



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

23 Jun 2026

DIVISION MEMORANDUM

No. 578 s.2026

**INITIAL EVALUATION RESULTS (IER) OF
LEVEL 2 NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CTD and SGOD Personnel
All Others Concerned

1. The field is hereby informed of the release of the Initial Evaluation Results (IER) of the following positions in this Division:

- a. Legal Assistant I
- b. Administrative Officer II for Procurement Unit
- c. Administrative Officer IV for Procurement Unit
- d. Administrative Officer IV (Human Resource Management Officer II)

2. The IER refers to the report prepared by the Human Resource Management Officer (HRMO) following the Initial Evaluation conducted by the respective Sub-Committee which contains the list of qualified and disqualified applicants vis-à-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved QS (Qualification Standards).

3. Immediate and wide dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION POSITIONS RECRUITMENT SELECTION

DM-111-OSDS-PERSONNEL-CAA / ier of level 2 non-teaching positions

INITIAL EVALUATION RESULT (IER)

Position: **LEGAL ASSISTANT I**

Salary Grade and Monthly Salary: **SG 10 - Php 26,917.00**

Qualification Standards:

Education: **BS in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses***

Training: **None Required**

Experience: **None Required**

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

Preferred Qualifications:

Education: **Preferably with at least units of Bachelor of Laws ;**

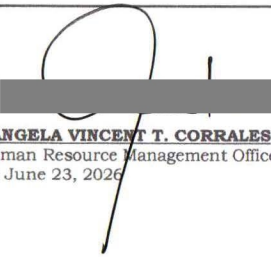
Excellent written and verbal communication skills,

Basic knowledge in computer operation such as Microsoft Office, Excel, PowerPoint, use of the internet.

NO.	APPLICATION CODE	EDUCATION (CSC MINIMUM QS)	TRAINING (CSC MINIMUM QS)		EXPERIENCE (CSC MINIMUM QS)		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2026-LEA1-005	Bachelor of Science in Business Administration (BSBA) - Financial Management ; Bachelor of Law (LLB) units earned	no relevant trainings submitted	-	no relevant experience	-	Career Service (Professional)	QUALIFIED

*** Nothing Follows ***

Prepared and certified correct by:


ANGELA VINCENT T. CORRALES
 Human Resource Management Officer
 Date: June 23, 2026

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE OFFICER II**

Salary Grade and Monthly Salary: **SG 11 - Php 31,705.00**

Qualification Standards:

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

Training: **None Required**

Experience: **None Required**

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

NO.	APPLICATION CODE	EDUCATION (CSC MINIMUM QS)	TRAINING (CSC MINIMUM QS)		EXPERIENCE (CSC MINIMUM QS)		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2026-ADOF2-007	Bachelor in Elementary Education (BEEd)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
2	CDO2026-ADOF2-009	Bachelor of Elementary Education (BEEd)	with relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	QUALIFIED
3	CDO2026-ADOF2-013	Bachelor of Arts in Psychology	no relevant trainings submitted	-	no relevant experience	-	PD 907 (Honor Graduate Eligibility)	QUALIFIED
4	CDO2026-ADOF2-015	Bachelor of Science in Data Science	no relevant trainings submitted	-	no relevant experience	-	PD 907 (Honor Graduate Eligibility)	QUALIFIED
5	CDO2026-ADOF2-017	Bachelor of Science in Public Administration (BSPA)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
6	CDO2026-ADOF2-018	Bachelor of Secondary Education (BSEd)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
7	CDO2026-ADOF2-019	Bachelor of Physical Education (BPEd)	no relevant trainings submitted	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
8	CDO2026-ADOF2-020	Bachelor of Science in Information Technology (BSIT)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
9	CDO2026-ADOF2-021	Bachelor of Technology and Livelihood Education (BTLEd)	no relevant trainings submitted	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
10	CDO2026-ADOF2-025	Bachelor of Elementary Education (BEEd)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
11	CDO2026-ADOF2-026	Bachelor of Arts in International Studies (AB IS)	with relevant trainings	-	no relevant experience	-	Career Service (Professional)	QUALIFIED



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12	CDO2026-ADOF2-029	Bachelor of Science in Business Administration (BSBA) - Marketing Management	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
13	CDO2026-ADOF2-033	Bachelor of Secondary Education (BSEd)	with relevant trainings	-	with teaching experience	-	RA 1080 (Teacher)	QUALIFIED
14	CDO2026-ADOF2-036	Bachelor of Elementary Education (BEEd)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
15	CDO2026-ADOF2-038	Bachelor of Elementary Education (BEEd)	with teaching related trainings	-	with teaching experience	-	RA 1080 (Teacher)	QUALIFIED
16	CDO2026-ADOF2-046	Bachelor of Science in Public Administration (BSP)	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
17	CDO2026-ADOF2-050	Bachelor of Secondary Education (BSEd)	with relevant trainings	-	with teaching experience	-	RA 1080 (Teacher)	QUALIFIED
18	CDO2026-ADOF2-051	Bachelor of Secondary Education (BSEd)	with relevant trainings	-	with teaching experience	-	RA 1080 (Teacher)	QUALIFIED
19	CDO2026-ADOF2-052	Bachelor of Science in Management Information Systems (BS MIS)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
20	CDO2026-ADOF2-056	Bachelor of Science in Business Administration (BSBA) - Financial Management	with relevant trainings	-	with relevant experience	-	PD 907 (Honor Graduate Eligibility)	QUALIFIED
21	CDO2026-ADOF2-057	Bachelor of Science in Business Administration (BSBA) - Entrepreneurial Marketing	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
22	CDO2026-ADOF2-058	Bachelor of Science in Psychology	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
23	CDO2026-ADOF2-063	Bachelor of Early Childhood Education (BECEd)	with relevant trainings	-	with relevant experience	-	RA 1080 (Teacher)	QUALIFIED
24	CDO2026-ADOF2-065	Bachelor of Science in Business Administration (BSBA) - Marketing Management	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
25	CDO2026-ADOF2-068	Bachelor of Science in Accountancy (BSA)	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
26	CDO2026-ADOF2-071	Bachelor of Science in Electro-Mechanical Technology (BSEMT)	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
27	CDO2026-ADOF2-072	Bachelor of Science in Business Administration - Human Resource Development Management (BSBA-HRDM)	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
28	CDO2026-ADOF2-076	Bachelor of Science in Business Administration (BSBA) - Entrepreneurial Marketing	with relevant trainings	-	with relevant experience	-	PD 907 (Honor Graduate Eligibility)	QUALIFIED
29	CDO2026-ADOF2-077	Bachelor of Science in Criminology (BSC)	no relevant trainings submitted	-	with relevant experience	-	RA 1080 (Criminologist)	QUALIFIED



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30	CDO2026-ADOF2-079	Bachelor of Science in Computer Engineering (BSCpE)	with relevant trainings	-	with teaching experience	-	Career Service (Professional)	QUALIFIED
31	CDO2026-ADOF2-084	Bachelor of Science in Information Technology (BSIT)	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
32	CDO2026-ADOF2-088	Bachelor of Science in Business Administration (BSBA) - Financial Management	with relevant trainings	-	with teaching experience	-	Career Service (Professional)	QUALIFIED
33	CDO2026-ADOF2-090	Bachelor of Science in Accountancy (BSA)	The training submitted were acquired as part of the applicant's academic requirements (OJT)	-	with relevant experience	-	Career Service (Professional)	QUALIFIED
34	CDO2026-ADOF2-091	Bachelor of Secondary Education (BSEd)	with relevant trainings	-	with teaching experience	-	RA 1080 (Teacher)	QUALIFIED
35	CDO2026-ADOF2-092	Bachelor of Science in Business Administration (BSBA) Marketing Management	with relevant trainings	-	with relevant experience	-	Career Service (Professional)	QUALIFIED

*** Nothing Follows ***

Prepared and certified correct by:


ANGELA VINCENT T. CORRALES
Human Resource Management Officer
Date: June 23, 2026

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE OFFICER IV**

Salary Grade and Monthly Salary: **SG 15 - Php 42,178.00**

Qualification Standards:

Education: **Bachelors degree relevant to the job**

Training: **4 hours of relevant training**

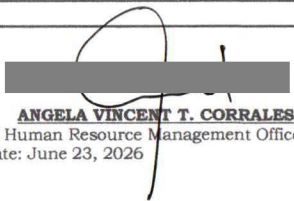
Experience: **1 year relevant experience**

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

NO.	APPLICATION CODE	EDUCATION (CSC MINIMUM QS)	TRAINING (CSC MINIMUM QS)		EXPERIENCE (CSC MINIMUM QS)		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2026-ADOF4-003	Bachelor of Science in Information Technology (BSIT)	with relevant trainings in procurement	2 hours only	with relevant experience	more than 1 year	RA 1080 (Teacher)	DISQUALIFIED
2	CDO2026-ADOF4-005	Bachelors in Business Administration (BSBA) - Financial Management	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
3	CDO2026-ADOF4-009	Bachelor of Elementary Education (BEEd)	trainings submitted not relevant	-	with relevant experience	more than 1 year	RA 1080 (Teacher)	DISQUALIFIED
4	CDO2026-ADOF4-012	Bachelors in Business Administration (BSBA) - Financial Management	with relevant trainings	4 hours +	with relevant experience	more than 1 year	PD 907 (Honor Graduate Eligibility)	QUALIFIED
5	CDO2026-ADOF4-019	Bachelor of Science in Accountancy (BSA)	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
6	CDO2026-ADOF4-034	Bachelor of Science (B.S.) in Psychology	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
7	CDO2026-ADOF4-041	Bachelor of Arts in Sociology	with relevant trainings	4 hours +	with relevant experience	more than 1 year	RA 1080 (Teacher)	QUALIFIED
8	CDO2026-ADOF4-042	Bachelor of Science in Computer Science	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
9	CDO2026-ADOF4-043	Bachelor in Public Administration (BPA)	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
10	CDO2026-ADOF4-048	Bachelor of Science in Office Administration (BSOA)	with relevant trainings	4 hours +	with relevant experience	1 year	Career Service (Professional)	QUALIFIED
11	CDO2026-ADOF4-050	Bachelor of Secondary Education (BSEd)	no relevant trainings submitted	-	with relevant experience	more than 1 year	RA 1080 (Teacher)	DISQUALIFIED
12	CDO2026-ADOF4-052	Bachelor of Elementary Education (BEEd)	no relevant trainings submitted	-	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED
13	CDO2026-ADOF4-054	Bachelor of Science in Commerce (BSC) - Management Accounting	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED

*** Nothing Follows ***

Prepared and certified correct by:


ANGELA VINCENT T. CORRALES
 Human Resource Management Officer
 Date: June 23, 2026

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)**

Salary Grade and Monthly Salary: **SG 15 - Php 42,178.00**

Qualification Standards:

Education: **Bachelors degree**

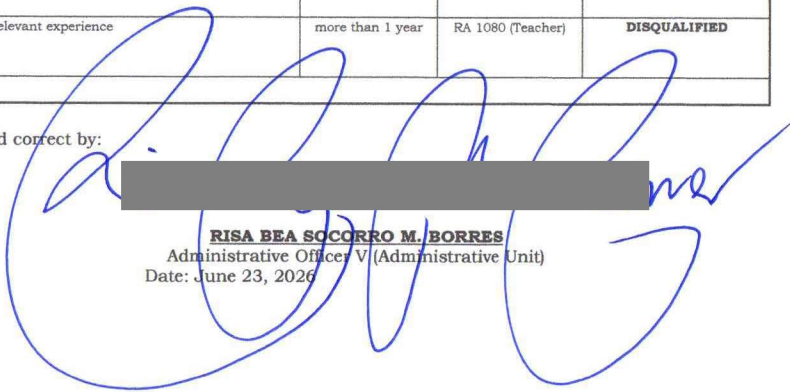
Training: **4 hours of relevant training**

Experience: **1 year relevant experience**

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

NO.	APPLICATION CODE	EDUCATION (CSC MINIMUM QS)	TRAINING (CSC MINIMUM QS)		EXPERIENCE (CSC MINIMUM QS)		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2026-ADOF4-001	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
2	CDO2026-ADOF4-016	Bachelor of Science in Accountancy (BSA)	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
3	CDO2026-ADOF4-037	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	10 months only	RA 1080 (Teacher)	DISQUALIFIED
4	CDO2026-ADOF4-040	Bachelor of Arts in Sociology	with relevant trainings	4 hours +	with relevant experience	more than 1 year	RA 1080 (Teacher)	QUALIFIED
5	CDO2026-ADOF4-044	Bachelor of Secondary Education major in English (BSEd-English)	no relevant trainings	-	with relevant experience	more than 1 year	RA 1080 (Teacher)	DISQUALIFIED
6	CDO2026-ADOF4-049	Bachelor of Science in Office Administration (BSOA)	with relevant trainings	4 hours +	with relevant experience	1 year	Career Service (Professional)	QUALIFIED
7	CDO2026-ADOF4-051	Bachelor of Science in Commerce (BSC) - Management Accounting	with relevant trainings	4 hours +	with relevant experience	more than 1 year	Career Service (Professional)	QUALIFIED
8	CDO2026-ADOF4-055	Bachelor of Arts in Sociology	with relevant trainings	4 hours +	with relevant experience	more than 1 year	PD 907 (Honor Graduate Eligibility)	QUALIFIED
9	CDO2026-ADOF4-056	Bachelor of Science in Agricultural Education	with relevant trainings	4 hours +	with relevant experience	more than 1 year	RA 1080 (Teacher)	QUALIFIED
10	CDO2026-ADOF4-057	Bachelor of Elementary Education (BEEd)	The submitted training certificates are beyond the five-year validity/recency period.	-	with relevant experience	more than 1 year	RA 1080 (Teacher)	DISQUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


RISA BEA SOCORRO M. BORRES
 Administrative Officer V (Administrative Unit)
 Date: June 23, 2026