIFIED
ADA6-07-2026-46	Bachelor Of Science In Business Administration Major In Financial Management	On-The-Job Training- 600 Hours, Mandatory Training Program For Sk Secretary- 8 Hours, Reading Oasis: Sa Kabataan, Ang Pagbasa Ay Pag-Asa (Project Philip)- 8 Hours	Sangguniang Kabataan Secretary- Feb. 5, 2024 To Present, On-The-Job Training Intern- Feb. 2, 2026 To May 29, 2026	CSC Professional	QUALIFIED
ADA6-07-2026-45	Bs Criminology	On The Job Training - Pnp- 80 Hours, Bfp- 80 Hours, Bjmp- 80 Hours	Government Internship Program (Gip)- July 5, 2017 To August 5, 2017, Sk Chairperson- June 1, 2018 To November 30, 2023, Office Staff- April 15, 2025 To August 31, 2025	CSC Professional	QUALIFIED
ADA6-07-2026-52	Bachelor Of Science In Public Administration	N/A	May 2, 2026 To Present, Records And Documentation Clerk - January 2, 2026 To April 30, 2026, Aa1 - May 2, 2024 To December 31, 2025, Aai - January 26, 2024 To April 40, 2024, Aa I - July 21, 2022 To November 30, 2023, Adas I - January 15, 2020 To June 30, 2022, Clerk - October 10, 2019 To January 06, 2020 - Volunteer	CSC Professional	QUALIFIED

QUALIFICATION STANDARDS FOR ADMINISTRATIVE AIDE VI**EDUCATION:** Completion of two-year studies in college**TRAINING:** None Required**EXPERIENCE:** None Required**ELIGIBILITY:** Career Service (Sub Professional) First Level Eligibility

APPLICATION CODE	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	REMARKS
ADA6-07-2026-50	Bachelor Of Science In Business Administration	On-The-Job Trainee - 600 Hours	N/A	CSC Professional	QUALIFIED
ADA6-07-2026-51	Bachelor Of Science In Business Administration	On The Job Training-600Hrs	N/A	CSC Sub Professional, CSC Professional	QUALIFIED
ADA6-07-2026-35	Bachelor Of Elementary Education	N/A	Teller/Cashier-September 2019 To July 2025.	LET	QUALIFIED
ADA6-07-2026-40	Vocational	16 Hours- Integrated Course For Attaining Responsive And Excellent (I-Care) Service In The Government) Service In The Government 16 Hours- Leap Towards Excellence In Governance: A Writeshop And Enhancement Training On The Revised Bgpm, Sbgr Formulation And Records Mangement	N/A	CSC Sub Professional	QUALIFIED
ADA6-07-2026-04	Bachelor Of Science In Public Administration	Hiv/Aids Stigma And Discrimination Reduction Workshop And Candle Lighting Ceremony - 4 Hours, Health Care Waste Management Manual (Hcwm) Online Course 4Th Edition - 4 Hours, Orientation On Basic Occupational Safety And Health For Region Ii Trauma And Medical Center Employees - 4 Hours,	Administrative Assistant - Oct. 16, 2023 To Present, Barangay Secretary - June 17, 2019 To October 2, 2023, Administrative Aide - July 1, 2017 To December 31, 2017	CSC Sub Professional	QUALIFIED

Prepared by:


PRINCE C. QUITANIA
 Administrative Officer IV (HRMO)