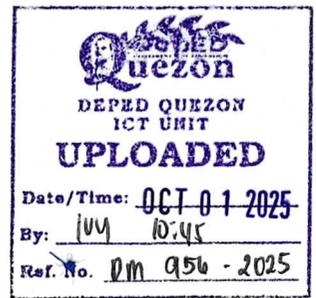




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



30 September 2025

**DIVISION MEMORANDUM**

DM No. 956, s. 2025

**INITIAL EVALUATION RESULT (IER) OF APPLICANTS FOR SCHOOL ADMINISTRATION,  
RELATED-TEACHING AND NON-TEACHING POSITIONS IN SDO QUEZON**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
Education Program Supervisors  
HRMPSB Members  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and DM No. 877, s. 2025 titled "Announcement of Vacancies in SDO Quezon for School Administration, Related-Teaching and Non-Teaching Positions", this Office releases the result of initial assessment for the aforementioned positions in SDO Quezon.
2. Attached is the Initial Evaluation Result (IER) of the said initial assessment.
3. Wide and immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Percp09/30/2025

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**INITIAL EVALUATION RESULT (IER)**

Position: SCHOOL PRINCIPAL III  
 Salary Grade and Monthly Salary: 21 - 70,013.00  
 Qualification Standards:

Education  
 Training  
 Experience  
 Eligibility

Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management  
 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  
 5 years teaching experience and 3 years experience in school management and operations  
 RA 1080, as amended (Teacher)

No.	Application Code	Education	Training		Experience			Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years			
1	AC-NV-P3-2025-1	Masters in Education Major in Educational Management	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	12 years and 1 month	LET/NOESH	Q	
2	AC-NV-P3-2025-2	Doctor of Education - Educational Management	14th Mathematics Teacher Convention and General Assembly	8	School Principal I	9 years	LET	Q	
3	AC-NV-P3-2025-3	Master in Management Major in Educational Management	Division Capacity Building of District Trainers on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	7 years and 6 months	LET	Q	
4	AC-NV-P3-2025-4	Doctor of Education Major in Curriculum Development	Division Seminar in Transforming Schools for Inclusion: Empowering School Heads for the Effective Implementation of Republic Act 11650	8	School Principal II	8 years and 2 months	LET	Q	
5	AC-NV-P3-2025-5	Master of Arts in Education Major in Administration and Supervision	Division HRMPSB and Sub-Committee Assessors Training and Deepening on Classroom Observation and Portfolio Assessment	24	School Principal I	9 years and 1 month	LET/NEAP	Q	
6	AC-NV-P3-2025-6	Doctor of Philosophy Major in Educational Management	Division Capacity Building of District Trainers on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	2 years and 2 months	LET	Q	
7	AC-NV-P3-2025-7	PhD. Educational Management	Synchronized Gender and Development (GAD) Plan and Budget cum Preparation of GAD Accomplishment Report (GAR) Training Workshop	16	School Principal I	2 years and 5 months	LET	Q	

Prepared and certified correct by:

  
**WENNIE O. GAELA**

Administrative Officer IV/HRMO II

Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

Position: SCHOOL PRINCIPAL II  
 Salary Grade and Monthly Salary: 20 - 62,967.00  
 Qualification Standards:

Education  
 Training  
 Experience  
 Eligibility

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  
 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  
 5 years teaching experience and 2 years experience in school management and operations  
 RA 1080, as amended (Teacher)

No.	Application Code	Name of Applicant	Education	Training		Experience			Eligibility	Remarks (Qualified or Disqualified)
				Title	Hours	Details	Years			
1	AC-NV-P2-2025-1	OBUYES, MA. GLENA A.	Philosophy in Educational Leadership and Management	Training of Teachers on the Implementation of Phased 2 Revised K to 12 Curriculum	24	School Principal I	2 years and 5 months	LET/NOESH Category A	Q	
2	AC-NV-P2-2025-2	CARAIG, JEAN LARA D.	Philosophy of Education - Educational Management	Expansion of the Core Training Faculty of the Revised K to 12 Curriculum Implementation Training	32	School Principal I	7 years and 1 month	LET	Q	
3	AC-NV-P2-2025-3	FRONDA, ROWELYN E.	Master in Education Major in School Administration	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	2 years and 6 months	LET	Q	
4	AC-NV-P2-2025-4	MAGTIBAY, NANCY M.	Master in Education Major in Educational Management	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	12 years and 1 month	LET	Q	
5	AC-NV-P2-2025-5	MENDOZA, WINSTON B.	Masters of Arts in Education	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	2 years and 6 months	LET	Q	
6	AC-NV-P2-2025-6	AVILA, ELDA B.	MAED Major in Administration and Supervision	Division HRM/PSB and Sub-Committee Assessors Training and Deepening on Classroom Observation and Portfolio Assessment	24	School Principal I	9 years and 1 month	LET/NEAP	Q	
7	AC-NV-P2-2025-7	DIMATERA, RODEL D.	Doctor of Philosophy Major in Educational Administration	SEAMEO INNOTECH - Strategic Thinking and Innovation	20	School Principal I	9 years and 1 month	LET	Q	
8	AC-NV-P2-2025-8	ALTEZ, MARIA ELOISA A.	Doctor of Education Major in Educational Management	Training Workshop of School Heads on Harnessing Parents Engagement in Reading	24	School Principal I	9 years	LET	Q	
9	AC-NV-P2-2025-9	ENTIENZA, JOSELYN C.	Doctor of Education	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	7 years and 1 month	LET/NEAP	Q	
10	AC-NV-P2-2025-10	VAZON, AMELIA L.	Master of Management in Educational Management	Division Capacity Building of District Trainers on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	7 years	LET	Q	
11	AC-NV-P2-2025-11	REGALIA, MARIA LORENA R.	PhD, Educational Management	Synchronized Gender and Development (GAD) Plan and Budget cum Preparation of GAD Accomplishment Report (GAR) Training Workshop	16	School Principal I	2 years and 5 months	LET	Q	
12	AC-NV-P2-2025-12	NILOOBAN, ANN ARCISSA A.	Doctor of Philosophy Major in Educational Management	Division Capacity Building of District Trainers on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	2 years and 2 months	LET/NOESH	Q	
13	AC-NV-P2-2025-13	LAYLO, MYLENE C.	Doctor of Education - Educational Management	42nd PESPA Training	24	School Principal I	2 years and 6 months	LET/NOESH Category A	Q	
14	AC-NV-P2-2025-14	MERRANO, REINNARD CHRISTIAN G.	Doctor of Education - Educational Management	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	2 years and 6 months	LET/NOESH Category A	Q	
15	AC-NV-P2-2025-15	LAZO, REYGAN L.	Master in Management Major in Educational Management	Division Capacity Building of District Trainers on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	7 years	LET/NOESH	Q	
16	AC-NV-P2-2025-16	DIZON, JEFFERSON L.	Doctor of Philosophy in Development Education Major in Educational Governance	Division Capacity Building of District Trainers on the Academic Recovery and Accessible Learning (ARAL) Program	16	School Principal I	2 years and 6 months	LET/NOESH Category A	Q	

17	AC-NV-P2-2025-17	DE CASTRO, EDWIN P.	Doctor of Education Major in Educational Management	Training and Licensing of School Heads in Charge for the use of "Two-way Radios and Radio Cooperations"	24	Teacher III	8 years	LET/NQESH	DQ	
18	AC-NV-P2-2025-18	VARGAS, RODORA C.	MAED Educational Management	District Mid Year Inset "Empowering Educators: Advancing Competence, Collaboration and Inclusivity for Holistic Learning"	40	Teacher III	4 years and 4 months	LET	DQ	

Prepared and certified correct by:



WENNIE O. GAELA  
Administrative Officer IV/HRMO II

Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

Position: SCHOOL PRINCIPAL I  
 Salary Grade and Monthly Salary: 19 - 56,390.00

Qualification Standards:

Education Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 9 units in Management 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 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision  
 Eligibility RA 1080, as amended (Teacher)

No.	Application Code	Education	Training		Experience			Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years			
1	AC-NV-P1-2025-1	MAEd Major in Educational Administration	Measuring Learning Effectiveness	8	Teacher III	1 year and 1 month	LET/NQESH Category A	Q	
2	AC-NV-P1-2025-2	Doctor of Education Major in Educational Management	Candelaria West District Capacity Building of School Tutors on the Academic Recovery	16	Master Teacher I	2 years and 6 months	LET/NQESH Category A	Q	
3	AC-NV-P1-2025-3	MABd Major in Educational Administration	Measuring Learning Effectiveness	8	Teacher III	1 year and 1 month	LET/NQESH Category A	Q	
4	AC-NV-P1-2025-4	Masters of Arts in Education	Annual Implementation Plan, Financial Plan, and Monthly Disbursement Program	8	Head Teacher I	3 years	LET/NQESH Category B	Q	
5	AC-NV-P1-2025-5	Masters of Arts in Education	School Based Revised K-12 Curriculum	24	Master Teacher I	3 years and 10 months	LET/NQESH Category B	Q	
6	AC-NV-P1-2025-6	Masteral Degree Major in Educational Management	District Capacity Building of School Tutors in the Academic Recovery and Accessible Learning (RAL) Program	16	Head Teacher I	1 year and 6 months	LET/NQESH Category A	DQ	

Prepared and certified correct by:

  
**MENNIE O. GABIA**  
 Administrative Officer IV/HRMO II  
 Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

Position: ASSISTANT SCHOOL PRINCIPAL II  
 Salary Grade and Monthly Salary: 19 - 56,390.00

Qualification Standards:

Education Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education  
 Training 8 hours of relevant training  
 Experience 2 years of relevant experience  
 Eligibility RA 1080 /LET/PBET Provisional: None Required

No.	Application Code	Education	Training		Experience			Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years			
1	AC-NV-ASP2-2025-1	Masteral Degree Major in Educational Management	District Capacity Building of School Tutors on the Academic Recovery and Accessible Learning (ARAL) Program	16	Head Teacher 1	1 year and 6 months	LET/NQESH Category A	Q	
2	AC-NV-ASP2-2025-2	Masteral Degree Major in Educational Management	Division Training on Sports Skills for Teacher-Coaches and Officiating Officials	37	Teacher III	6 years and 11 months	LET/NQESH Category A	Q	
3	AC-NV-ASP2-2025-3	MAED Major in Administration and Supervision	Finalization Workshop: FY 2026 Annual Implementation Plan, Financial Plan and Monthly Disturment Program	8	Head Teacher 1	9 years and 1 month	LET/NQESH Category	Q	
4	AC-NV-ASP2-2025-4	MA in Educational Management	Orientation on the School Public Service Continuity Plan Cum DO. 22, S. 2025	8	Head Teacher III	4 years and 6 months	LET/NQESH Category A	Q	
5	AC-NV-ASP2-2025-5	MA in Teaching Filipino	DepEd Computerization Program (DCP) Adoption Training for Recipient School of E Learning Cart	40	Teacher III	7 years and 3 months	LET/NQESH Category A	Q	
6	AC-NV-ASP2-2025-6	MA in Education Major in School Administration	Refueling the Passion for School Leadership Through Instructional	16	Head Teacher III	8 years and 8 months	LET	DQ	
7	AC-NV-ASP2-2025-7	Master of Education- English	Finalization Workshop: FY 2026 Annual Implementation Plan, Financial Plan and Monthly Disturment Program	8	Head Teacher III	5 years and 11 months	LET	DQ	

Prepared and certified correct by:

  
**WENNIE O. GAELA**

Administrative Officer IV/HKMO II

Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

Position: PUBLIC SCHOOLS DISTRICT SUPERVISOR  
 Salary Grade and Monthly Salary: 22 - 78,162.00

Qualification Standards:

Education Master's degree in Education or other relevant Master's degree  
 Training 16 hours of relevant training  
 Experience 5 years cumulative experience in instructional supervision and school management.  
 Eligibility RA 1090 (Teacher)

No.	Application Code	Education	Training		Experience			Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years			
1	AC-NV-PSDS-2025-1	PhD in Educational Management	Orientation, Planning Workshop & Technical Assistance on SY 2025-2026 SBFP Implementation	16	School Principal II	2 years and 11 months	LET/NEAP	Q	
2	AC-NV-PSDS-2025-2	Doctor of Philosophy in Educational Management	School-based Training of Teachers on MATATAG Curriculum	40	School Principal I	7 years and 1 month	LET	Q	
3	AC-NV-PSDS-2025-3	PhD in Educational Management	National Seminar Workshop on Improving Approaches in Teaching Low Achieving Learners Support of the New Enhanced Curriculum	24	Head Teacher II	2 years and 8 months	LET	Q	
4	AC-NV-PSDS-2025-4	Doctor of Education in English Major in English	District Training for Academic Recovery and Accessible Learning (ARAL) Program Tutors	16	School Principal II	1 year	LET/NEAP	Q	
5	AC-NV-PSDS-2025-5	Master of Education Major in Guidance and Counseling	Division Training of Trainers on Matatag Curriculum	40	School Principal I	1 year and 10 months	LET/NOESH	Q	
6	AC-NV-PSDS-2025-6	Doctor of Philosophy Major in Educational Administration	District School Head-in charge of the School-based Feeding Program	16	School Principal I	9 years and 1 month	LET/NEAP	Q	

Prepared and certified correct by:

  
**WENNIE O. GAELA**

Administrative Officer IV/HRMO II

Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE OFFICER II (PROCUREMENT SECTION)

Salary Grade and Monthly Salary: 11 - 30,024.00

Qualification Standards:

Bachelor's degree relevant to the job

Education NONE REQUIRED

Training NONE REQUIRED

Experience NONE REQUIRED

Eligibility Career Service (Professional)/Second Level Eligibility

No.	Application Code	Education	Training		Experience			Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years			
1	AC-NV-AO2PROC-2025-1	Bachelor of Secondary Education major in Social Studies	Teaching Internship	320	Fixed Asset and Supplies Assistant	9 months	LET	Q	
2	AC-NV-AO2PROC-2025-2	Bachelor of Elementary Education	Training on Bryg Resource Mobilization and Updating of Barangay Revenue Code	24	Administrative Support Staff	9 months	LET	Q	
3	AC-NV-AO2PROC-2025-3	Bachelor of Secondary Education	Bookkeeping (Basic Accounting)	80	Field Researcher	4 years and 3 months	LET	Q	
4	AC-NV-AO2PROC-2025-4	Bachelor of Secondary Education major in Mathematics	Construction and Occupational Safety and Health	40	Admin Staff/Procurement	3 months	LET	Q	
5	AC-NV-AO2PROC-2025-5	Bachelor of Technical Teacher Education major in Food and Services Management	Computer Skills Development Training: Improving Classroom Learning thru ICT	80	Data Entry Specialist	1 year and 6 months	LET	Q	
6	AC-NV-AO2PROC-2025-6	Bachelor of Secondary Education major in English	Training Workshop on the Deconcentration of Payroll Preparation to the Secondary Schools	16	Disbursing Officer II	5 years and 1 month	CSC Professional	Q	
7	AC-NV-AO2PROC-2025-7	Bachelor of Elementary Education	Pre-Service Teacher's Actual Teaching Observation	n/a	Encoder	4 months	LET	Q	
8	AC-NV-AO2PROC-2025-8	Master in Business Administration	ICT and Communication Skills Enhancement for SDO Personnel	24	ADAS III (Senior Bookkeeper)	1 year and 9 months	CS Professional	Q	
9	AC-NV-AO2PROC-2025-9	Tertiary	Holding Yourself Accountable	8	Junior Manager	5 years and 4 months	CSC Professional/Barangay Elected Officer	DQ	
10	AC-NV-AO2PROC-2025-10	Units of Education	ICT and Communication Skills Enhancement for SDO Personnel	24	ADAS II	8 years and 7 months	LET	Q	
11	AC-NV-AO2PROC-2025-11	BSBA Major in Financial Management	Introduction to Bookkeeping		Cash Supervisor	10 years	CSC Professional	DQ	
12	AC-NV-AO2PROC-2025-12	Master in Business Administration	Laws and Rules on Government Expenditures	24	ADAS III	11 years	CS Professional	Q	
13	AC-NV-AO2PROC-2025-13	BA in Economics Under Expanded Tertiary Education Equivalency and Accreditation	Compliance and Creativity in Marketing	2	Owner	4 years	CSC Professional	DQ	

14	AC-NV-AO2PROC-2025-14	Bachelor of Science in Business Administration major in Human Resource Management	Computer System Servicing NC II	24	Administrative Secretary	6 years	LET	Q
15	AC-NV-AO2PROC-2025-15	BS in Accountancy	N/A	N/A	Accounts and Systems Analysts	10 years up to date	CSC Professional	DQ
16	AC-NV-AO2PROC-2025-16	Bachelor of Business Administration in Financial Management	ICT and Communication Skills Enhancement for SDO Personnel	24	ADAS III	3 years	CS Professional	Q
17	AC-NV-AO2PROC-2025-17	Bachelor of Science in Entrepreneurship	GPPB TSO Talks: Mastering Early Procurement Strategies Day 1 (Initiating Early Procurement Activities)	8	Administrative Aide IV	3 years	CS Professional	Q
18	AC-NV-AO2PROC-2025-18	Bachelor of Science in Business Administration major in Banking & Finance	Capacity Building on the National Expanded School Based Feeding Program (SBFP) Implementation for SY 2025-2026 for School Implementers	16	ADAS III (Senior Bookkeeper)	6 years and 1 month	CS Professional	Q
19	AC-NV-AO2PROC-2025-19	Master of Arts in Mathematics Education	Educational technology Training for Tech-Enhanced Teaching	24	Admin Support Staff	1 year and 3 months	LET	Q
20	AC-NV-AO2PROC-2025-20	Bachelor of Science in Business Administration major in Human Resource Management	Administrative Skills Training with Comprehensive ICT Training	80	Procurement Staff	2 months	CS Professional	Q
21	AC-NV-AO2PROC-2025-21	Bachelor of Science in Business Administration major in Financial Management	Shift Leadership Course	24	Assistant Department Manager	3 years	LET	Q
22	AC-NV-AO2PROC-2025-22	Bachelor of Science in Business Administration major in Marketing	N/A	N/A	Auditor	1 year	LET	Q
23	AC-NV-AO2PROC-2025-23	Bachelor of Science in Commerce major in Marketing	Public Administration and Office System Management Seminar	80	Administrative Assistant I	10 years and 7 months	CS Professional	Q
24	AC-NV-AO2PROC-2025-24	Master in Management major in Public Administration	Think Smart, Work Smart: Ethics to Digital Productivity Tools	40	Administrative Assistant I	1 year	LET	Q
25	AC-NV-AO2PROC-2025-25	Bachelor of Science in Business Administration major in Management Accounting	Exclusive Seminar on Property and Supply Management System	24	Administrative Officer I	6 years	CS Professional	Q
26	AC-NV-AO2PROC-2025-26	Master in Management major in Public Administration	Training on Gender and Development Plan and Budget Harmonized Gender and Development Guidelines	8	Administrative Aide IV	6 months	Fisheries Professional	Q
27	AC-NV-AO2PROC-2025-27	Bachelor of Science in Business Administration major in Management Accounting	Orientation on the Management of Cash Advances and Web Based Monitoring System of School MOOE Cum Technical Assistance	16	ADAS III (Senior Bookkeeper)	11 years	LET	Q
28	AC-NV-AO2PROC-2025-28	Master of Business Administration	ICT and Communication Skills Enhancement for SDO Personnel	24	ADAS III (Senior Bookkeeper)	3 years and 9 months	CS Professional	Q

Prepared and certified correct by:

 WENNIE O. GAELA

Administrative Officer IV/HRMO II

Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE AIDE VI (PERSONNEL SECTION)  
 Salary Grade and Monthly Salary: 6 - 18,957.00  
 Qualification Standards:

Completion of 2 years studies in college  
 Education NONE REQUIRED  
 Training NONE REQUIRED  
 Experience NONE REQUIRED  
 Eligibility CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AC-NV-ADDA6-2025-1	Bachelor of Industrial Technology Major in Computer Technology	Workshop on Augmented Reality	14	Virtual Assistant	5 months (present)	Honor Graduate	Q
2	AC-NV-ADDA6-2025-2	Bachelor of Science in Public Administration	Correction Officer Custodial Basic Course	6 months	Correction Officer I	9 months	CSC Eligibility	Q
3	AC-NV-ADDA6-2025-3	Bachelor of Science in Public Administration	NC III in Bookkeeping	4	Branch Customer Service Head	4 years and 6 months	CSC Eligibility	Q
4	AC-NV-ADDA6-2025-4	BS in Business Administration Major in Marketing	N/A	N/A	Auditor	1 year	LET	Q
5	AC-NV-ADDA6-2025-5	BS in Business Administration Major in Marketing	Empowering Youth for a Brighter Future, Building Stronger Communities Together	16	Manager Trainee	2 months - present	Barangay Official Eligibility	Q
6	AC-NV-ADDA6-2025-6	Bachelor of Elementary Education	N/A	N/A	Admin Staff	2 years and 2 months	LET	Q
7	AC-NV-ADDA6-2025-7	BS in Civil Engineering	Seminar on Laguna-Quezon-Rizal River Basin Council	48	Engineering Assistant	1 yr up to date	CSC Professional	Q
8	AC-NV-ADDA6-2025-8	BSBA Major in Human Resource Management	Administrative Skills Training with Comprehensive ICT Training	80	Procurement Staff	1 month up to date	CSC Professional/ CHRA	Q
9	AC-NV-ADDA6-2025-9	BSBA Major in Operations Management	Reviewing Internal Control System	8	Local Legislative Staff Assistant I	1 year and 7 months	CSC Professional	Q
10	AC-NV-ADDA6-2025-10	BSBA Major in Financial Management	Shift Leadership Course	24	Assistant Department Manager	2 years up to date	LET/CSC Professional	Q
11	AC-NV-ADDA6-2025-11	BS in Commerce   Banking and Finance	Understanding Leptospirosis: From Detection to Protection	1	Sanitation Inspector	6 months	CSC Professional	Q
12	AC-NV-ADDA6-2025-12	Bachelor of Elementary Education	International Seminar on Leadership and Office Administration	80	Project-Based Documentation Assistant		LET	DQ

Prepared and certified correct by:

  
**MERVIN O. GABELA**

Administrative Officer IV/HRMO II

Date: \_\_\_\_\_