



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

JAN 28 2025

DIVISION MEMORANDUM

No. 071, s. 2025

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF
APPLICANTS FOR CHIEF EDUCATION SUPERVISOR, SENIOR EDUCATION
PROGRAM SPECIALIST, AND ADMINISTRATIVE OFFICER V POSITIONS
AND REVISED 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, DepEd Guidelines, and Civil Service Issuances, 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. 013, s. 2025:** Recruitment and Selection of Applicants for Vacant School Administration, Related-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. 21, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)
- d. **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
- e. **DepEd Memorandum No. 18-00802 dated January 25, 2018:** Compendium of DepEd Office Functions and Job Descriptions

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" and DepEd Order No. 21, s. 2024 "Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)".

3. Schools shall post copies of the Initial Evaluation Report (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.

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 V (Budget Officer III)**
Place of Assignment: **OSDS - Budget Office**
Salary Grade: **18**
Education: **Bachelor's Degree relevant to the job**
Training: **8 hours of relevant training**
Experience: **2 years relevant experience**
Eligibility: **Career Service Professional Eligibility (2nd Level-Professional)**

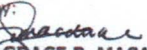
Application Code	Education	Training/ Certificates (relevant to the administrative/budget officer position)			Experience (relevant to the administrative/budget officer position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOV-2025001	BS in Entrepreneurship	Roll-out Training for Area Coordinating Team and Municipal Coordinating Team of Group 1 Municipalities in Facilitating the Sub-Project Implementation and Community-Managed Monitoring Additional Financing	November 22-26, 2021	40	Municipal Financial Analyst	September 21, 2021 - December 31, 2024	3 years 3 months 11 days	CS Professional Eligibility	4.75	Qualified
		Training Area Coordinating Team and Municipal Coordinating Team Phase 2 Sub Project Implementation National Driven Development Program Additional Financing	August 29 - September 2, 2022	36	Enumerator	October 8, 2020 - October 15, 2020	8 days			
			Total	76	Finance/Liaison Officer	June 19, 2019 - August 16, 2021	2 years 1 month 29 days			
					Total		5 years 5 months 18 days			
AOV-2025002	BS in Business Administration Mejor in Marketing Management	None submitted	-	-	None submitted	-	-	CS Professional Eligibility	None submitted	Disqualified <i>*Applicant does not meet the CS qualification standards on training and experience.</i>
AOV-2025003	Masters in Public Administration (36 units)	Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	November 13, 2024	8	Administrative Officer IV	January 4, 2023 - January 22, 2025 (present)	2 years 19 days	CS Professional Eligibility	4.72	Qualified
	BS in Accountancy	Training-Seminar on RA 9184 and Salient Features of the New RA 12009	September 26-28, 2024	24	Administrative Officer II	September 9, 2016 - January 3, 2023	6 years 3 months 26 days			
		Capacity Building of School Heads on Strategic Leadership and Crafting of School's AIP/WFP CY 2025 Phase III	August 27-30, 2024	32	Administrative Assistant III	March 17, 2008 - September 8, 2016	8 years 5 months 23 days			
		2024 Accountancy Week Celebration: COA and GSIS Updates	July 8, 2024	4						
		Crafting of Schools WFP and AIP CY 2024	September 19-22, 2023	32						
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	100			16 years 10 months 8 days			
AOV-2025004	Master in Public Administration (CAR)	RA 9184 Level 1: Preparation of Scope of Work, Terms of Reference, Technical Specifications, and an Overview on Protest Mechanism, Blacklisting, and Contract Termination	June 25 - 27, 2024	24	Administrative Officer II	July 26, 2024 - January 22, 2025 (present)	5 months 28 days	CS Professional Eligibility	4.80	Qualified
	BS in Accounting Technology	Orientation of the Bids and Awards Committee Functions	May 27, 2024	8	Administrative Assistant III	August 1, 2022 - July 25, 2024	1 year 11 months 25 days			
			Total	32	Accounting Assistant	July 6, 2018 - July 31, 2022	4 years 26 days			
		<i>*All trainings/certificates submitted were acquired prior to the applicant's last promotion.</i>			Total		6 years 6 months 14 days			


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 V (Budget Officer III)**
Place of Assignment: **OSDS - Budget Office**
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Experience: **2 years relevant experience**
Eligibility: **Career Service Professional Eligibility (2nd Level-Professional)**

Page **2** of **2**
Date Posted **27 JAN 2025**

Application Code	Education	Training/ Certificates (relevant to the administrative/budget officer position)			Experience (relevant to the administrative/budget officer position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOV-2025005	Master in Public Administration (9 units)	Induction Training of Newly Hired Non-Teaching Personnel and Upskilling and Reskilling of Administrative Personnel to Upgrade Individual and Team Performance	May 12 - 14, 2022	24	Administrative Officer IV	February 5, 2015 - January 22, 2025 (present)	9 years 11 months 18 days	CS Professional Eligibility	4.77	Qualified
	BS in Commerce	Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	May 26 - 28, 2023	24	Administrative Aide VI	June 15, 2005 - February 4, 2015	9 years 7 months 21 days			
		Capacity Building of School Heads on Strategic Leadership Phase II	June 5 - 7, 2024	24	Duty Entry Machine Operator (DEMO) I	September 17, 2001 - June 14, 2005	3 years 8 months 29 days			
		Public Service Continuity Plan Workshop	July 17 - 19, 2024	32	Clerk II	January 2, 2001 - September 16, 2001	8 months 15 days			
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	104	Clerk	January 18, 1999 - December 31, 2000	1 year 11 months 14 days			
AOV-2025006	Master in Public Administration (39 units)	Capability Building of School Leaders on Strategic Leadership Phase IV	October 24 - 25, 2024	16	Administrative Officer IV	March 18, 2015 - January 22, 2025 (present)	9 years 10 months 5 days	CS Professional Eligibility	4.83	Qualified
	BS in Computer Science	Policy Formulation and Consultative Workshop on Separation and Exit Interview Guidelines	October 9 - 11, 2024	24	Administrative Aide VI	July 1, 2008 - March 17, 2015	6 years 8 months 17 days			
		Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support	July 17 - 19, 2024	24	Duty Entry Machine Operator (DEMO) I	October 1, 2002 - June 30, 2008	5 years 9 months			
		Training-Workshop on DepEd Personnel Audit FY 2024	April 16 - 18, 2024	24	Clerk II	September 17, 2001 - September 30, 2002	1 year 14 days			
		Regional Budget Forum for FY 2024 Budget Execution and FY 2025 Budget Preparation for DepEd Region VI	February 26, 2024	8	Total		23 years 3 months 16 days			
		Capacity Building of Human Resource Management Officers	November 20 - 24, 2023	40						
<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>						Total	136			

Prepared by:

LOUIENE GRACE B. MACATUAL
Administrative Assistant III
HR/Personnel Section

Reviewed by:

NOEL B. ABDON
Administrative Officer V
Administrative and General Services

Date of Initial Evaluation: **24 JAN 2025**

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

Qualification Standards of the Position
Position: Chief Education Supervisor
Place of Assignment: Curriculum Implementation Division
Salary Grade: 24
Education: Master's Degree in Education or other relevant Master's Degree
Training: 24 hours of training in management and supervision
Experience: 4 years relevant experience in management and supervision
Eligibility: RA 1080 (Teacher)

Page 1 of 1
Date Posted 27 JAN 2025

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the management and supervision)			Experience (management and supervision)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
CES-2025001	Doctor of Philosophy in Educational Management (Graduate)	4th International Research and Education Conference	July 1, 2024	8	Education Program Supervisor	February 18, 2015 to January 22, 2025 (present)	9 years 11 months 5 days	RA 1080 (Teacher)	4.80	Qualified
	Master of Arts in Education with Specialization in Educational Management (Graduate)	Workshop on the Career Progression Professional Development Curriculum for School Leaders	May 6-10, 2024	40	School Principal II	January 19, 2006 to February 17, 2015	9 years 30 days			
	Bachelor of Secondary Education Major in Mathematics	Workshop on the Professional Development Framework and Curriculum for School Leaders	April 8-12, 2024	40	School Principal I	July 1, 2004 to January 18, 2006	1 year 6 months 18 days			
		Capacity Building of Chief Trainer on the Implementation of the NLC (Visayas Cluster) Regional Training of Division Trainers and School Leaders on MATATAG Curriculum	July 11-14, 2023	32	Head Teacher III	August 1, 2003 - June 30, 2004	11 months			
		Cluster Based Workshop for the NEAP Recognition of SDO Professional Developments for Teachers and School Leaders	April 15-19, 2024	40		Total	21 years 5 months 23 days			
			August 3-5, 2022	24						
		<i>*applicant's no. of training hours sufficient to attain maximum points for training</i>	Total	184						
CES-2025002	Doctor of Philosophy in Educational Leadership (Graduate)	Workshop on the PRC Accreditation Process for Schools Division Offices as CPD Providers on the Design and Development of School-Based Professional Development Programs	October 8 - 11, 2024	32	Education Program Supervisor	July 8, 2019 - January 22, 2025 (present)	5 years 6 months 15 days	RA 1080 (Teacher)	4.92	Qualified
	Master of Arts in Education with Specialization in Educational Management (Graduate)	Regional Training of Division Trainers and School Leaders on MATATAG Curriculum	April 15-19, 2024	40	School Principal I	September 1, 2016 - July 7, 2019	2 years 10 months 7 days			
	Bachelor of Secondary Education Major in Social Science	Rollout Activity of Learning Resource Evaluators for the Quality Assurance of Grade 1 Textbooks and Teachers' Manual	February 12 - 16, 2024	40	Officer-in-Charge (School Head)	July 20, 2012 - April 12, 2015	2 years 8 months 24 days			
		Planning and Walkthrough for the Regional Training of Trainers on MATATAG Curriculum	March 25 - 27, 2024	24		Total	11 years 1 month 16 days			
		KaMaG-Aral National Conference	August 1-3, 2024	24						
		Regional Conference Workshop on Learning Management Phase II	January 17-19, 2024	24						
		<i>*applicant's no. of training hours sufficient to attain maximum points for training</i>	Total	184						

Prepared by: *Mutan*
MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: 24 JAN 2025

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

Qualification Standards of the Position
Position: Senior Education Program Specialist
Place of Assignment: SGOD - Social Mobilization and Networking
Salary Grade: 19
Education: Bachelor's Degree in Education or its equivalent and Completion of Academic Requirements
for Master's Degree relevant to the job
Training: 8 hours of relevant training
Experience: 2 years experience in education, research, development, implementation.
Eligibility: RA 1080: Career Service (Professional) Appropriate Eligibility for Second Level Position

Page 71 of 2
Date Posted 27 JAN 2025

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the position)			Experience (relevant to the position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
SREPS-2025001	Master of Arts in Education Major in Educational Management (CAR)	Strategic Communications Planning Workshop on Engaging with Private Sector in Support to Early Grade Learning	May 16 - 18, 2023	24	Education Program Specialist II	July 5, 2021 - January 22, 2025 (present)	3 years 6 months 18 days	RA 1080 (Teacher)	4.97	Qualified
	BSED Major in English	Public Service Continuity Plan	July 2 - 5, 2024	32	Teacher I	July 11, 2016 - July 4, 2021	4 years 11 months 24 days			
		Regional Convergence on Multisectoral Partnership Engagement	November 6, 2021	8	Total		8 years 6 months 12 days			
		Year-End Program Implementation Review and Performance Assessment on Community Linkages	January 8 - 10, 2025	24						
		Training Workshop on Secondary School Heads and Roll-out of SGC	January 25 - 27, 2023	24						
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	112						
SREPS-2025003	Master of Arts in Education Major in Physical Education (Graduate)	Orientation on the Alternative Delivery Mode Education in Emergencies	October 17 - 20, 2023	32	Project Development Officer II	January 23, 2017 - January 22, 2025 (present)	8 years	RA 1080 (Teacher)	4.79	Qualified
	BSED Major in Physical Education Health and Music	Fiduciary Workshop for the FY 2023 DPRP	May 6 - 9, 2024	32	Teacher III	July 7, 2014 - January 22, 2017	2 years 6 months 16 days			
		2023 National DRRM Mid-Year National Evaluation and Planning Workshop	June 27 - 30, 2023	32	Teacher II	August 1, 2012 - July 6, 2014	1 year 11 months 6 days			
		2023 National DRRM Planning Conference	March 6 - 10, 2023	40	Teacher I	February 1, 1999 - July 31, 2012	13 years 6 months			
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	136	Total	25 years 11 months 22 days				
SREPS-2025004	Master of Arts in Education Major in English (CAR)	Regional Training on Professional Learning Packages of Higher Order Thinking Skills for School Heads	August 27 - 30, 2024	27	Teacher III (Teacher in Charge)	June 4, 2021 - January 22, 2025 (present)	3 years 7 months 19 days	RA 1080 (Teacher)	4.871	Qualified
	Master of Arts in Education with Specialization in Reading (CAR)	Capability Building for Farm School Executive Series 7	September 2 - 4, 2024	24	Teacher III	October 16, 2015 - June 3, 2021	5 years and 7 months			
	BSED Major in English	Regular Review of Farm School Contextualized Curriculum Guides Aligned to the MATATAG Curriculum	September 23 - 27, 2024	40	Teacher II	February 13, 2007 - October 15, 2016	9 years and 8 months			

Republic of the Philippines
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INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Senior Education Program Specialist
Place of Assignment: SGOD - Social Mobilization and Networking
Salary Grade: 19
Education: Bachelor's Degree in Education or its equivalent and Completion of Academic Requirements
for Master's Degree relevant to the job
Training: 8 hours of relevant training
Experience: 2 years experience in education, research, development, implementation.
Eligibility: RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

Page 2 of 2
Date Posted 27 JAN 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the position)			Experience (relevant to the position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years			
		Division Capacity Building on the Provisions of RA 11650 for Supervisors and School Heads	September 11 - 13, 2024	24	Teacher I	October 1, 2003 - February 12, 2007	3 years and 4 months			
		Reskilling of the Schools and Division GAD Focal Point System	August 23, 2024	8		Total	21 years 3 months 22 days			
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	123						

Prepared by: MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: 24 JAN 2025

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

Qualification Standards of the Position
Position: Senior Education Program Specialist
Place of Assignment: SGOD - Human Resource Training and Development
Salary Grade: 19
Education: Bachelor's Degree in Education or its equivalent and Completion of Academic Requirements for Master's Degree relevant to the job
Training: 8 hours of relevant training
Experience: 2 years experience in education, research, development, implementation.
Eligibility: RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

Page 1 of 1
Date Posted 27 JAN 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the position)			Experience (relevant to the position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
SREPS-2025002	Master of Arts in Education Major in Educational Management (CAR)	Human Resource Development Program Implementation Review and Planning Workshop	January 9 - 11, 2025	24	Education Program Specialist II	May 27, 2020 - January 22, 2025 (present)	4 years 7 months 27 days	RA 1080 (Teacher)	4.936	Qualified
	BEED with Specialization in Elementary English	Workshop on the Refinement of the Resource Packages on Induction and Pre-retirement Programs	October 15 - 18, 2024	32	Teacher III	June 15, 2012 - May 26, 2020	7 years 11 months 12 days			
		Regional Facilitation Skills Training	July 3-8, 2023	48	Teacher II	August 31, 2010 - June 14, 2012	1 year 9 months 15 days			
		Workshop on the Professional Development Programs for the NEAP Recognition Process	February 16 - 18, 2022	24	Teacher I	September 4, 2007 - August 30, 2010	2 years 11 months 27 days			
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	128		Total	17 years 4 months 19 days			
SREPS-2025003	Master of Arts in Education Major in Physical Education (Graduate)	Orientation on the Alternative Delivery Mode Education in Emergencies	October 17 - 20, 2023	32	Project Development Officer II	January 23, 2017 - January 22, 2025 (present)	8 years	RA 1080 (Teacher)	4.79	Qualified
	BSED Major in Physical Education Health and Music	Fiduciary Workshop for the FY 2023 DPRP	May 6 - 9, 2024	32	Teacher III	July 7, 2014 - January 22, 2017	2 years 6 months 16 days			
		2023 National DRRM Mid-Year National Evaluation and Planning Workshop	June 27 - 30, 2023	32	Teacher II	August 1, 2012 - July 6, 2014	1 year 11 months 6 days			
		2023 National DRRM Planning Conference	March 6 - 10, 2023	40	Teacher I	February 1, 1999 - July 31, 2012	13 years 6 months			
		<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	136		Total	25 years 11 months 22 days			
SREPS-2025005	Doctor of Philosophy in Mathematics (Graduate)	Training Program on Public Procurement	October 9, 2021	80	Teacher III	January 8, 2014 - January 22, 2025 (present)	11 years, 15 days	RA 1080 (Teacher) CS Professional Eligibility	4.65	Qualified
	Master of Science in Mathematics (Graduate)	Training on Contract Management and Procurement	June 15, 2022	120	Teacher II	September 1, 2011 - January 7, 2014	2 years and 4 months			
	Master of Science Education Major in Physics (Graduate)	Team Building for Organizational Management and Managing the Workolace	February 20, 2023	320	Teacher I	July 7, 1997 - August 31, 2011	14 years and 2 months			
	Master of Arts in Education Major in Educational Administration (CAR)	<i>*applicants' no. of training hours sufficient to attain maximum points for training</i>	Total	520		Total	27 years 6 months 16 days			
	BS in Physics									

Prepared by: 
MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: 24 JAN 2025