



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

OCT 02 2024

DIVISION MEMORANDUMNo. 425, s. 2024

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS
FOR VARIOUS VACANT POSITIONS AND SCHEDULE OF BEHAVIORAL EVENTS
INTERVIEW AND WRITTEN EXAM**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. Relative to the following Division Memoranda and DepEd Guidelines, attached are the Initial Evaluation Results (IER) of the applicants' qualifications vis-à-vis the Civil Service Commission (CSC) approved qualifications standards conducted by the Human Resource Management Officer of this Division:

- a. **Division Memorandum No. 552, s. 2024:** Recruitment and Selection of Applicants for Vacant School Administration, Teaching, and Non-Teaching Positions
- b. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- c. **DepEd Order No. 66, s. 2007:** Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching, and Non-Teaching Positions
- d. **Department of Education, Culture and Sports (DECS) Qualification Standards of 1995**
- e. **Civil Service Memorandum Circular No. 10, s. 2005:** Qualification Standards for Administrative Positions in the Administrative Services Group Under the General Administrative Service of the Position Classification Plan
- f. **DepEd Order No. 39, s. 2007:** Modified Qualification Standards for the Positions of Head Teachers and Principals QS for Teachers
- g. **DepEd Order No. 27, s. 2016:** Qualification Standards for Senior High School Teaching Positions in the Department of Education
- h. **Division Memorandum No. 128, s. 2024:** Clarifications, Strict Adherence, and Compliance on the Implementation of Career Progression System for Master Teachers
- i. **MEC Order No. 10 s. 1979:** Implementing Rules and Regulations for the System of Career Progression for Public School Teachers
- j. **DECS Order No. 57 s. 1997:** Further Implementation of the Career Progression System for Master Teachers

2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will commence the conduct of Evaluative Assessments based on the principles of merit and fitness, and criteria stated in DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for school administration, related-teaching, and non-teaching positions, and DepEd Order No. 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching, and Non-Teaching Positions" for higher teaching positions.

3. As specified by DepEd Order No. 7, s. 2023, the initial evaluation is a step in the recruitment and selection process where applicants are assessed to determine if they meet the minimum qualifications in areas such as Education, Experience, Training, Eligibility, and Competency, as outlined by the CSC-approved Qualification Standards. Only those who meet these criteria will advance to the comparative assessment stage.

4. Schools shall post copies of the Initial Evaluation Results (IER) in their respective areas of jurisdiction. The IERs are also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.



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5. Furthermore, the behavioural events interview, written and work samples exam, and open ranking for **all qualified applicants** of the following positions will be held at the **Division Office HRMP SB Room** according to the schedule provided below:

Position(s) Applied For	Place of Assignment	Application Codes	Schedule of Interview, Open-Ranking and Exam
Teacher III (Secondary)	Sagay National High School	SNHSTEACHIII-2024004	October 7, 2024 9:00 am – 12:00 nn Interview & Open Ranking
Teacher III (Senior HS)	Any Senior High Schools in SDO Sagay City	SHSTEACHIII-2024007 to SHSTEACHIII-2024008	October 7, 2024 9:00 am – 12:00 nn Interview & Open Ranking
Teacher II (Secondary)	Sagay City Farm School	SCFSTEACHII-2024001	October 7, 2024 9:00 am – 12:00 nn Interview & Open Ranking
SPED Teacher I	Ma. Lopez ES	SPEDTI-2024005 to SPEDTI-2024007	October 7, 2024 9:00 am – 12:00 nn Interview & Open Ranking
Teacher III (Elementary)	Any Elementary Schools in SDO Sagay City	TEACHIII-2024030 to TEACHIII-2024038	October 7, 2024 10:00 am – 12:00 nn Interview & Open Ranking
Administrative Officer II	Bulanon Farm School – Senior High School	AOII-2024096 to AOII-2024100	October 7, 2024 9:00 am – 12:00 nn Written Exam 1:00 pm – 5:00 pm Interview & Open Ranking
Head Teacher I (Secondary)	Cpo. Bago National High School	HTI-2024011to HTI-2024014	October 8, 2024 1:00 pm – 5:00 pm Written Exam, Interview and Open Ranking
Administrative Assistant III (Senior Bookkeeper)	Various Schools in SDO Sagay City / OSDS	ADASIII-2024049 to ADASIII-2024076	October 9, 2024 1:00 pm – 5:00 pm Written Exam, Interview and Open Ranking
Master Teacher I (Elementary)	Buenaventura Rodriguez ES	MTELEM-2024005 to MTELEM2024-012	October 11, 2024 9:00 am – 5:00 pm Open Ranking Only
		MTELEM-2024012 to MTELEM2024-021	October 14, 2024 9:00 am – 5:00 pm Open Ranking Only

Note: Applicants who submitted their intent to retain points from previous Comparative Assessment Results (CAR) are advised to attend the scheduled open ranking to signify conformity with their results.

6. It is understood that in the conduct of the recruitment and selection process there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

7. Immediate, wide dissemination, and compliance of this memorandum are desired.

NOE B. ABDON
Administrative Officer V
In-charge of the Division

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Enclosure : Initial Evaluation Results (IER)
Reference : as stated
Allotment : N/A
No. of Pages : 34
To be indicated in the **Perpetual Index** under the following subjects:

HIRING

PROMOTIONS

RECRUITMENT

SELECTION

FN: WEN-HRPERSONNEL/RSP/INITIAL EVALUATION/MEMO FOR IER

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Head Teacher I (Secondary)
Place of Assignment: Cpo. Bago National High School
Salary Grade: 14
Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization
Training: 24 hours of relevant training
Experience: TIC for 1 year or Teacher for 3 years
Eligibility: RA 1080 (Teacher)

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Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
HTI-2024011	MAED Major in Math (CAR) BSED Major in Math	Enhancement Training of NQESH Assessment	64	Teacher II (TIC) June 1, 2017 - Sept 16, 2024 (present)	7 years and 3 months	RA 1080 (Teacher)	4.475	Qualified
		4th National Assembly of Education Leaders	24	Teacher I July 13, 2015 - May 31, 2017	1 year and 10 months			
		District 9 Clustered Schools Roll-Out on the Guidelines on Implementation of RPMS for SY 20-21	32					
		Contingency Planning for School DRRM Coordinators	16					
		Capability Building for School Heads and PSDSs on Basic Education Data Analysis and Interpretation	8					
		2-day on Water Safety and Rescue for School Heads and Teachers of Coastal and Island Schools	16					
		School Based INSET	24					
		Total	184					
		Other Accomplishments:						
		Resource Speakership/Learning Facilitation - SBTT on Matatag Curriculum Phase II July 23-25, 2024 Division Level						
HTI-2024012	Master of Arts in Education Major in Educational Management (36 units) Bachelor of Science in Industrial Education Major in Technical Machine Shop	Division Capacity Building on the Provisions of RA No. 11650 for Supervisors and School Heads September 11-13, 2024	24	Teacher in Charge August 9, 2022 - Sept 16, 2024 (present)	2 years and 1 month	RA 1080 (Teacher)	4.565	Qualified
		Revisiting and Enhancement of School Contingency Plan June 19-21, 2024	24	Teacher III January 6, 2020 - August 8, 2022	2 years and 7 months			
		Convergence of Educational Leaders for Curriculum and Instruction June 13-15, 2024	24	Teacher I August 18, 1995 - January 5, 2020	24 years and 4 months			
		Capacity Building of School Heads on Strategic Leadership Phase 1 April 23-25, 2024	24					
		Regional Training of Division Trainers and School Leaders on MATATAG Curriculum April 15-19, 2024	40					
		Upskilling and Reskilling of Instructional Leaders on the Science of Reading for Effective Literacy Instruction January 9-12, 2024	32					

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Training: 24 hours of relevant training
Experience: TIC for 1 year or Teacher for 3 years
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		Enhancement Training of NQESH Aspirants November 6-13, 2023	64					
		Child Protection Policy and Child Friendly School System Orientation September 8, 2023	8					
		9th NAPSSPHIL Principals Congress July 25-27, 2023	24					
		Launching of CY 2023-2028 DEDP and SIP May 5-6, 2023	16					
		Training Workshop for Secondary School Heads and SGC Co-Chairperson, PSDS, and Division SGC Composite Team on the Roll-Out of School Governance Council Functionality January 25-27, 2023	24					
		Total	304					
		Other Accomplishments:						
		- Resource Speaker during the District Reskilling and Upskilling of Teachers on Effective Teaching-Learning Delivery and Mid-Year Performance Review and Evaluation January 2024						
		- Resource Speaker during Division Training of Trainers and School Leaders on MATATAG Curriculum May 2024						
		- School Head of Outstanding School Reading Program July 2023						
HTI-2024013	Master of Arts in Education Major in Educational Management (Graduate) BSED Major in Social Science	Upskilling and Reskilling of Instructional Leaders on the Science of Reading for Effective Literacy Instruction (2024)	32	Teacher III April 14, 2021 - Sept 16, 2024 (present)	3 years and 5 months	RA 1080 (Teacher)	4.550	Qualified
		Enhancement Training of NQESH Aspirants (2023)	64	Teacher I June 13, 2013 - April 13, 2021	7 years and 10 months			
		NAPSSPHIL Principals Congress (2023)	24					
		National Learning Exchange cum Awarding of the Seal of Excellence for the WinS (2023)	40					
		NAPSSPHIL Principals Congress (2023)	24					

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Eligibility: RA 1080 (Teacher)


Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		Training Workshop for Secondary School Heads on the Roll-out of the Schools Governance Council Functionality (2023)	24					
		Roll out on the Developent and Crafting of the CY 2023-2028 Schools Strategic Improvement Plan (2023)	32					
		Capability Building of School Managers on School Governance and Operations Programs Projects and Activities Amidst Pandemic (2022)	24					
		Joint Districts Performance Review Evaluation and Planning (2022)	24					
		Crafting of Schools Annual Improvement Plan (2022)	32					
		Fundamentals of Animation (2022)	32					
		National Seminar on Understanding DepEd Order No 66 s 2007 and the Need for Publication and Authorship (2022)	1.5					
		NAPSSPHIL Principals Congress (2022)	64					
		Three Day Crafting of SIP, AIP and APP (2021)	24					
		Mid Year SchoolBased INSET (2021)	32					
		Update on COVID-19 Situation for School Heads DDRM Coordinators and Teachers (2020)	3					
		Webinar on School Readiness Amidst COVID-19 Pandemic (2020)	2.5					
		Using Indigenous Resources and Low Technologies for Remote Learning (2020)	1					
		New Policies and Standards Transforming the Landscape of Graduate Education (2020)	16					
		Total	496					
		Other Accomplishments: - Learning Facilitator during the School-Based Training of Teachers on MATATAG Curriculum Division Level May 20-24, 2024						
HTI-2024014	Master in Education Major in Mathematics (Graduate)	Infection Prevention and Control in Schools October 4, 2022	6	Teacher III June 13, 2016 - September 16, 2024 (present)	8 years and 3 months	RA 1080 (Teacher)	4.593	Qualified

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Place of Assignment: Cpo. Bago National High School
Salary Grade: 14
Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization
Training: 24 hours of relevant training
Experience: TIC for 1 year or Teacher for 3 years
Eligibility: RA 1080 (Teacher)

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Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
	Bachelor of Secondary Education Major in Mathematics	School Level WASH in Schools Massive Open Online Course April 27, 2022	40	Teacher I May 15, 2014 - June 12, 2016	2 years and 1 month			
		2021 Division Research Roll Out and Festival January 18-22, 2021	40					
		Virtual In-Service Training for Public School Teachers August 30-September 3, 2021	40					
		Pedagogical Retoolin in Mathematics Languages and Science October 21-23, 2019	24					
		Government Procurement Reform Act and its IRR September 17-22, 2020	12					
		Capablility Building of School Managers on School Governance and Operations PPAs amidst Pandemic June 7-9, 2022	24					
		3rd Division Research Forum cum Festival April 6-8, 2022	24					
		Joint Districts Performance Review Evaluation and Planning for SY 2022-2023 September 19-21, 2022	24					
		School Based Management Version 3 Orientation Workshop November 20-22, 20219	24					
		Total	258					
		Other Accomplishments: - Champion School Head in Senior High School, Outstanding SHA Scholar Division ADHEA March 2023 - School Head of Most Learning Focused JHS Key Stage 3 Medium Schools Category Division Level July 2023 - Resource Speaker during the Wave 2 MidYear School Based INSET for SY 2020-2021 February 2021						


MA. LEAH LINDA S. TAN
AO IV PERSONNEL/Human Resource Management Officer
24 SEP 2024
Date of Initial Evaluation: _____

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Qualification Standards of the Position
Position: Master Teacher I (Elementary)
Place of Assignment: Buenaventura V. Rodriguez ES
Salary Grade: 18

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Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
MTELEM-2024005	Master of Arts in Education Major in Educational Management (Graduate) Bachelor in Elementary Education	A. Writer and Developer of MTB MLE for Second Quarter Contextualized Modules-Sinugbuanong Binisaya SY 2020-2021	Teacher III From: June 25, 2018 To: Sept 16, 2024 (present)	6 years and 2 months	RA 1080 (Teacher)	4.706	Qualified
		B. Kawan Leader, Araling Panlipunan and Supreme Pupil Government Adviser Coordinator	Teacher II From: June 13, 2016 - June 24, 2018	2 years		4.750	
		C. Radio-Based Instruction Script Writer D. Innovation - Project BUWAN (Balance and Unique Workload for Active Learning and Notable Progress) F. Organized SLAC on Project ALAPAAP G. Coach: Chess Elementary Girls, Binalaybay Division Level Champion, Slogan Making Contest Second Place Division Level H. Dali na ug Mag-Sinigayan na Kita and Ang Bola ni Gibo under ABC+, USAID and DepED I. Demonstration Teacher in English 3 during School-Based Roll-Out on the Guidelines of RPMS	Teacher I From: June 23, 2008 To: June 12, 2016	7 years and 11 months			
MTELEM-2024006	Master of Arts in Education Major in Educational Management (45 units) Bachelor of Secondary Education Major in General Science	A-1. Constructed Learner's Activity Sheet (LAS) of Science Grade 4 SY 2020-2021	Teacher III From: July 2, 2021 To: Sept 16, 2024 (present)	3 years and 2 months	RA 1080 (Teacher)	4.860	Qualified
		A-2. Constructed District Unified Test in Science SY 2019-2020 B. Science Coordinator, Yes-O Adviser C. Chaired in the crafting of School Master Class Program for SY 2020-2021, 2021-2022 and 2022-2023 D. Action Research "Project Bring me Home" for Grade IV E. Community Leader/Adviser of Prk Mahonqany Brqy. Old Saqay F. Chairman of Planning for Mid-Year School-Based INSET SY 2021-2022 G.1. Coach: Science Mega Quiz Bee, Sales Inventory Contest, JGM Academic Contest, Pillow Case Making G.2. Best in Output Exhibit Science, 3rd Place Story Telling, Finalist Proficient Teacher, School-Based Management PASBE I. Demonstration Teacher in Cooperative Learning during Demonstration Festival Division INSET	Teacher I From: November 2, 2005 To: July 1, 2021	15 years and 8 months		4.800	

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Qualification Standards of the Position
Position: Master Teacher I (Elementary)
Place of Assignment: Buenaventura V. Rodriguez ES
Salary Grade: 18

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Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/ Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
MTELEM-2024007	Master of Arts in Education Major in Educational Management (45 units) Bachelor of Secondary Education Major in Mathematics	A. Prepared 3rd and 4th Assessment for ESP Grade 4 SY 2023-2024	Teacher III From: July 7, 2014 To: Sept 16, 2024 (present)	10 years and 2 months	RA 1080 (Teacher)	4.678	Qualified
		B. District ESP Coordinator C. Chaired in the preparation of School Master Class Program SY 2023-2024 D. Co-proponent for the Action Research: Project HELP and BAMBI F. Chaired in the conduct of Pagpapaunlad ng Elektronikong Kagamitang Pampagkatuto sa Filipino G. Coach: Table Tennis First Place Division Level G. Awards: Story Book Writing Competition I. Teacher-Demonstrator during Division Quarter 2 Assessment Reporting and Teaching Demonstration	Teacher I From: July 11, 2005 To: July 6, 2014	8 years and 11 months		4.650	
MTELEM-2024008	Master of Arts in Education Major in Educational Management (42 units) Bachelor of Elementary Education	A. Prepared Curriculum Map for MAPEH V B. District MAPEH Coordinator C. Chaired in the preparation of Master Class Program effective August 2022 F. Chaired the Planning Committee in the conduct of 5-Day Mid-Year School INSET G. Coach: Aero-Gymnastics Coach H. Author of Article entitled :An observation on the approach VP Sarah Duterte may implement as DepEd Secretary" on Negros Daily Bulletin I. Demonstration Teacher in ESP V during Division INSET	Teacher III From: October 1, 2018 To: Sept 16, 2024 (present) Teacher I From: May 15, 2014 To: September 30, 2018	5 years and 11 months 4 years and 4 months	RA 1080 (Teacher)	4.615 4.650	Qualified
MTELEM-2024009	Master of Arts in Education Major in Education Management (42 units) Bachelor of Secondary Education Major in General Science	A. Contextualized Competencies Matrix in English Grades 1-6 B. WINS Coordinator for SY 2021- 2022, SY 2022-2023 C. Chaired in the preparation of School Master Class Program SY 2022-2023 and 2023-2024 F. Conducted INSET on School Roll- Out Modules for LAC Session G. Coach: Editorial Cartooning English Division Level; Awards: Best Brigada Eskwela Implementer Division Level, Outstanding WINS Coordinator	Teacher III From: July 7, 2014 To: September 16, 2024 (present) Teacher I From: July 12, 2004 To: July 6, 2014	10 years and 2 months 9 years and 11 months	RA 1080 (Teacher)	4.568 4.500	Qualified

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Qualification Standards of the Position
Position: Master Teacher I (Elementary)
Place of Assignment: Buenaventura V. Rodriguez ES
Salary Grade: 18

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Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
		H. Author of Article entitled "Distance Learning: A challenge to education" published on Panay News					
MTELEM-2024010	Master of Arts in Education Major in Educational Management (33 units)	A. Constructed the Review Materials for Early Language Literacy and Numeracy Assessment (ELLNA) in Filipino Grade 3 SY 2019-2020	Teacher III From: June 15, 2012 To: September 16, 2024 (present)	12 years and 3 months	RA 1080 (Teacher)	4.519	Qualified
	Master of Arts in Teaching Reading (9 units) Bachelor of Elementary Education	B. District Filipino Coordinator SY 2022-2023 C. Chaired in the preparation of School Master Class Program SY 2019-2020 E. Chairman of Prk. Liwayway, Brgy. Sewahon August 2022-2024, June 2016-June 2019 F. Facilitated in the conduct of School-Based FBBR G. Coach: District Level Editorial Writing in English H. Authored an article entitled "Hello, Assignment, Goodbye" published on Watchmen Daily Journal	Teacher I From: September 10, 2007 To: June 14, 2012	4 years and 9 months		4.580	
MTELEM-2024011	Master of Arts in Education Major in Educational Management (45 units)	A. Developed materials "Ang Tsinelas ni Inday" and "Idolo" for Grade 3	Teacher III From: October 1, 2018 To: September 16, 2024 (present)	5 years and 11 months	RA 1080 (Teacher)	4.750	Qualified
		B. Math Coordinator for SY 2022-2023 C. Chaired in the preparation of Master Class Program SY 2022-2023 E. Chairman of Prk. Greenhills, Brgy. Paraiso SY 2019-2020, 2022-2023 F. Conducted School Learning Action Cell on Mental Math G. Coach: Math-Inic Vedic Mathematics National Challenge H. Authored an article entitled "Way Back Home" published on Watchmen Daily Journal I. Teacher-Demonstrator on ICT Integration during District INSET	Teacher I From: January 23, 2006 To: September 30, 2018	12 years and 8 months		4.654	
MTELEM-2024012	Master of Arts in Education Major in Educational Management (42 units)	A. Writer of Learning Activity Sheets in Edukasyon sa Pagpakatao (ESP) Grade 3; Homeroom Guidance Modules of Grade 1	Teacher III From: August 1, 2017 To: September 16, 2024 (present)	7 years and 1 month	RA 1080 (Teacher)	4.55	Qualified
	Bachelor of Elementary Education	B. District MTB Coordinator for SY 2021-2022; School Guidance Coordinator SY 2019-2020 C. Chaired in the preparation of the RBI Script in Araling Panlipunan 1, Chaired in the preparation of Intermediate Master Class Program SY 2016-2017	Teacher I From: January 7, 2003 To: July 31, 2017	14 years and 6 months		4.829	

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Qualification Standards of the Position
Position: Master Teacher I (Elementary)
Place of Assignment: Buenaventura V. Rodriguez ES
Salary Grade: 18

Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership.
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
		E. Purok Adviser of Prk. Paghidaet, Brgy. Fabrica CY 2022 and 2023 F. Facilitated in the conduct of District Brigada Pagbasa Roll-Out G. Coach: Division Level Bible Verse Contest, Division Level One Dish Meal, Experimental Cookery, Technolympics; Awards: Champion Teacher H. Author of article "Extreme Heat Troubles Schools" published in Negros Daily Bulletin I. Teacher-Demonstrator in Grade 3 Homeroom Guidance, Elementary Key Stage 2					
MTELEM-2024013	Doctor of Philosophy in Educational Management (Graduate) Master of Arts in Education Major in Educational Management (Graduate) Master in Education Major in Early Childhood Education (Graduate)	A. Scriptwriter of Radio-Based Instructions and Television-Based Instruction Division Level	Teacher III From: June 13, 2016 To: September 16, 2024 (present)	8 years and 3 months	RA 1080 (Teacher)	4.850	Qualified
		B. Served as QATAME Coordinator for SY 2019-2020, 2018-2019, 2017-2018 C. Chaired in the preparation of School Master Class Program SY 2019-2020 E. Coordinator of Community Project at Prk. Sigma, Brgy. Colonia Divina for 2020-2021, 2018-2019 F. Chairman during the conduct of Learning Action Cell on Early Language, Literacy, and Numeracy Digital Courseware G. Awards: E-Smile Division Level 3rd and 2nd Place, Champion Teacher Division Level; Coach: District Level Scimathlympics 3rd Place, District Fruit Shake Technolympics 1st Place, 3rd Place 2019 District Scilympics H. Authored an article "Parental Involvement in their Children's Learning Amidst COVID-19 Pandemic" published on Negros Daily Bulletin I. Demonstration Teacher during Regional Training on Early Language Literacy and Numeracy	Tecaher I From: September 14, 2009 To: June 12, 2016	6 years and 8 months		4.857	
MTELEM-2024014	Master of Arts in Education (42 units)	A. Scriptwriter and Broadcaster of Mathematics TVI Episodes Grade 6 Division Level, Developer of Division Initiated Mathematics SLAS Grade 4	Teacher III From: October 16, 2009 To: September 16, 2024 (present)	14 years and 11 months	RA 1080 (Teacher)	4.450	Qualified
		B. District Math Coordinator for SY 2018-2019 and 2019-2020, School Math Coordinator SY 2021-2022, 2022-2023 and 2023-2024	Teacher I From: June 16, 2003 To: October 15, 2009	6 years and 4 months		4.755	

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Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
		C. Chaired in the preparation the Master Class Program SY 2011-2012, 2016-2017 D. Action Research in Mathematics Grade 6 Year 3 "Use of ICT-Assisted Lesson Plan" F. Designated to conduct INSET on District Roll-Out on Research Modules G. Coach: Editorial Writing Filipino District Level 1st Place H. Authored an article "Education Amidst Pandemic" published on Negros Daily Bulletin					
MTELEM-2024015	Master of Arts in Education Major in Educational Management (36 units) Bachelor of Elementary Education	A. Illustrator of Twit ni Inday, Layout/Graphic Artist of Mahiwagang Kamote	Teacher III From: October 13, 2021 To: September 16, 2024 (present)	2 years and 11 months	RA 1080 (Teacher)	4.645	Qualified
		B. District ICT Coordinator for SY 2019-2020, School QAMA Coordinator SY 2019-2020 C. Chaired in the preparation of TLE ICT Instructional Materials 2019 D. Conducted Action Research on Locally Developed nteractive Strybook: Improving Reading Comprehension of Grade 6 Pupiles New Concepts through Exciting and Interactive Activities E. Chairman of Tree Planting Activities at Prk Kulo, Brgy. Bulanon for year 2020-2022 G. Coach: First Place Chamber Theater Division Level I. Teacher Demonstrator during District Summer INSET	Teacher II From: June 25, 2018 To: October 12, 2021 Teacher I From: December 2, 2008 To: June 24, 2018	3 years and 3 months 9 years and 6 months		4.788	
MTELEM-2024016	Master of Arts in Education (42 units) Bachelor of Elementary Education with Specialization in Elementary Science and Health	A. Writer of 21st Century Assessment Questions for Filipino 4 SY 2022-2023 B. District Filipino Coordinator SY 2019-2020, 2020-2021, and 2021-2022 C. Chaired in the Crafting of Learner Activity Sheet in Filipino 3 F. Chaired in the Planning of Roll-Out Quiz Maker Application for all Filiino Teachers in District Level G. Coach: Regional Schools Press Conference, 3rd Place in News Writing/1st Place in Copy Reading Filipino 2024 Division Schools Press Conference Awards: Proficient Teacher Elementary Division Level H. Authored a research "Result-Based Performance Management System Basis for Policy Enhancement" published in Aloysian Publications	Teacher III From: May 24, 2022 To: September 16, 2024 (present) Teacher I From: October 17, 2011 To: May 23, 2022	2 years and 3 months 10 years and 7 months	RA 1080 (Teacher)	4.895 4.813	Qualified

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Qualification Standards of the Position
Position: **Master Teacher I (Elementary)**
Place of Assignment: **Buenaventura V. Rodriguez ES**
Salary Grade: 18

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Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
MTELEM-2024017	Master of Arts in Education Major in Educational Management (42 units) Bachelor in Elementary Education	A. Prepared Learning Activity Sheets in Edukasyon sa Pagpapakatao Division Level	Teacher III From: October 16, 2015 To: September 16, 2024 (present)	8 years and 11 months	RA 1080 (Teacher)	4.853	Qualified
		B. MTB Club Adviser for SY 2013-2014, 2012-2013 C. Chair of the Special Commitee in preparing RBI Script in MTB MLE C. Chaired in the preparation of Master Class Program SY 2019-2020 E. Community Coordinator/Adviser of Prk. Malipayon, Brgy. Malubon SY 2017-2018, 2018-2019, 2019-2020, 2020-2021 F. Facilitated in the conduct of School-Based FBRR G. Coach: Sports Writing Third Place District Level H. Published an article "Alternative Instructional Materials for Reading Difficulties published on Negros Daily Bulletin I. Teacher Demonstrator in MTB-MLE during District Roll-Out of RPMS	Teacher I From: October 17, 2011 To: October 15, 2015	4 years		4.850	
MTELEM-2024018	Master of Arts in Education Major in Educational Management (42 units) Bachelor of Elementary Education with Specialization in Reading	A. Module Developer for Homeroom Guidance Grade 3 Division Level; Prepared MTB-ME LAPG Reviwer on Listening Comprehension	Teacher III From: October 16, 2015 To: September 16, 2024 (present)	8 years and 11 months	RA 1080 (Teacher)	4.700	Qualified
		B. District Guidance Coordinator for SY 2018-2019, 2019-2020, 2020-2021, 2021-2022; Designated as School SPG Adviser SY 2017-2018; School Math Coordinator SY 2017-2018; School TLE Coordinator SY 2017-2018 C. Chaired in the preparation for Master Class Program for SY 2017-2018 D. Conducted Research on "Facilitated Modular Learning: Improving the Proficiency Level in Mathematics of Grade 3 Pupils in the New Normal" E. Purok Adviser of Prk Hupac, Brgy. Himoga-an Baybay SY 2021-2022, SY 2023-2024 F. Chaired in the planning for District LAC Session on Capacity Building for ESP Coordinators and Guidance Designates on Child's Right H. Authored "Ang Sorpresa" for MTB-MLE I. Demonstrator during the School-Based Roll Out on the Guidelines for RPMS	Teacher I From: September 20, 2010 To: October 15, 2015	5 years		4.776	

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Qualification Standards of the Position
Position: Master Teacher I (Elementary)
Place of Assignment: Buenaventura V. Rodriguez ES
Salary Grade: 18

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Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
MTELEM-2024019	Master of Arts in Education Major in Educational Management (42 units)	A. Prepared Instructional Materials in Science Grade 6, Prepared Learning Resource Material in Filipino NAT Grade 6 Reviewer	Teacher III From: July 1, 2011 To: September 16, 2024 (present)	13 years and 2 months	RA 1080 (Teacher)	4.764	Qualified
		B. Science Coordinator for SY 2017-2018 C. Chaired in preparation of Master Class Program SY 2017-2018 D. Conducted Research "The Behavioral Attitude of Grade VI Pupils on Modular Distance Learning" E. Purok Adviser of Prk. Intaplan SY 2021-2022, 2022-2023 F. Chaired in the conduct of LAC Session Planning Committee to conduct Stress and Burn-out Management for School Teachers G. Coach: Science Investigatory Project Division Scilympics; Awards: Best Research Poster Display	Teacher I From: February 27, 2008 To: June 30, 2011	3 years and 4 months		4.700	
MTELEM-2024020	Master of Arts in Education Major in Administration and Supervision (Graduate) Bachelor of Elementary Education	A. Assessment Developer of Digitized Assessment Package for Science Grade 6, Writer of 21st Century Assessment in Science	Teacher III From: January 5, 2022 To: September 16, 2024 (present)	2 years and 8 months	RA 1080 (Teacher)	4.836	Qualified
		B. District Science Coordinator SY 2019-2020, 2018-2019, 2023-2024, 2022-2024; District DRRM Coordinator SY 2019-2020, School Gulavan Coordinator 2015-2016 C. Chaired in preparing the district Learning Activity Sheets in Science 6 D. Conducted Action Research on Project SCIENCE (Stimulate Curiosity and Increase Engagement in Learning New Concepts through Exciting and Interactive Activities) E. Chaired in the conduct of community project "Barangay at Paaralan Magkatuwang sa Pangangalaga ng Kapaligiran" 2016-2024 at Brav Tadtlong, Sagay City F. Co-Chair in the INSET Planning Committee SY 2023-2024 G. Coach: JGM Science Elementary Level 3rd Place Division Level; Awards: World Teachers's Day Champion Teacher H. Authored "Conflict Management of Public Elementary School Heads: Basis for Action Plan" published at Educator's Link Aloysian	Teacher I From: June 2, 2014 To: January 4, 2022	7 years and 7 months		4.930	

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Qualification Standards of the Position
Position: Master Teacher I (Elementary)
Place of Assignment: Buenaventura V. Rodriguez ES
Salary Grade: 18

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Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education, and 18 units for Master's Degree in Education or its equivalent
Training: None required
Experience: 3 years relevant experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years			
		I. Demonstration Teacher during District Roll Out on the Guidelines on the Implementation of RPMS; Prepared and Demonstrated Lesson Plan in Science Grade 6 during Regional Training of Trainers on Critical Content in Science					
MTELEM-2024021	Master of Arts in Education Major in Edutational Management (42 units)	A. Developed of RBI Script in EPP 4 Agriculture, EPP 5 Industrial Arts, TLE 6 Agriculture	Teacher III From: July 16, 2018 To: September 16, 2024 (present)	6 years and 2 months	RA 1080 (Teacher)	4.500	Qualified
	Bachelor of Elementary Education	B. Designated as EPP Coordinator SY 2019-2020, 2018-2019, 2017-2018; STEP Adviser SY 2018-2019, 2017-2018 C. Chair of the Special Committee in the preparation of IM for Blended Learning I. Teacher Demonstrator during the Division INSET 2017	Teacher I From: June 13, 2013 To: July 15, 2018	5 years and 1 month		4.801	

MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 24 SEP 2024

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Qualification Standards of the Position

Position: Teacher III (Secondary)

Place of Assignment: Sagay National High School - Junior High School

Salary Grade: 13

Education: Bachelor's Degree in Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
SNHSTEACHIII-2024004	Master of Arts in Education Major in Physics (CAR)	National Level Training on Pedagogical Retooling in Mathematics, Languages, and Science (PRIMALS) March 14-18, 2022	24	Teacher I June 23, 2017 - September 16, 2024 (present)	7 years and 2 months	RA 1080 (Teachers)	4.51	Qualified
		Other accomplishments: - Coach during the National Robotics Competition - Coach Provincial Level Battle of Bots - Co-proponent of completed Action Research "Project DISCOVER" - Developer of Digitized Assessment Package in Science for Grade 7 Division Level - Writer of 21st Century Assessment in Science Division Level - Resource Speaker during School-Level INSET, School-Based Training and Workshop on Action/Basic Research and Innovation Writing - Chairman of Committee during the JGM Science-DROIDS Competition					4.50	
							4.56	


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Qualification Standards of the Position
Position: Teacher II - Junior High School
Place of Assignment: Sagay City Farm School
Salary Grade: 12
Education: Bachelor's Degree in Secondary Education or Bachelor's Degree plus 18 professional units in education with appropriate major
Training: None Required
Experience: 1 year relevant experience
Eligibility: RA 1080 (PBET/LET)

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Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
SCFSTEACHII-2024001	BSED Supplementary	Trainers Methodology Level I valid until 2029	-	Teacher I June 3, 2013 - September 16, 2024 (present)	11 years and 3 months	RA 1080 (Teacher)	4.519	Qualified
	BS in Agriculture Major in Agricultural Education	NC II in Organic Agriculture Production valid until 2029	-				4.45	
		Division-Led INSET Roll-Out for JHS PRIMALS Plus February 6-10, 2023 - Division Level	40					
		Development of the 21st Century Assessment March 9-10 and 14, 2023 - Division Level	24					
		Training-Workshop on Integrated Farming July 28-30, 2021 - Division Level	24					
		Total	88					
		Other Accomplishments: - Writer of the 21st Century Assessment in TLE, LAS Developer Division Level - Writer of Farm School Agricultural Crops Production LAS Regional Level - Coach in Jingle Writing and Singing Category during Population Quiz Regional Level - Best Gulayan sa Paaralan Impelementer Division and Provincial Level - Speaker School-Level INSET and Performance Monitoring and Coaching - Coach Division Level Festival of Talents - Coach of Amazing Race Contest Division Yes-O Camp						


MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 24 SEP 2024

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Qualification Standards of the Position

Position: Teacher III - Elementary

Place of Assignment: Schools within the Division of Sagay City

Salary Grade: 13

Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

Application Code	Education	Training/ Certificates (at least 3 days of trainings attended)		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
TEACHIII-2024030	MAED Major in Social Science (9 units)	District SNED Training 2023	24	Teacher I Sept 7, 2007 - September 16, 2024 (present)	17 years	RA 1080 (Teacher)	4.40	Qualified
							4.450	
							4.48	
	MAED Major in Educational Management (36 units)	In-person Seminar on Navigating Learning from Higher Ground 2023	24					
	Bachelor of Secondary Education	School Based INSET during Mid Year Break 2024	56					
		SBTT on MATATAG Curriculum Phase II July 23-25, 2024	24					
		Total	128					
		Other Accomplishments: - 2021 Regional Champion in Home Gardening with 2021 ADHEA award - Coach 2nd Place Poster Making District Level September 2019						
TEACHIII-2024031	Master of Arts in Education (CAR)	Contextualization of Kindergarten and Grade 1-10 Teachers	24	Teacher I January 11, 2006 - September 16, 2024 (present)	18 years and 8 months	RA 1080 (Teacher)	4.63	Qualified
							4.60	
							4.44	
	Bachelor of Secondary Education Major in General Science	TATAK #SELFIE 9th Division Leadership Camp	24					
		Retooling of Non-Araling Panlipunan Major Teachers on UCSP	48					
		District INSET	24					
		School Based Roll Out on RPMS	24					
		School Mid Year INSET	24					
		Orientation on the conduct of Facilitation of Psycho Social Support for Learners	24					
		School INSET	24					
		TOTAL	684					
		Other Accomplishments: - Co-Chairman of Planning Committee during Mid-Year INSET February 1, 2023 - School Level Best Implementer of Brigada Pagbasa July 1, 2022						
TEACHIII-2024032	Master of Arts in Education (21 units)	School Based Training on the Guidelines of the Implementation of the RPMS February 8-11, 2021	32	Teacher I October 1, 2004 - September 16, 2024 (present)	19 years and 11 months	RA 1080 (Teacher)	3.836	Qualified
							4.450	
							4.420	
	Bachelor of Elementary Education	School Level Mid-Year INSET January 31-February 5, 2022	40					
		District Semestral In-Service Training October 21-23, 2019	24					
		Total	96					
		Other Accomplishments: - LAS Developer for MTB-MLE 3 Quarter 3 Division Level March 8, 2021						

INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Teacher III - Elementary

Place of Assignment: Schools within the Division of Sagay City

Salary Grade: 13

Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)

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Application Code	Education	Training/ Certificates (at least 3 days of trainings attended)		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		- Resource Speaker during the 5-Day Mid-Year INSET 2022 School Level January 31-February 05, 2022 - District Level Jingle Making Contest Coach District Scilympics June 1, 2022						
TEACHIII-2024033	Master of Arts in Education Major in Educational Management (39 units)	School Level WASH Massive Open Online Course (MOOC) National Level March 13, 2021 (40 hrs)	40	Teacher I June 4, 2018 - September 16, 2024 (present)	6 years and 3 months	RA 1080 (Teacher)	4.665	Qualified
	Bachelor of Elementary Education	Upskilling of Public Schools Designated Clinic Teachers and Division School Health Section Personnel on Standard First Aid and BSL Division Level May 23-26, 2024	32				4.45	
		2021 Division Research Roll Out and Festival Division Level January 18-22, 2021	40				4.48	
		Total	112					
		Other Accomplishments: - Coach during the Division Level MTAP - Language Editor for Araling Panlipunan Radio-Based Instruction Division Level - Writer of Division Level SLM in Araling Panlipunan - Coach during Shotput Throwing District Athletic Meet 2019						
TEACHIII-2024034	Master in Education Major in Reading, Language, and Literature (Graduate)	School-Based Training of Teachers on MATATAG Curriculum Phase II Division Level July 23-25, 2024	24	Teacher I June 19, 2018 - September 16, 2024 (present)	6 years and 3 months	RA 1080 (Teacher)	4.685	Qualified
	Bachelor of Elementary Education	Division Roll-Out on the Developmen and Crafting of the Calendar Year 2023-2028 SSIP Division Level January 31-February 3, 2023	32				4.6	
		2023 INSET District Level February 6-10, 2023	40				4.58	
		Crafting of School's AIP for CY 2023 Division Level September 21-24, 2022	32					
		Whole Brain Self-Mastery and Mindfulness Training for Educators Division Level November 21-24, 2022	32					
		INSET SY 2021-2022 District Level January 31-February 4, 2022	40					
		Sagay District 4 Roll-Out on Research Modules District Level March 24-26, 2021	24					
		Other Accomplishments:						

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Qualification Standards of the Position

Position: Teacher III - Elementary

Place of Assignment: Schools within the Division of Sagay City

Salary Grade: 13

Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education

Training: None Required

Experience: 2 years relevant experience

Eligibility: RA 1080 (PBET/LET)


Application Code	Education	Training/ Certificates (at least 3 days of trainings attended)		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		- Resource Speaker during Sagay District 4 Reading Coordinators FBBR January 2022, January 2023 and February 2023 District Level						
TEACHIII-2024035	Master of Arts in Education Major in Educational Management (45 units)	Training of Grade 6 and SHS Teachers on Special Education Content and Pedagogy National Level August 21-25, 2023 2019 Division Training on Pedagogical Retooling in Mathematics, Languages and Science (PRIMALS) Division Level October 22-24, 2019 District and School-Based MidYear INSET District Level January 24-26, 29-30, 2024 Total	40 24 40 104	Teacher I July 23, 1996 - September 16, 2024 (present)	28 years and 1 month	RA 1080 (Teacher)	4.58 4.65 4.56	Qualified
	Bachelor of Elementary Education	Other Accomplishments: - Resource Speaker during the Division Capacity Building on the Provisions of RA No 11650 Division Level Sept 2024 - Resource Speaker District INSET, District Training of Receiving Teachers on SNED - Coac of Photo Journalism Filipino Division Level Sept 2019						
	Doctor of Philosophy in Educational Management (30 units)	School Based Training of Teachers on MATATAG Curriculum Division Level May 20-24, 2024	40	Teacher I December 28, 2020 - September 16, 2024 (present)	3 years and 8 months	RA 1080 (Teacher)	4.28	Qualified
	Master of Arts in Education Major in Educational Management (Graduate) Bachelor in Mathematics and Science Elementary Education	Virtual In-Service Training for Public School Teachers National Level August 30-September 3, 2021 Total	40 80				4.35 4.151	
TEACHIII-2024037	Master of Arts in Education Major in Educational Management (45 units)	Training-Workshop on Balik-Kasaysayan Historical Trail (Phase 2) Division Level May 10-12, 2021 Total	24 24	Teacher I September 17, 2007 - September 16, 2024 (present)	17 years	RA 1080 (Teacher)	4.68	Qualified
	Bachelor of Elementary Education with Specialization in Elementary Science and Health	Other Accomplishments: - Writer of Araling Panlipunan 4 Contextualized Lesson Plan/SLM/Travelogue Division Level					4.75 4.58	

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Qualification Standards of the Position
Position: Teacher III - Elementary
Place of Assignment: Schools within the Division of Sagay City
Salary Grade: 13
Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education
Training: None Required
Experience: 2 years relevant experience
Eligibility: RA 1080 (PBET/LET)

Application Code	Education	Training/ Certificates (at least 3 days of trainings attended)		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		- Coach District Level: Technolympics, Philippine History Quiz - Resource Speaker Classroom Management during INSET - Demo Teacher/Learning Facilitator during District INSET - Division Level Lecturer during Division KAB and Boy Scouting Comporee - Best Demo Teacher Award Division Level - Coach Division Level: STEP Division Skills Development and Competition, Area II Athletic Meet						
TEACHIII-2024038	Masters of Arts in Education Major in Math (CAR)	Division Capability Building on the Provisions of RA No. 11650 for Supervisors and School Heads Division Level September 11-13, 2024	24	Teacher II (TIC) June 1, 2017 - Sept 16, 2024 (present)	7 years and 3 months	RA 1080 (Teacher)	4.475	Qualified
	BSED Major in Math	Capability Building of School Heads on Strategic Leadership Crafting of Schools AIP and Financial Plan Division Level August 27-30, 2024	32	Teacher I July 13, 2015 - May 31, 2017	1 year and 10 months		4.45	
		Revisiting and Enhancement of School Contingency Plan Division Level June 19-21, 2024	24				4.36	
		National Assembly of Education Leaders: Embracing MATATAG Agenda National Level August 20-22, 2023	24					
		Total	104					
		Other Accomplishments: - Outstanding School DRRM Coordinator Division Level, Best E-Smile Implementer - Coach Division Level: Medley Relay Secondary, Backstroke Secondary, Freestyle Secondary - Resource Speaker during School Based INSET - Action Research in Mathematics for Grade 10 - Developer of Division Level Self Learning Activity Sheets in Mathematics - Teacher Demonstrator during District Summer INSET						


MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 24 SEP 2024

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Qualification Standards of the Position
Position: Teacher III (SHS-Academic)
Place of Assignment: Any Senior High Schools within the Division of Sagay City
Salary Grade: 13

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Education: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's Degree plus at least 12 units towards a Master's degree in relevant strand/subject strand/subject with Appropriate field of Specialization
Training: 4 hours of training relevant to the subject area specialization
Experience: 1 year of relevant teaching/industry work experience
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
SHSTEACHIII-2024007	Master in Business Administration	Retooling of Non-Araling Panlipunan Major Teachers on the Context of Pedagogy on Teaching Geography, Philippine History, Economics, and UCSP (2023)	48	Teacher II	6 years and 10 months	RA 1080 (Teacher)	4.396	Qualified
	Bachelor of Science in Commerce Major in Marketing Management	Implementation of Projects ShortCUT: Short Course Undertaken for SHS Teachers Handling Research Subjects (2022)	32	Teacher I	2 years and 10 months		4.550	
		Leading Wins (2021)	40	Private School Teacher	9 months		4.240	
		School-Based Gender and Development Seminar (2022)	16					
		NC I Trainers Methodology Level Valid Until January 29, 2029						
		NC II in Cookery valid until May 24, 2028						
	NC II in Caregiving valid until November 18, 2026							
	Other Accomplishments: - Resource Speaker during Finance Quarterly Capability Training - LAS Developer in Caregiving Grade 12 - Co-chairman in Technical and Planning Committee during Nutrition Month - School Health and Nutrition Coordinator SY 2017-2018 - School WINS Coordinator SY 2018-2023							
SHSTEACHIII-2024008	Doctor of Philosophy in Technology Management (Graduate)	Enhancement Training for SHS Teachers Teaching Quantitative/Qualitative/Experimental Research (Phase 1) August 16-19, 2023	32	Teacher II June 13, 2016 - September 16, 2024 (present)	8 years and 3 months	RA 1080 (Teacher)	4.538	Qualified
	Masters in Information Technology	Division Level Implementation of Projects ShortCUT: Short Course Undertaken for SHS Teachers Handling Research Subjects November 21-24, 2022	32				4.800	
		Division Level Conduct of Project MARS: District Based Initiative in Writing Action Research February 22-24, 2021	24				4.520	
	Bachelor of Science in Computer Engineering	District Level Office 365 Empowerment Training-Workshops for SHS Teachers December 17-20, 2019	28					
		National Level						
		Other Accomplishments: - Coach SciTokperiments District Level - Coach in ICT Computer Systems Servicing Division Level Technolympics						

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Qualification Standards of the Position
Position: Teacher III (SHS-Academic)
Place of Assignment: Any Senior High Schools within the Division of Sagay City
Salary Grade: 13

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Education: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's Degree plus at least 12 units towards a Master's degree in relevant strand/subject strand/subject with Appropriate field of Specialization
Training: 4 hours of training relevant to the subject area specialization
Experience: 1 year of relevant teaching/industry work experience
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/ Certificates		Experience		Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Years			
		- Innovation PR2LearnMate: Development of Android Based Learning Materials for Practical Research 2 and Website of Vito National High School - completed Action Research "Project TECHIE" - co-authored "Internet of Things based Aquaponics Management System Adaptive to Climate Change" (3 authors) - School-Level Resource Speakership INSET						
SHSTEACHIII-2024009	Master in Instructional Leadership Major in Biology	National Level Training of Grade 6 and Senior High School Teachers on SPED Content and Pedagogy (VisMin Cluster) August 21-25, 2023	40	Teacher II July 16, 2019 - September 16, 2024 (present)	5 years and 2 months	RA 1080 (Teacher)	4.265	Qualified
	Bachelor of Secondary Education Major in Biology	Other Accomplishments: - Resource Speaker during the 3-day Division Capacity Building on Provisions of RA 11650 for Supervisors and School Heads - School Level Resource Speaker during the Conduct of School-Based Training of Teachers		Teacher I February 5, 2018 - July 15, 2019	1 year and 5 months		4.236	
							4.200	

MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 24 SEP 2024

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Qualification Standards of the Position

Position: Special Education (SPED) Teacher I

Place of Assignment: Ma. Lopez ES

Salary Grade: 14

Education: Bachelor's Degree in Education with specialization in Special Education

Training: None Required

Experience: None Required

Eligibility: RA 1080 (PBET/LET)

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Application Code	Education	Training/ Certificates (acquired within the last five years/last promotion and relevant to the teaching position)			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
SPEDT1-2024005	Master of Arts in Education Major in Special Education (Graduate) Bachelor of Elementary Education with Specialization in Elementary Mathematics	Division Training of Trainers and School Leaders on Matatag Curriculum (Division Level)	April 28-May 3, 2024	48	Teacher I	July 1, 2011 - September 16, 2024 (present)	13 years and 2 months	RA 1080 (Teacher)	4.55	Qualified
		Upskilling and Reskilling of Instructional Leaders on the Science of Reading for Effective Literacy Instruction (Division Level)	January 9-12, 2024	32					4.58	
		3-Day Seminar Workshop on Sports Coaching and Officiating for the Different Sports Discipline (Division Level)	November 17-19, 2023	24					4.52	
		Other Accomplishments: - Outstanding Coach Award given during 2023 NTM - Resource Person/Learning Facilitator/Process Observer during SBT on Matatag Curriculum May 20-24, 2024 and School Based Mid-Year INSET January 2024								
SPEDT1-2024006	Master in Education Major in Early Childhood Education (Graduate) Bachelor of Elementary Education Major in Special Education	In-Service Training for Teachers (District Level)	February 6-10, 2023	40	Teacher I	June 13, 2018 - September 16, 2024 (present)	6 years and 3 months	RA 1080 (Teacher)	4.561	Qualified
		In-Service Training for Teachers (District Level)	January 31-February 4, 2022	40					4.55	
		Other Accomplishments: - Resource Speaker during District Level INSET - Coach District Level Kindergarten Festival of Talents - Writer of Self-Learning Worksheets in Hiligaynon, MAPEH and Sinubuanong Binisaya Division Level - Voice Talent/Broadcaster and Scriptwriter for RBI and TVBI Division Level - Teacher Broadcaster in Physical Education RBI Regional Level								
SPEDT1-2024007	Bachelor of Special Needs Education	PPST-based Dynamic Teaching for Skills	February 6, 2024	3	Specialized Intervention Program Teacher at Private School	October 27, 2023 - July 5, 2024	8 months	RA 1080 (Teacher)	LET Rating - 87.60	Qualified
		Basic Computer Literacy	February 4-15, 2024	80						

MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION

Date of Initial Evaluation: 24 SEP 2024

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Bulanon Farm School
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Eligibility (2nd Level-Professional)

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Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years			
AOII-2024096	Bachelor of Arts major in Psychology	no relevant training acquired within the last five years and/or outside of academic requirements that are relevant to the position applied for	-	-	Universal Processor	May 16, 2024 - September 16, 2024 (present)	4 months	Honor Graduate Eligibility RA 1080 (Registered Psychometrician)	None submitted	Qualified
AOII-2024097	Bachelor of Science in Information Technoloav	Basic Occupational Safety and Health Training	April 4-5, 2023	10	Claims EPS Verifier - Claims Processing Department	July 31, 2023 - August 1, 2024	1 year	CS Professional Eligibility	4.65	Qualified
			Total	10		Total	1 year			
AOII-2024098	Bachelor of Secondary Education (BSED-Supplementals) Bachelor of Science in Computer Science	Teambuilding Workshop Management Training Program	July 08, 2022 April 22 - June 24, 2024	8 -	Loan Officer	May 8, 2017 - September 16, 2024 Total	7 years and 4 months 7 years and 4 months	RA 1080 (Professional Teacher)	4.14	Qualified
AOII-2024099	Bachelor of Secondary Education Major in General Science	Three-Day Live-In Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	July 17-19, 2024 August 20, 2024	24 8	Administrative Aide VI Sales and Marketing Representative	August 14, 2023 - September 16, 2024 (present) January 7, 2019 - March 28, 2023	1 year and 1 month 4 years and 2 months	RA 1080 (Teacher)	4.3	Qualified
			Total	32		Total	5 years and 3			
AOII-2024100	Bachelor of Secondary Education (BSED-Supplementals) Bachelor of Science in Biology	Competency Bsed Training (CBT) Perform Computer Operations	September 5-15, 2022 Total	80 80	Cashier Covenant Community Builder	November 26, 2019 -January 31, 2021 April 28, 2014 - January 16, 2017 Total	1 year and 2 months 2 years and 8 months 3 years and 10 months	RA 1080 (Teacher)	5	Qualified


MA. LEAH LYNDIA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer
Date of Initial Evaluation: 24 SEP 2024

Republic of the Philippines
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DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: QSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

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Date Posted **4 SEP 2024**

Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
ADASIII-2024049	BSED Major in Technology and Livelihood Education	Training Workshop on News Writing, Photo and Video Editing at the DPWH Training Workshop on Disaster Risk Reduction and Management Communications	September 13-16, 2022 December 28-29, 2023 Total	32 16 48	Assistant Information Officer	March 1, 2022 - September 11, 2024 (present) Total	2 years and 6 months 2 years and 6 months	RA 1080 (Teacher)	4.77	Qualified
ADASIII-2024050	Bachelor of Science in Information Technology	No trainings relevant to the position required	-	-	Claims EPS Verifier - Claims Processing Department	July 31, 2023 - August 1, 2024	1 year	CS Professional Eligibility	4.65	Disqualified - non compliance with the required number of training hours relevant to the position
ADASIII-2024051	Bachelor of Business Administration major in Management	Mid-Year Capacity Building/Reskilling of Finance Staff Conduct of Year-End Capacity Building/Re-Skilling of Finance Staff Upskilling/Reskilling of Finance Personnel	August 18, 2023 December 07, 2023 March 25, 2024 Total	8 8 8 32	Administrative Assistant II Administrative Assistant I	June 1, 2023 - September 16, 2024 (present) February 24, 2015 - May 7, 2023 Total	1 year and 3 months 8 years and 2 months 9 years and 5 months	CS Professional Eligibility	4.18	Qualified
ADASIII-2024052	Bachelor of Secondary Education (BSED-Supplementals) Bachelor of Science in Business Administration major in Financial Management	Finance Capability Training Induction Training for Newly Hired Non-Teaching Personnel Mid-Year Capacity Building/Reskilling of Finance Staff Upskilling/Reskilling of Finance Personnel Gender and Development Training	May 18-19, 2023 June 22-23, 2023 August 18, 2023 March 25, 2024 August 21-22, 2024 Total	16 16 8 8 16 64	Administrative Assistant II Reliever Officer	February 15, 2023 - September 16, 2024 (present) June 13, 2019 - February 15, 2022 Total	1 year and 7 months 2 years and 8 months 4 years and 3 months	RA 1080 (Teacher)	4.45	Qualified
ADASIII-2024053	Bachelor of Secondary Education Major in General Science	Finance Quarterly Capability Training: Continuous Learning for Employee Development vis-à-vis Mid-Year Performance Review Finance Quarterly Capability Training and Year-end Performance Review Conduct of Year-End Capacity Building/Re-Skilling of Finance Staff Finance Capability Training Upskilling/Reskilling of Finance Personnel	August 02, 2022 November 24-25, 2022 December 07, 2023 May 18-19, 2023 March 25, 2024 Total	8 16 8 16 8 56	Administrative Assistant II	August 1, 2018 - September 16, 2024 (present) Total	6 years and 1 month 6 years and 1 month	Brgy Official Eligibility	4.4	Qualified
ADASIII-2024054	Bachelor of Science in Business Administration major in Financial Management	Finance Quarterly Capability Training: Continuous Learning for Employee Development vis-à-vis 1st Quarter Performance Review	April 19, 2022	8	Administrative Assistant II	March 3, 2022 - September 16, 2024 (present)	2 years and 6 months	CS Professional Eligibility	4.1	Qualified

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DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: OSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Finance Quarterly Capability Training: Continuous Learning for Employee Development vis-à-vis Mid-Year Performance Review Conduct of Year-End Capacity Building/Re-Skilling of Finance Staff Upskilling/Reskilling of Finance Personnel	August 02, 2022 December 07, 2023 March 25, 2024	8 8 8		Total	2 years and 6 months			
ADASIII-2024055	Bachelor of Business Administration Major in Operations Management	Webinar on Creating Safe and Respectful Workplaces Code of Business ethics (CoBe): Fundamentals 1 Inventory Management National Seminar Workshop for Non-Teaching Personnel on Administrative, Records, Human Resource and Finance, ICT Services towards Transformational Workforce Word Processing, Spreadsheet, Power Point and Internet	July 26, 2023 November 28, 2023 October 18, 2023 February 26 - March 1, 2024 April 15-16, 2024	8 8 8 40 16	Assistant Restaurant Manager III	September 6, 2017 - May 17, 2024 Total	6 years and 8 months 6 years and 8 months	CS Professional Eligibility	4.87	Qualified
ADASIII-2024056	Bachelor of Business Administration	Information Security Awareness MTPP Course 1: Understanding Money Laundering MTPP Course 2: Knowing Your Roles and Responsibilities MTPP Course 3: Consumer Protection and Anti-Fraud Compliance Programs Data Privacy Act Orientation	February 22, 2023 May 18, 2023	8 8	Customer Service Representative - Teller Treasury Assistant Encoder	April 16, 2024 - September 13, 2024 July 6, 2017 - October 12, 2023 November 8, 2016 - June 15, 2017 Total	4 months 6 years and 3 months 7 months 7 years and 2 months	CS Professional Eligibility	4.9	Qualified
ADASIII-2024057	Undgraduate in College (128 units earned)	Training on the 2016 Revised Implementing Rules and Regulations on RA 9184	October 28-30, 2019 Total	24 24	COA Office Clerk Barangay Treasurer	July 17, 2023 - September 16, 2024 (present) July 11, 2013 - September 30, 2022 Total	1 year and 2 months 9 years and 2 months 10 years and 4 months	Brgy Official (Treasurer) Eligibility	None submitted	Qualified
ADASIII-2024058	Bachelor of Science in Information Technology	Credit and Collection Management Training	February 17-18, 2022	16	Account Specialist	February 21, 2021 - September 16, 2024 (present)	3 years and 6 months	CS Professional Eligibility	4.52	Qualified

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Date Posted **24 SEP 2024**

Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: OSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		The Admin Blueprint: Building a Solid Foundation for Administrative Success	October 21, 2023	3	Marketing Assistant	February 6 - December 15, 2020	10 months			
			Total	19	Apprentice	July 3 - December 20, 2019	5 months			
						Total	4 years and 9 months			
ADASIII-2024059	Bachelor of Secondary Education (BSed-Supplementals)	Teambuilding Workshop	July 08, 2022	8	Loan Officer	May 8, 2017 - September 16, 2024	7 years and 4 months	RA 1080 (Teacher)	4.14	Qualified
	Bachelor of Science in Computer Science	Management Training Program	April 22 - June 24, 2024	-		Total	7 years and 4 months			
			Total	8						
ADASIII-2024060	Bachelor of Secondary Education (BSed-Supplementals)	Competency Based Training (CBT) Perform Computer Operations	September 5-15, 2022	80	Cashier	November 26, 2019 - January 31, 2021	1 year and 2 months	RA 1080 (Teacher)	5	Qualified
	Bachelor of Science in Biology		Total	80	Covenant Community Builder	April 28, 2014 - January 16, 2017	2 years and 8 months			
						Total	3 years and 10 months			
ADASIII-2024061	Bachelor of Secondary Education (BSed-Supplementals)	Training in Bookkeeping	June 24-28, 2024	24	Team Leader	October 6, 2022 - September 16, 2024 (present)	1 year and 11 months	RA 1080 (Teacher)	4.49	Qualified
	Bachelor of Science in Criminology	Basic Computer Literacy	August 17-30, 2024	80	Customer Service Assistant	January 18, 2020 - October 3, 2022	2 years and 8 months			
			Total	104	Security Personnel	March 16, 2018 - January 17, 2020	1 year and 10 months			
						Total	6 years and 5 months			
ADASIII-2024062	Master in Local Governance (36 units)	Finance Capability Training	May 18-19, 2023	16	Administrative Assistant II	April 11, 2023 - September 16, 2024 (present)	1 year and 5 months	CS Subprofessional Eligibility	4.45	Qualified
	Bachelor of Science in Commerce major in Marketing Management	Mid-Year Capacity Building/Reskilling of Finance Staff	August 18, 2023	8	Administrative Aide IV	November 2, 2021 - April 10, 2023	1 year and 5 months			
		Conduct of Year-End Capacity Building/Re-Skilling of Finance Staff	December 07, 2023	8	Administrative Assistant	April 1, 2020 - September 30, 2021	1 year and 6 months			
		Upskilling/Reskilling of Finance Personnel	March 25, 2024	8	Billing Clerk	February 5, 2011 - December 10, 2011	10 months			
		Capacity Building of Teachers on RA 9262 and RA 7610	August 03, 2024	8	Bookkeeper	August 3, 2009 - December 10, 2010	1 year and 4 months			
			Total	48	Job Order/Library Staff	September 1, 2006 - June 30, 2008	1 year and 10 months			
					Clerk	January 21, 2002 - August 31, 2004	2 years and 7 months			
					Clerk	July 29 - October 30, 2000	3 months			
						Total	11 years and 2 months			
ADASIII-2024063	Two-Year Computer Hardware Servicing NC II	Capability Building and Induction Training for Newly Hired Non-Teaching Personnel	March 3-5, 2021	24	Administrative Assistant II	March 25, 2019 - September 16, 2024 (present)	5 years and 5 months	CS Subprofessional Eligibility	4.22	Qualified

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Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: OSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

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Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Finance Capability Training	May 18-19, 2023	16		Total	5 years and 5 months			
		Mid-Year Capacity Building/Reskilling of Finance Staff	August 18, 2023	8						
		Capacity Building of School Heads on Strategic Leadership								
		Crafting of School's Annual Implementation Plan/Work and Financial Plan CY 2025 Phase III	August 27-30, 2024	32						
			Total	80						
ADASIII-2024064	Bachelor of Elementary Education with Specialization in Elementary Mathematics	Mid-Year Capacity Building/Reskilling of Finance Staff	August 18, 2023	8	Administrative Assistant II	January 1, 2023 - September 16, 2024 (present)	1 year and 8 months	RA 1080 (Teacher)	4	Qualified
		Upskilling/Reskilling of Finance Personnel	March 25, 2024	8	Administrative Aide VI	August 6, 2021 - December 12, 2022	1 year and 4 months			
			Total	16	Administrative Aide IV	November 12, 2018 - August 5, 2021	2 years and 8 months			
						Total	5 years and 8 months			
ADASIII-2024065	Bachelor of Secondary Education Major in General Science	Three-Day Live-In Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support	July 17-19, 2024	24	Administrative Aide VI	August 14, 2023 - September 16, 2024 (present)	1 year and 1 month	RA 1080 (Teacher)	4.3	Qualified
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Sales and Marketing Representative	January 7, 2019 - March 28, 2023	4 years and 2 months			
			Total	32		Total	5 years and 3			
ADASIII-2024066	Bachelor of Science in Hospitality Management	Upskilling/Reskilling of Finance Personnel	March 25, 2024	8	Administrative Assistant II	March 25, 2019 - September 16, 2024 (Present)	5 months	PD 907 (Honor Graduate Eligibility)	4.58	Qualified
		Division Training for Trainers on the Matataq Curriculum Convergence of Educational Leaders for Curriculum and Instructions II	April 28 - May 3, 2024	48	Administrative Aide VI	July 31, 2023 - March 24, 2024	7 months			
		Participating in Workplace Communication	June 13-15, 2024	24	Job Order at LGU (EEMO Sagay)	February 1, 2023 - July 30, 2023	5 months			
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	July 07, 2024	8	Virtual Admin Assistant	January 28, 2022 - January 31, 2023	1 year			
			August 20, 2024	8	Trainer Intern	June 25, 2019 - March 27, 2020	9 months			
			Total	96	Customer Service Representative	November 15, 2016 - October 13, 2017	11 months			
					Intake Representative	February 3, 2014 - July 2, 2015	1 year and 5 months			
					Sales and Service Representative II	August 6, 2012 - August 16, 2013	1 year			

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Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: OSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

Application Code	Education	Training / Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
					Customer Service Representative	November 22, 2010 - February 10, 2011 Total	3 months 6 years and 4 months			
ADASIII-2024067	Master in Public Administration (Graduate)	Library Software Automation Training	June 8-9, 2023	16	Job Order at SUC	June 17, 2013 to January 19, 2024 Total	10 years and 7 months 10 years and 7 months	RA 1080 (Teacher)	4.39	Qualified
	BSED Supplemental	Titus as Educator	May 17, 2022	8						
	BS in Business Administration Major in Financial Management Diploma in Information Technology	Quickbooks Training	July 26, 2019	8						
		Total		32						
ADASIII-2024068	BS in Engineering Technology	Government Procurement Reform Act Training	June 5-7, 2024	6	Home-Based Educator	July 5, 2020 - March 9, 2022	1 year and 8 months	CS Professional	4.75	Qualified
		Other Accomplishments: Outstanding Performance at Panasiatic Solutions - December 31, 2016	Total	6	Customer Service Representative	September 26, 2014 - August 3, 2018 Total	3 years and 10 months 5 years and 6 months			
ADASIII-2024069	Bachelor of Engineering Technology Major in Automotive Engineering Technology	Training on Violence Against Women and their Children	December 15, 2023	8	Administrative Aide VI	April 11, 2023 - September 16, 2024 (present) Total	1 year and 5 months 1 year and 5 months	CS Professional	4.65	Qualified
		Microsoft Digital Literacy	March 21, 2024	8						
		Mid-Year Performance Review, Evaluation, and Adjustment for Administrative and General Services	July 6-7, 2023	16						
		Three-Day Live-In Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support	July 17-19, 2024	24						
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8						
		Total		64						
ADASIII-2024070	BSED Supplemental	Finance Capability Training	May 18-19, 2023	16	Administrative Assistant II	April 11, 2023 - September 16, 2024 (present)	1 year and 5 months	RA 1080 (Teacher) CS Professional Eligibility	4.59	Qualified
	BS in Accountancy	Mid-Year Capacity Building/Reskilling of Finance Staff	August 18, 2023	8	Office Staff	November 18, 2021 - April 10, 2023	1 year and 4 months			
		National Assembly of DepEd Bookkeepers Association of IUs	August 23-25, 2023	24	Cash Associate	November 16, 2019 - April 15, 2020	5 months			
		2024 Tax Campaign	March 05, 2024	8	Accounting Assistant	November 26, 2018 - March 29, 2029	4 months			
		Overview of ARTA and Its Relevance to Education	January 26, 2024	8		Total	3 years and 6 months			

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Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: OSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

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Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years			
		Gender Sensitivity Training	February 12 - March 15, 2024	16						
		Upskilling/Reskilling of Finance Personnel	March 25, 2024	8						
		Total		88						
ADASIII-2024071	BSED Supplemental	Seminar-Workshop on Basic Records and Archives Management and Records Disposition Administration	February 26-28, 2020	24	Job Order at SUC	January 12, 2018 - January 19, 2024	6 years	RA 1080 (Teacher)	4.77	Qualified
		Titus as Educator	May 17, 2022	8		Total	6 years			
		Training for Payroll Preparation	May 9-10, 2023	16						
		Capacity Enhancement and Team Building	July 13-14, 2023	16						
		Workshop on RA 10931 and Student Information Accounting System	December 07, 2023	8						
		Micro-Training on the Grant of Career Service Eligibility Preferential Rating for JOCOSC6	June 18, 2024	8						
		Total		80						
ADASIII-2024072	Master in Public Administration (Graduate)	Regional Workshop on the Consolidation of CY 2022 Year End Financial Reports	January 16-18, 2023	24	Administrative Assistant I	November 28, 2022 - September 16, 2024 (present)	1 year and 9 months	CS Professional Eligibility	4.53	Qualified
		Finance Capability Training	May 18-19, 2023	16	Job Order at LGU (DENR Sagay Branch)	August 1, 2019 - November 25, 2022	3 years and 3 months			
		Induction Training for Newly Hired Non-Teaching Personnel	June 22-23, 2023	16		Total	5 years			
		Regional Workshop on the Consolidation of CY 2022 Year End Financial Reports	July 12-14, 2023	24						
		Mid-Year Capacity Building/Reskilling of Finance Staff	August 18, 2023	8						
		Conduct of Year-End Capacity Building/Re-Skilling of Finance Staff	December 07, 2023	8						
		Upskilling/Reskilling of Finance Personnel	March 25, 2024	8						
		1st Quarter Coordination Meeting cum Workshop with Division Accountants and Budget Officers	April 10-12, 2024	24						
		Total		128						
ADASIII-2024073	BSED Supplemental	Basic Pawnshop Operations Seminar - Level 1	September 9, 2019	8	Branch Assistant	November 16, 2019 - September 16, 2024 (present)	4 years and 10 months	RA 1080 (Teacher)	3	Qualified
		Basic Pawnshop Operations Seminar - Level 2	February 24-25, 2024	16		Total	4 years and 10 months			
		Emergency First Aid Training	July 28, 2023	8						
		Total		32						
ADASIII-2024074	BSED Supplemental	Basic Pawnshop Operations Seminar - Level 1	January 31, 2020	8	Branch Assistant	March 16, 2020 - January 22, 2024	3 years and 10 months	RA 1080 (Teacher)	4	Qualified
		Basic Pawnshop Operations Seminar - Level 2	March 9-10, 2020	16	Cashier	June 9, 2019 - December 9, 2019	6 months			

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Qualification Standards of the Position
Position: Administrative Assistant III
Place of Assignment: OSDS – Accounting (Clustered Schools within SDO Sagay)
Salary Grade: 9
Education: Completion of two-year studies in college (preferably with accounting units)
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service Eligibility (1st Level-Sub Professional)

Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Advance Computer Course	December 4-15, 2023	80		Total	4 years and 4 months			
			Total	104						
ADASIII-2024075	Bachelor of Elementary Education	Webinar on School Readiness Amidst COVID 19 Pandemic	June 10, 2020	2.5	Administrative Assistant II	October 10, 2019 - September 16, 2024 (present)	4 years and 11 months	RA 1080 (Professional Teacher)	4.05	Qualified
		Government Procurement Reform Act and its IRR	September 17-18, 21-22, 2020	12		Total	4 years and 11 months			
		Capability Building and Induction Training for Newly Hired Non-Teaching Personnel	March 3-5, 2021	24						
		Conduct of 2021 Finance Quarterly Capability Training	June 30, 2021	8						
		Quarter End Review Finance Quarterly Capability Training	April 19, 2022	8						
		Finance Quarterly Capability Training and Year-End Performance Review	November 24-25, 2022	16						
		Whole Brain Self Mastery and Mindfulness Training	December 12-15, 2022	32						
		Finance Capability Training	May 18-19, 2023	16						
		Mid-Year Capacity Building/Reskilling of Finance Staff	August 18, 2023	8						
		Conduct of Year-End Capacity Building/Reskilling of Finance Staff	July 12, 2023	8						
		Upskilling/Reskilling of Finance Personnel	March 25, 2024	8						
		Capacity Building of School Heads on Strategic Leadership Phase 2	June 5-7, 2024	24						
			Total	270.5						
		Other Accomplishments:								
		- Outstanding Non-Teaching Personnel Division Level ADHEA April 4, 2024								
		- School Level Resource Speakership on Finance Monitoring and Evaluation Assessment July 6, 2024								
ADASIII-2024076	Master in Technology Management (36 units)	Three-Day Live-In Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support	July 17-19, 2024	24	Administrative Assistant II	June 21 - September 16, 2024 (present)	2 months	CS Professional Eligibility	4.47	Qualified

Republic of the Philippines
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Qualification Standards of the Position
Position: **Administrative Assistant III**
Place of Assignment: **OSDS – Accounting (Clustered Schools within SDO Sagay)**
Salary Grade: **9**
Education: **Completion of two-year studies in college (preferably with accounting units)**
Training: **4 hours of relevant training**
Experience: **1 year of relevant experience**
Eligibility: **Career Service Eligibility (1st Level-Sub Professional)**

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Date Posted 24 SEP 2024

Application Code	Education	Training/ Certificates			Experience			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
	Bachelor of Science in Engineering Technology	Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Administrative Aide VI	March 11, 2023 - June 20, 2024	1 year and 3 months			
			Total	32		Total	1 year and 5 months			
ADASIII-2024077	Bachelor of Science in Entrepreneurship	No trainings acquired within the last years or after graduation which are relevant to the position applied	None	None	No relevant experience	None	None	CS Professional Eligibility	None	Disqualified - non compliance with the required number of training hours and experience based on the Civil Service Qualification Standards

MA. LEAN LINDA S. TAN
AO IV PERSONNEL/Human Resource Management Officer

Date of Initial Evaluation: 24 SEP 2024

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Qualification Standards of the Position
Position: Master Teacher I (Senior High School - Mathematics)
Place of Assignment: Sagay City Senior High School - Stand Alone
Salary Grade: 18
Education: Master's Degree in relevant strand/subject - Mathematics
Training: 8 hours of trainings relevant to the subject area specialization
Experience: 4 years of relevant teaching/industry work experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership potential to reach the total of 25 points
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/Accomplishments	Experience		Present Station	Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years				
MTSHS-2024008	Master of Arts in Teaching Mathematics (CAR)	A-1. Writer of Harmonic and Fibonacci for Math 10, Developer of Mathematics Quality Assurance Test Questions of Q4 Grade 7, Development of MATH ILAS and ILE	Teacher III	8 years	Eusebio Lopez Memorial IS - JHS	RA 1080 (Teacher)	4.51 4.50	Disqualified - non-compliant with the qualification standards for Education which is Masters Degree (Graduate)
	Bachelor of Secondary Education Major in Mathematics	B-1. SY 2017-2018 MTAP District Coordinator C-2. Chairman to Prepare Master Class Program SY 2023-2024 E. Prk Adviser of Bo. 3, Brgy Fabrica G-1. Coach Merit Awardee Mathematics Olympiad, Dish Gardening Competition, MTAP G-2. Champion Teacher, Best Story Writer I. Demo Teacher - Implementation of ICT Integrated Plan in Math	Teacher I	10 years and 9 months				
MTSHS-2024009	MAED Major in Mathematics (Graduate)	A-1. Supplementary Learning Module for Senior High School Learners - General Mathematics	Teacher III June 13, 2016 - September 16, 2024 (present)	8 years and 3 months	Sagay City Senior HS - Stand Alone	RA 1080 (Teacher)	4.336	Qualified
	Bachelor of Secondary Education Major in Mathematics	B-2. SDDRM Coordinator 2017-2022, TVL Track Coordinator SY 2016-2017 C-2. Chairman for Intermediate Master Class Program Preparation SY 2022-2023 D-1. BERF Action Research - Project Ease: Overcoming Mathematics Anxiety Through Engaging Activities and Strategic Endeavours July 2019 E-1. Coordinator of Brgy Rafaela Barrera Basketball Clinic F-1. Facilitated conduct of SLAC on the Implementation of PICTOMATH Program G-1. Coach District Scilympics; Summer Youth Camp; Basketball I-1. Teacher Demonstrator in Statistics and Probability during District Summer INSET 2019	Teacher I June 3, 2013 - June 12, 2016	3 years			4.45	
MTSHS-2024010	Master of Arts in Education Major in Mathematics (CAR)	A. Prepared Self-Learning Activity Sheet in Mathematics Grade 8	Teacher III November 16, 2007 - September 16, 2024 (present)	16 years and 10 months	Eusebio Lopez Memorial IS - JHS	RA 1080 (Teacher)	4.638	Disqualified - non-compliant with the qualification standards for Education which is Masters Degree (Graduate)
	Bachelor of Secondary Education Major in Mathematics	B. Grade Chairman/Leader for Grade 8 SY 2018-2019; Subject Coordinator for Math SY 2021-2022	Teacher II July 13, 2006 - November 15, 2007	1 year and 4 months			4.600	

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Salary Grade: 18
Education: Master's Degree in relevant strand/subject - Mathematics
Training: 8 hours of trainings relevant to the subject area specialization
Experience: 4 years of relevant teaching/industry work experience
Additional Competencies: Very Satisfactory performance for the last 2 years; At least 25 points in leadership potential or has been demonstration teacher in the district level with a number of points plus 15 points in leadership potential to reach the total of 25 points
Eligibility: RA 1080 (Teacher)

Application Code	Education	Training/Leadership/Potential/ Accomplishments	Experience		Present Station	Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Details	Years				
		C. Chaired in the preparation of Master Class Program for SY 2019-2020 E. Chairman of Purok Sampaguita, Brgy. Paraiso F. Conducted and managed Mid-Year INSET G. Coach: Division Level SciMathlympics, E-Smile Division Level, JGM Math Contest Division Level, Division Level MTAP H. Author of article "Education During Pandemic" published in Negros Daily Bulletin	Teacher I June 17, 2002 - July 12, 2006	4 years and 1 month				
MTSHS-2024011	Master in Education Major in Mathematics (Graduate)	D. Innovation - Project ISTIP G. Coach: Division Level MTAP Awards: Outstanding SHA Scholar, Champion School Head	Teacher III June 13, 2016 - September 16, 2024 (present) Teacher I May 15, 2014 - June 12, 2016	8 years and 3 months 2 years and 1 month	Gloria Poblador NHS - SHS	RA 1080 (Teacher)	4.593 4.363	Qualified
MTSHS-2024012	Doctor of Philosophy in Technology Management (Graduate) Master in Information Technology (Graduate) Bachelor of Science in Computer Engineering	B. School ICT Club Adviser and ICT Coordinator D. Action Research "Project TECHIE: Enhancing Teachers Digital Competence through Structured ICT Training Program" E. Community Project - Brgy Rafaela Barrera Batch Y2K Gift Giving, Brgy. Vito Vermicomposting Facility G. Coach: District Scilympics, Division Technolympics	Teacher II June 13, 2016 - September 16, 2024 (present)	8 years and 3 months	Vito NHS - SHS	RA 1080 (Teacher)	4.800 4.520	Disqualified - Masters degree is not relevant to the specific strand (Mathematics/ Education)


MA. LEAH LINDA S. TAN
HRMO / AO IV PERSONNEL SECTION
18 SEP 2024