



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF SAGAY CITY

Aug 05, 2025

**DIVISION MEMORANDUM**

No. 463, s. 2025

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS RELATED-TEACHING AND NON-TEACHING POSITIONS AND REVISED SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW, WORK SAMPLES TEST, 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. 406 s. 2025:** Recruitment and Selection of Applicants for the Various Vacant Related- Teaching and Non-Teaching Positions
- b. **Division Memorandum No. 412 s. 2025:** Recruitment and Selection of Applicants for the Vacant Administrative Officer II Positions
- c. **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
- d. **DepEd Order No. 117, s. 2010:** Qualification Standards for the Position of Education Program Supervisor
- e. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- f. **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)

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.

4. Furthermore, the behavioral events interview (BEI), work samples and written exam, and open ranking for **all qualified applicants** of the abovementioned positions will be held at the **Division Office Conference Room** according to the schedule provided below:

Vacant Position	Place of Assignment	Application Codes	Schedule
Administrative Officer II	Various Schools in SDO Sagay City	AOII-2025085 to AOII-2025097	<b>August 11, 2025</b> Written Exam and Skills Test: 10:00 am Behavioral Events Interview: 1:30 pm
Project Development Officer I	SGOD – Youth Formation Division	PDOI-2025001 to PDOI-2025012	
Nurse II	SGOD – School Health and Nutrition Unit	NURSEII-2025001 to NURSEII-2025009	
Education Program Supervisor	Curriculum Implementation Division	EPS-2025001 to EPS2025004	<b>August 15, 2025</b> Written Exam, Skills Test, and Behavioral Events Interview: 9:30 am
Senior Education Program Specialist	SGOD – Social Mobilization and Networking	SREPS-2025005	





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5. 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.
6. Immediate, wide dissemination, and compliance of this Memorandum are desired.

**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Enclosure : Initial Evaluation Results (IER)  
Reference : as stated  
Allotment : N/A  
No. of Pages: 16  
To be indicated in the **Perpetual Index** under the following subjects:

**HIRING                      RECRUITMENT                      SELECTION**

FN: HRPERSONNEL/RSP/IERMEMO



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
**Email Address:** [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)

Republic of the Philippines  
Department of Education  
Negros Island Region  
**DIVISION OF SAGAY CITY**  
**INITIAL EVALUATION RESULT**

**Qualification Standards of the Position**

**Position:** Education Program Supervisor (Mathematics)  
**Place of Assignment:** Curriculum Implementation Division (CID)  
**Salary Grade:** 22  
**Education:** Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Mathematics)  
**Training:** 8 hours relevant training (management and supervision)  
**Experience:** 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher  
**Eligibility:** RA 1080 (Teacher)


Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the position applied for)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
EPS-2025001	Doctor of Philosophy in Educational Leadership	Completed more than 8 hours of relevant trainings which include the following among others:			Principal I	August 25, 2023 - July 25, 2025 (present)	1 year, 11 months, 1 day	RA 1080 (Teacher)	Qualified
	MAED Major in Educational Leadership	- Division TOT and School Leaders on MATATAG Curriculum	April 28 - May 3, 2024	48	Assistant Principal II	December 9, 2019 - August 24, 2023	3 years, 8 months, 15 days		
	BSED Major in Mathematics	- School Heads Induction Program	May 14 - 16, 2025	24	Head Teacher III	December 1, 2014 - December 8, 2019	5 years, 7 days		
		- Online Orientation of Deped School Leaders on Institutional Leadership and Program Management	January 29 - 31, 2025	24	Head Teacher II	June 3, 2013 - November 30, 2014	1 year, 5 months, 27 days		
		- Capacity Building of School Heads on Strategic Leadership	April 23 - 25, 2024	24	Master Teacher I	February 1, 2008 - June 2, 2013	5 years, 4 months, 1 day		
EPS-2025002	Doctor of Philosophy Major in Educational Leadership	Completed more than 8 hours of relevant trainings which include the following among others:			Senior Education Program Specialist	January 7, 2022 - July 25, 2025 (present)	3 years, 6 months, 18 days	RA 1080 (Teacher)	Qualified
	MAED Major in Mathematics	- Convergence Of Curriculum Implementers	January 22- 24, 2025	24	Master Teacher I	June 13, 2016 - January 6, 2022	5 years, 6 months, 24 days		
	BSED Major in Mathematics	- Strategy Synergy: Planning and Research Convergence	April 7-11, 2025	40	Teacher III	July 7, 2014 - June 12, 2016	1 year, 11 months, 5 days		
	Supplemental in Elementary Education with Specialization in Mathematics	- School Heads Induction Program	May 14-16, 2025	24	Teacher I	September 13, 2004 - July 6, 2014	9 years, 9 months, 23 days		
		- Advancing Teamwork and Strengthening Collaborative Leadership Among School Lader Cum Division Convergence of Education Leaders	June 2, 2025	8					
EPS-2025003	Doctor of Philosophy in Science Education Major in Mathematics (CAR)	Completed more than 8 hours of relevant trainings which include the following among others:			Master Teacher I	June 13, 2016 - July 25, 2025	9 years, 1 month, 12 days	RA 1080 (Teacher)	Qualified
	MAED Major in Mathematics	- Training on the Strengthened Senior High School Curriculum for Teachers of Pilot Schools	May 25-28, 2025	32	Teacher I	June 13, 2013 - June 12, 2016	3 years		
	BSED Major in Mathematics	- Empowering Educators: Capacity Building Through Research	February 26- 28, 2025	24					

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**Qualification Standards of the Position**

**Position:** Education Program Supervisor (Mathematics)  
**Place of Assignment:** Curriculum Implementation Division (CID)  
**Salary Grade:** 22  
**Education:** Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Mathematics)  
**Training:** 8 hours relevant training (management and supervision)  
**Experience:** 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher  
**Eligibility:** RA 1080 (Teacher)

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the position applied for)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
		- Division Roll-Out on HOTS for Grade 9 and 10 English, Science, and Math Teachers	October 24 - 27, 2023	32					
		- Development of the 21st Century Assessment	March 9-10 and 14, 2023	24					
		- Televised Virtual INSET for Teachers	August 8-11, 2022	32					
EPS-2025004	Doctor of Philosophy in Science Education Major in Mathematics (CAR)	Completed more than 8 hours of relevant trainings which include the following among others:			Master Teacher I	March 1, 2023 - July 25, 2025 (present)	2 years, 4 months, 25 days	RA 1080 (Teacher)	Qualified
	MED Major in Mathematics	- Upskilling of Division Research and Innovation Technical Working Committee	June 7-9, 2023	24	Teacher III	July 7, 2017 - February 28, 2023	5 years, 7 months, 21 days		
	BSED Major in Mathematics	- Master Class for Grade 7 Teacher Across All Learning	November 25-29, 2024	32	Teacher I	June 3, 2013 - July 6, 2017	4 years, 1 month, 3 days		
		- Mental Math Training Phase 2	December 5-7 2024	24					
		- Program implementation Review on Research and Data Management	December 11-13, 2024	24					
		- Strategic Synergy: Planning and Research Convergence	April 7-11, 2025	40					

Prepared by:   
**LOUIENE GRACE B. MACATUAL**  
 Administrative Assistant III  
 Personnel Section

Reviewed by:   
**RHODORA D. DESAMPARADO**  
 Administrative Officer IV  
 Human Resource Management Officer II

Date of Initial Evaluation: 30 JUL 2025

Date Posted: 30 JUL 2025

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**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, or other relevant experience

**Eligibility:** RA 1080: Career Service (Professional) Appropriate Eligibility for Second Level Position

Application Code	Education	Training/ Certificates (relevant to the position applied for, acquired within the last 5 years and/or after the last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)	
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
SREPS-2025005	Master of Arts in Education Major in Physical Education	Completed more than 8 hours of relevant trainings which include the following among others:			Project Development Officer II	January 23, 2017 - July 25, 2025 (present)	8 years, 6 months, 2 days	RA 1080 (Teacher)	Qualified	
	BSED Major in Physical Education Health and Music	- Orientation on the Alternative Delivery Mode Education in Emergencies	October 17 - 20, 2023	32		Teacher III	July 7, 2014 - January 22, 2017			2 years 6 months 16 days
		- Fiduciary Workshop for the FY 2023 DPRP	May 6 - 9, 2024	32		Teacher II	August 1, 2012 - July 6, 2014			1 year 11 months 6 days
		- 2023 National DRRM Mid-Year National Evaluation and Planning Workshop	June 27 - 30, 2023	32		Teacher I	February 1, 1999 - July 31, 2012			13 years 6 months
		- 2023 National DRRM Planning Conference	March 6 - 10, 2023	40						

Prepared by:

  
**LOUIENE GRACE B. MACATUAL**  
Administrative Assistant III  
Personnel Section

Reviewed by:

  
**RHODORA D. DESAMPARADO**  
Administrative Officer IV  
Human Resource Management Officer II

Date of Initial Evaluation: 30 JUL 2025

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**INITIAL EVALUATION RESULT**

**Qualification Standards of the Position**

**Position:** Project Development Officer I (PDO I)

**Place of Assignment:** Schools Governance and Operations Division (SGOD)

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service (Professional) Second Level Eligibility

Application Code	Education	Training/ Certificates (relevant to the position applied for acquired within the last 5 years and/or after last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
PDOI-2025001	BS in Accounting Technology	Completed relevant trainings which include:			Administrative Officer II	July 5, 2022 - July 25, 2025 (present)	3 years, 24 days	CS Professional Eligibility	Qualified
		- Importance of Civil Registration with School Registrar of Deped, Colleges and Universities in Sagay city	July 4, 2025	8	Administrative Assistant III	May 20, 2021 - July 24, 2022	1 year, 2 months, 4 days		
		- Reorientation on the Adoption of the Revised Electronic School Form	January 28, 2025	8	Administrative Assistant II	December 12, 2017 - May 19, 2021	3 years, 5 months, 7 days		
		- DRRM Conference of PSDS, PDOs and Administrative Officers	October 28, 2024	8					
		- Orientation on the School Based Feeding Program Milk Feeding Component for sy 2023-2024	April 18, 2024	8					
		- Convergence of Division and School Administrative Officer	April 20, 2023	8					
		- Whole Brain Self-Mastery and Mindfulness Training for Educators	December 12-15, 2022	32					
		- Finance Quartely Capability Training and Yearend Performance Review	November 24-25, 2022	16					
		- Webinar on Leave Administration	August 15-16, 2022	16					
PDOI-2025002	Master of Arts in Education Major in Educational Management (CAR)  BEED	Completed relevant trainings which include:			Teacher I	July 9, 2019 - July 25, 2025 (present)	6 years and 16 days	RA 1080 (Teacher)	Qualified
		- Division Sports Training in Various Sports Discipline	December 12-14, 2024	24	Administrative Assistant	April 12, 2016 - June 10, 2023	7 years, 1 month, and 29 days.		
		- Empowering Educators: Capacity Building Through Research	April 2 - 5, 2025	32					
		- Development of Supplementary Learning Materials	December 2 - 4, 2022	24					
		- Upskilling of Teachers in Developing Learning Assessment in English	November 19-20 and 26 - 27, 2022	32					
PDOI-2025003	BS in Engineering Technology	Completed relevant trainings which include:			Administrative Assistant II	June 19, 2024 - July 25, 2025 (present)	1 year, 1 month, 6 days	CS Professional Eligibility	Qualified
		- Induction Training for Newly Hired Non teaching Personnel	November 11-12, 2024	16	Job Order (Records Staff)	September 14, 2023 - June 18, 2024	9 months, 4 days		
		- Year End Performance Review and Capacity Training of Financial Personnel	December 6-7, 2024	16	Proposal Engineer	August 8, 2021 - June 18, 2023	1 year, 10 months, 10 days		
		- 2024 Accountancy Week Celebration COA and GSIS updates	July 8, 2024	4					
PDOI-2025004	BS in Criminology	Completed relevant trainings which include:			Technical Assistant I (COS)	July 1, 2025 - July 25, 2025 (present)	25 days	CSE - Fire Officer Examination	Qualified
		- Basic Training Course For Outfit Advisors	August 29 - 31, 2019	24	Trainer (Coach)	September 1, 2024 - May 26, 2025 (present)	8 months, 25 days		
		- 3 day Division Sports Training In Various Sports Discipline	December 6-8, 2024	24	Job Order (Laborer)	April 1, 2020 - July 30, 2023	3 years, 3 months, 29 days		

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**Qualification Standards of the Position**

**Position:** Project Development Officer I (PDO I)

**Place of Assignment:** Schools Governance and Operations Division (SGOD)

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service (Professional) Second Level Eligibility

Application Code	Education	Training/ Certificates (relevant to the position applied for acquired within the last 5 years and/or after last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
		- 3 Day Seminar Workshop on Sports Coaching and officiation for the different Sport Discipline	November 17-19, 2023	24					
		- Basic Occupational Safety and Health for Safety Officer	July 10-14, 2023	40					
		- Emergency Medical Technician	February 2, 2022	320					
		- Stop the Bleed Course	July 9, 2023	8					
		- EMS Hazmat Awareness Level	February 4, 2022	8					
		- Joint Board of Review for Explorer, Pathfinder, and Outdoorsman Scout	October 20 - 21, 2023	16					
PDOI-2025005	BSED Major in Science	Completed relevant trainings which include:			Customer Service Representative	October 21, 2024 - December 21, 2024	2 months	RA 1080 (Teacher)	Qualified
		- Integrating E-Commerce with Social Media Platforms/Data Analytics for Smarter Decision-Making	February 22, 2025	8					
		- Photoshop for Starters: Design Enhance and Create	February 21, 2025	4					
		- Online Information Session on Graphic Design	March 6, 2025	4					
		- Beginners Guide to Creating Interactive Electronic Projects	February 20, 2025	3					
		- Strengthening Cyber Resilience	March 12, 2025	3					
		- Getting Started with Canva AI Tools and Cybersecurity Essentials	April 25, 2025	8					
		- Rise of Social Commerce ; Integrating Ecommerce With Social Media Platform; Data Analytics for Smarter Decision Making	February 22, 2025	8					
		- Enchancing Indigenous Knowledge Management	May 20, 2025	3					
PDOI-2025006	Bachelor in Physical and Health Education	Completed relevant trainings which include:			SK Secretary	November 3, 2023 - July 25, 2025 (present)	1 year, 8 months, 22 days	RA 1080 (Teacher)	Qualified
		- Training Workshop on the Formulation of the Local Youth Development Plan	February 21, 2025	8	SK Treasurer	January 1, 2018 - January 1, 2023	5 years	PD 907 (Honor Graduate Eligibility)	
		- Digital Literacy Training for Beginning Teachers (Records Management, Data Privacy, etc.)	July 8-10 2025	24					
PDOI-2025007	Bachelor of Arts Major in English	Completed relevant trainings which include:			Administrative Assistant II	September 9, 2024 - July 25, 2025 (present)	10 months and 16 days	CS Professional Eligibility	Qualified

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**Qualification Standards of the Position**

**Position:** Project Development Officer I (PDO I)

**Place of Assignment:** Schools Governance and Operations Division (SGOD)

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service (Professional) Second Level Eligibility

Application Code	Education	Training/ Certificates (relevant to the position applied for acquired within the last 5 years and/or after last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
	Associate in Information Technology	- Orientation Workshop for School GAD Focal Point System Members, Division and School Based Non teaching Personnel on Gender Analysis Tool and GAD Planning and Budgeting	March 25, 2025	8					
		- Orientation for Work and Financial Plan Cluster Appraisal Team for CY 2025	November 26, 2024	8					
		- Division Stakeholders Convergence and State of Education Address	October 29, 2024	8					
		- Workshop on PRC Accreditation of Professional Development Programs for Teachers and School Heads	September 17, 2024	8					
		- Parent Teacher Association Convergence and Oathtaking of Federated PTA Officer	September 16, 2024	8					
PDOI-2025008	BS in Criminology	Completed relevant trainings which include:  - NC II in Computer Systems Servicing  - Training Program (Decentralization and Local Governance, Meetings and Resolution, Planning and Budgeting, Code of Conduct)  - Integration of Security Plan to Disaster risk Reduction Management plan	valid until June 12, 2030  December 28, 2023  April 20, 2024	280  8  5	None submitted	-	-	RA 1080 (Criminologist)	Qualified
PDOI-2025009	Bachelor of Arts Major in Community Development - Psychology	Completed relevant trainings which include:  - Regional Senior Cadet Conference  - Social Behavior Change	February 14 - 16, 2025  September 4 - 6, 2024	24  24	None submitted	-	-	CS Professional Eligibility	Qualified
PDOI-2025010	BS in Nursing	Completed relevant trainings which include:  - Standard First Aid Training	August 14-16, 2024	24	Public Health Associate	January 9, 2018 - December 31, 2018  February 13, 2017 - December 31, 2017  January 11, 2016 - December 31, 2016  July 1, 2015 - December 31, 2015	3 years, 4 months	RA 1080 (Nurse)	Qualified

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**Qualification Standards of the Position**

**Position:** Project Development Officer I (PDO I)

**Place of Assignment:** Schools Governance and Operations Division (SGOD)

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

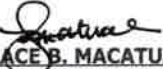
**Training:** None required

**Experience:** None required

**Eligibility:** Career Service (Professional) Second Level Eligibility

Application Code	Education	Training/ Certificates (relevant to the position applied for acquired within the last 5 years and/or after last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
PDOI-2025011	BS in Business Administration Major in Business Economics and Operations Management	Completed relevant trainings which include: - Operational Risk Management - Security Awareness Fundamentals E-Learning	April 5, 2024	8	Administrative Assistant  Documentation Assistant  Store Supervisor	November 19, 2024 - May 30, 2025  April 1, 2024 - September 14, 2024  January 3, 2024 - March 31, 2024	6 months, 11 days  5 months, 14 days  2 months, 28 days	CS Professional Eligibility	<b>Qualified</b>
PDOI-2025012	BS in Electrical Engineering	Completed relevant trainings which include: - Occupational Safety and Health Training	June 28-29, and July 5-6, 2025	40	None submitted	-	-	RA 1080 (Registered Electrical Engineer)	<b>Qualified</b>
PDOI-2025013	BS in Industrial Technology Major in Architectural Drafting	Completed relevant trainings which include: - Basic Occupational Safety and Health Training	May 7, 2025	10	Project in Charge	May 2, 2022 - September 15, 2023  November 16, 2018 - March 20, 2019	1 year, 4 months, 13 days  4 months, 4 days	CS Professional Eligibility	<b>Qualified</b>

Prepared by:



**LOUIENE GRACE B. MACATUAL**  
Administrative Assistant III  
Personnel Section

Reviewed by:



**RHODORA D. DESAMPARADO**  
Administrative Officer IV  
Human Resource Management Officer II

Date of Initial Evaluation: 30 JUL 2025

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**Qualification Standards of the Position**

**Position:** Nurse II

**Place of Assignment:** Schools Governance and Operations Division (SGOD) - School Health and Nutrition Unit

**Salary Grade:** 16

**Education:** Bachelor of Science in Nursing

**Training:** 4 hours of relevant training

**Experience:** At least 2 years of relevant experience

**Eligibility:** RA 1080 (Nursing Licensure Exam)

Application Code	Education	Training/ Certificates (relevant to the position applied for, acquired within the last 5 years and/or after the last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
NURSEII-2025001	BS in Nursing with Certificate of Teaching	Completed at least 4 hours of relevant trainings which include:			Teacher III (Designated as RCY Coordinator)	June 16, 2025 - July 25, 2025	1 month, 9 days	RA 1080 (Nurse)	<b>Qualified</b>
		- Disseminating Preventive Measures In Infectious Disease Transmission and the importance of immunization	July 23, 2025	8	Teacher I (Clinic In Charge)	July 29, 2024 - April 15, 2025	8 months, 17 days	RA 1080 (Teacher)	
		- Foundation of Massage Practice	July 19, 2025	8	Teacher I (Designated as RCY Coordinator)	August 29, 2023 - May 31, 2024	9 months, 2 days		
		- Introduction to Baranggay Infectious Disease Management	July 18, 2025	8	Volunteer Nurse	April 2, 2012 - April 30, 2013  June 8, 2013 - December 8, 2013  January 2, 2018 - July 4, 2018	2 years, 1 month		
NURSEII-2025002	Master in Nursing	Completed at least 4 hours of relevant trainings which include:			Project Development Officer I	March 6, 2024 - July 25, 2025 (present)	1 year, 4 months, 19 days	RA 1080 (Nurse)	<b>Qualified</b>
		BS in Nursing	- Capacity Building of Teachers on RA 7610	June 28, 2025	8	School Nurse / Staff Nurse	June 6, 2016 - February 18, 2019		
	- Fostering Mental Health and Stress Management of Educators of Maquiling ES		June 5, 2025	8					
	- Regional Convergence of the Youth Development Program on Campus integrity Crusaders		November 13-15, 2024	24					
	- Capacity Building of SGOD Personnel on DepEd Comprehensive School Safety		September 2-4, 2025	24					
	- Bayanihan Summit		August 29-31, 2024	24					
	- Capacity Building on Introduction to Research on Disaster Risk Reduction	August 5-9, 2024	40						
- Emergency First Aid and BLS	July 17 - 18, 2024	16							
NURSEII-2025003	BS in Nursing	Completed at least 4 hours of relevant trainings which include:			Nurse I	June 16, 2023 - February 28, 2025	1 year, 8 months, 14 days	RA 1080 (Nurse)	<b>Qualified</b>
		- Basic Comprehensive and Development Program on Prevention and Control of Emerging and Re Emerging Infection Diseases	September 4-6, 2024	24	Job Order Nurse at City Health	February 1, 2021 - June 9, 2023	2 years, 4 months, 9 days		

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**Qualification Standards of the Position**

**Position:** Nurse II

**Place of Assignment:** Schools Governance and Operations Division (SGOD) - School Health and Nutrition Unit

**Salary Grade:** 16

**Education:** Bachelor of Science in Nursing

**Training:** 4 hours of relevant training

**Experience:** At least 2 years of relevant experience

**Eligibility:** RA 1080 (Nursing Licensure Exam)

Application Code	Education	Training/ Certificates (relevant to the position applied for, acquired within the last 5 years and/or after the last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
		- Standard First Aid Training	August 14-16, 2024	24	Contract of Service Employee in DOH	July 10, 2019 - December 31, 2019	1 year		
		- Developing Competency in Intravenous Therapy for Nurses	September 25-26, 2023	16		January 27, 2020 - June 30, 2020			
		- Orientation on the Universal Health Care Law	March 16, 2022	2		July 6, 2020 - August 13, 2020			
					Public Health Associate	January 9, 2018 - December 31, 2018	3 years, 4 months		
						February 13, 2017 - December 31, 2017			
						January 11, 2016 - December 31, 2016			
						July 1, 2015 - December 31, 2015			
NURSEII-2025004	Master of Arts in Nursing (33 units)  BS in Nursing	Completed at least 4 hours of relevant trainings which include:  - Perspective view of the nursing Profession today  - Medical Assemble; Worth The Weight. Be the Best Version of you  - Medication Administration Safety - Basic Customer Service Skills Training - Role Of Chemotherapy and Radiation Therapy in Cancer Treatment  - Welcome to my Channel; Social Media Etiquette for HealthCare Workers  - Lecture On Basic Infection Prevention And Control	February 24, 2022  July 1, 2022  June 23, 2022 November 29, 2024 July 19, 2023  May 31, 2023  May 8, 2023	3  2  4 4 2  2  8	Nurse I (COS)	February 6, 2017 - June 4, 2025	8 years, 3 months, 29 days	RA 1080 (Nurse)	Qualified
NURSEII-2025005	Associate In Health Science Education / BS in Nursing	Completed at least 4 hours of relevant trainings which include:  - Overview if Public Health Surveillance and National Disease Surveillance in the Philippines  - Basic Course on Continuous Quality Improvement for Health Facilities - Empowering HIV Prevention and Care - Basic Life Support Training - Adolescent Health Education and Practical Training	June 25, 2025  July 6, 2025  June 18, 2025 May 7, 2024 June 20, 2025	1  2  8 8 9.5	Staff Nurse	February 1, 2020 - July 25, 2025 (present)  November 5, 2012 - September 30, 2019	12 years, 4 months, 19 days	RA 1080 (Nurse)	Qualified

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**Qualification Standards of the Position**

**Position:** Nurse II

**Place of Assignment:** Schools Governance and Operations Division (SGOD) - School Health and Nutrition Unit

**Salary Grade:** 16

**Education:** Bachelor of Science in Nursing

**Training:** 4 hours of relevant training

**Experience:** At least 2 years of relevant experience

**Eligibility:** RA 1080 (Nursing Licensure Exam)

Application Code	Education	Training/ Certificates (relevant to the position applied for, acquired within the last 5 years and/or after the last promotion)			Experience (relevant to the position applied for)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
NURSEII-2025006	BS in Nursing	Completed at least 4 hours of relevant trainings which include:  - Basic Life Support Training Course - Shield: Strengthening Healthcare Through Innovative and Effective Leadership Development	June 14-15, 2025 June 4, 2025	16 8	Staff Nurse	December 1, 2022 - July 25, 2025 (present)	2 years, 7 months, 24 days	RA 1080 (Nurse)	Qualified
NURSEII-2025007	BS in Nursing	Completed at least 4 hours of relevant trainings which include:  - Adolescent Health Education and Practical Training - Gender and Development Course - Orientation on the Universal Health Care Law - Regulation on Affordability of Health Goods and Services - Regulation on Safety, Quality and Equity of Health Goods and Services - Health Information System - Human Resources for Health - Financing Mechanism for Province City Wide Health Systems - Individual Based Health Care Packages - Population Based Health Care Packages - Basic Requirement for Primary Care Facilities - Local Health Systems Management - Organization of Local Health Systems - Framework and Mandates of Universal Health Care - DOH Primary Care Workers' Online Orientation	June 23, 2025 May 16, 2024 June 4, 2023 July 8, 2022 July 27, 2022 July 24, 2023 July 23, 2022 July 17, 2022 July 9, 2022	9.5 8 2 8 8 2 8 3 4	Nurse II (Contractual)  Staff Nurse	January 2, 2025 - July 25, 2025  September 19, 2015 - September 30, 2018 November 8, 2014 - August 31, 2015 May 5, 2014 - November 5, 2014	6 months, 23 days  4 years, 4 months, 4 days	RA 1080 (Nurse)	Qualified
NURSEII-2025008	BS in Nursing	Completed at least 4 hours of relevant trainings which include:  - Adolescent Health Education and Practical Training - Gender and Development Course - Orientation on the Universal Health Care Law  - Governance and Accountability - Regulation on Affordability of Health Goods and Services	June 23, 2025 May 16, 2024 June 4, 2023 July 27, 2022	9.5 8 2 8	Nurse II (Contractual)  Staff Nurse	January 2, 2025 - July 25, 2025  May 27, 2014 - June 22, 2021 July 4, 2011 - May 5, 2014	6 months, 23 days  9 years, 10 months, 27 days	RA 1080 (Nurse)	Qualified



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**Qualification Standards of the Position**

**Position:** Administrative Officer II

**Place of Assignment:** Himoqa-an Baybay Integrated School – Junior High School and Senior High School ; Any Schools within SDO Sagay City

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service Professional Eligibility (2nd Level-Professional)

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years and/or after last promotion)			Experience (relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
AOII-2025085	BSED Major in Mathematics	Completed relevant trainings which include: - Fund Coordinator's Forum 2024 - GSIS AAOs and ERF Handlers Re-Orientation - Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance - Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace" - Pre-Reconciliation Meeting with GSIS and DepEd - Emergency First Aid and Basic Life Support - Capacity Building-Workshop on DepEd and Pag-IBIG Transactions	November 26, 2024 November 21, 2024 November 13, 2024 August 20, 2024 August 7, 2024 July 17-18, 2024 June 20-21, 2024	8 8 8 8 8 16 16	Administrative Assistant III Administrative Assitant II Secretary/Admin Assistant in HR Marketing Dept. Assistant Security Manager	June 18, 2024 - July 28, 2025 (present) February 22, 2023 - June 17, 2024 September 20, 2018 - October 30, 2020 March 10, 2014 - May 23, 2017	1 year, 1 month, 10 days 1 year, 3 months, 26 days 2 years, 1 month, 10 days 3 years, 2 months, 13 days	RA 1080 (Teacher)	<b>Qualified</b>
AOII-2025086	BSED Major in General Science	Completed relevant trainings which include: - AAOs and ERF Handlers Orientation - GSIS Conference on New Loan Offering - GSIS AAOs and ERF Handlers Re-Orientation - Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance - Agency Authorized Officers Re-Orientation Seminar - Wellness Program for Non-Teaching Personnel: Enhancing the Skills of Working Efficiently in the Workplace - Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	May 23, 2025 February 11, 2025 November 21, 2024 November 13, 2024 October 4, 2024 August 20, 2024 July 17 - 19, 2024	3 2 8 8 4 8 24	Administrative Assistant III Administrative Assistant II Administrative Aide VI Team Leader Trainee	June 21, 2024 - July 28, 2025 (present) February 20, 2023 - June 20, 2024 September 14, 2020 - February 19, 2023 September 10, 2012 - December 2, 2017	1 year, 1 month, 8 days 1 year, 4 months 2 years, 5 months, 5 days 5 years, 2 months, 22 days	RA 1080 (Teacher)	<b>Qualified</b>
AOII-2025087	Master in Public Administration (36 units)  BS in Fisheries	Completed relevant trainings which include: - School Based DCP Adoption Program	February 18 - 22, 2025	40	Administrative Assistant II Administrative Aide VI Job Order (City Veterinary Office)	September 27, 2024 - July 28, 2025 (present) February 14, 2023 - September 26, 2024 August 19, 2011 - January 31, 2023	10 months, 1 day 1 year, 7 months, 12 days 11 years, 5 months, 12 days	PD 907 (Honor Graduate Eligibility)	<b>Qualified</b>

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**Qualification Standards of the Position**

**Position:** Administrative Officer II

**Place of Assignment:** Himoqa-an Baybay Integrated School – Junior High School and Senior High School ; Any Schools within SDO Sagay City

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service Professional Eligibility (2nd Level-Professional)

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years and/or after last promotion)			Experience (relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
AOII-2025088	BS in Engineering Technology	Completed relevant trainings which include:  - Induction Training for Newly Hired Non teaching Personnel - Year End Performance Review and Capacity Training of Financial Personnel - 2024 Accountancy Week Celebration COA and GSIS updates - Individual Accounting Premium Reconciliation Seminar	November 11-12, 2024  December 6-7, 2024  July 8, 2024  May 27, 2025	16  16  4  8	Administrative Assistant II  Job Order (Records Staff)  Proposal Engineer  SMT Technician  Production Technician	June 19, 2024 - July 28, 2025 (present) September 14, 2023 - June 18, 2024  August 8, 2021 - June 18, 2023  December 20, 2017 - July 5, 2021  August 23, 2010 - December 8, 2017	1 year, 1 month, 6 days 9 months, 4 days 1 year, 10 months, 10 days 3 years, 6 months, 15 days 7 years, 3 months, 15 days	CS Professional Eligibility	<b>Qualified</b>
AOII-2025089	BS in Hotel and Restaurant Management Major in Cruise Ship Services	Completed relevant trainings which include:  - Year End Review and CB of Finance Personnel - Conduct of Quality Assurance of Developed Support Reading Materials	December 6 - 7, 2024  December 16 - 18, 2024	16  24	Administrative Assistant II  Job Order at Personnel Section  Staff at City EEMO  Email Marketing Specialist  School Registrar Assistant	October 16, 2024 - July 28, 2025 (present)  June 3, 2024 - October 15, 2024  February 16, 2022 - February 6, 2023  May 28, 2023 - June 3, 2024  June 1, 2020 - March 31, 2021	9 months and 12 days 4 months and 12 days 11 months and 21 days 1 year and 6 days 10 months	Career Service Professional	<b>Qualified</b>
AOII-2025090	Master in Technology Management (36 units)  Bachelor of Science in Engineering Technology	Completed relevant trainings which include:  - Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS - 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 Assistant II  Administrative Aide VI  Technical Engineer	June 21, 2024 - July 28, 2025 (present)  March 11, 2023 - June 20, 2024  January 6, 2021 - April 21, 2023	1 year, 1 month, 7 days 1 year, 3 months, 9 days 2 years, 3 months, 15 days	Career Service Professional	<b>Qualified</b>
AOII-2025091	Master of Arts in Education Major in Educational Management (CAR)  BEED	Completed relevant trainings which include:  - Proper Etiquette in Sending Email - Troubleshooting Equipment and Digital Device Awareness - Microsoft Office 365 for Productivity - Google Educators Group and PDP - Video Editing Applications - Introduction to Animation	August 30, 2021 August 31, 2021 September 1, 2021 September 2, 2021 September 3, 2021 March 16, 2021	8 8 8 8 8 2	Administrative Assistant	April 12, 2016 - June 10, 2023	7 years, 1 month, and 29 days.	RA 1080 (Teacher)	<b>Qualified</b>
AOII-2025092	BS in Civil Engineering	Completed relevant trainings which include:  - Training of Area Coordinating Team and Municipal Coordinating Team in Facilitating Community Driven Development	August 22-26, 2022  November 22-26, 2021	36  8	Technical Facilitator at DSWD	July 15, 2021 - September 30, 2024	3 years, 2 months, 15 days	RA 1080 (Civil Engineer)	<b>Qualified</b>

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**Qualification Standards of the Position**

**Position:** Administrative Officer II

**Place of Assignment:** Himoqa-an Baybay Integrated School – Junior High School and Senior High School ; Any Schools within SDO Sagay City

**Salary Grade:** 11

**Education:** Bachelor's Degree relevant to the job

**Training:** None required

**Experience:** None required

**Eligibility:** Career Service Professional Eligibility (2nd Level-Professional)

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years and/or after last promotion)			Experience (relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
AOII-2025093	Bachelor of Elementary Education	Completed relevant trainings which include:  - Financial Education	March 26, 2025	10	Area Supervisor	November 2023 - July 2025	1 year, 8 months, 18 days	PD 907 (Honor Graduate Eligibility)	<b>Qualified</b>
AOII-2025094	Bachelor of Social Science Education	No relevant trainings submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	<b>Qualified</b>
AOII-2025095	Bachelor of TLE Major in ICT	Completed relevant trainings which include:  - Advance Computer Course  - Refresher Training on National ID Operations	December 16 - 27, 2024  January 28 - 29, 2025	80  16	Registration Assistant  COS (Census of Population)	February 1, 2025 - March 31, 2025  July 15, 2024 - November 15, 2024	2 months  4 months	RA 1080 (Teacher)	<b>Qualified</b>
AOII-2025096	BS in Business Administration Major in Financial Management	Completed relevant trainings which include:  - Inclusive Education For School Administration, Teachers and Non Teaching Personnel: An Advance Leadership Training Seminar	July 1-3, 2025	24	Accounting Clerk II  Accounting Staff	June 9, 2024 - July 28, 2025 (present)  May 1, 2018 - June 8, 2024	1 year, 1 month, 20 days  6 years, 1 month, 8 days	Career Service Professional	<b>Qualified</b>
AOII-2025097	BS in Industrial Technology Major in Architectural Drafting	Completed relevant trainings which include:  - Basic Occupational Safety and Health Training	May 7, 2025	10	Project in Charge	May 2, 2022 - September 15, 2023  November 16, 2018 - March 20, 2019	1 year, 4 months, 13 days  4 months, 4 days	CS Professional Eligibility	<b>Qualified</b>

Prepared by:

*Signature*

**LOUIENE GRACE B. MACATUAL**

Administrative Assistant III

Personnel Section

Reviewed by:

*Signature*

**RHODORA D. DESAMPARADO**

Administrative Officer IV

Human Resource Management Officer II

Date of Initial Evaluation:

**30 JUL 2025**

Date Posted:

**30 JUL 2025**