



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


8 Jan 2024

DIVISION MEMORANDUM
No. 020, s. 2024

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS TO
ADMINISTRATIVE OFFICER IV (HRMO II) VACANT POSITION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DepEd Order 007, s. 2023**, titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** and **Division Memorandum No. 690 s. 2023** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Officer IV (Human Resource Management Officer II) Vacant Position**, this Office releases the Initial Evaluation Results (IER) of the said vacant position.
2. Attached herewith is the Initial Evaluation Results (IER) of the vacant position.
3. For information and guidance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DepEd 007, s. 2023
Division Memorandum No. 690, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE OFFICER IV (HRMO II)
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative officer iv (hrmo ii)
vacant position
None/January 8, 2024



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INITIAL EVALUATION RESULTS (IER)

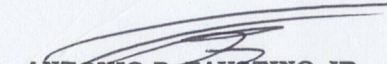
Position: **ADMINISTRATIVE OFFICER IV (HRMO II)**
Salary Grade and Monthly Salary: **SG 15 | P 36, 619.00**

Qualification Standards:

Education **Bachelor's 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	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1	TAY-REC-AOIV-2023-0009	BSBA major in Financial Management with MA in Business Administration (27 units)	Capacity Building of Human Resource Management Officers (HRMOs)	40	Administrative Officer II	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
2	TAY-REC-AOIV-2023-0010	Bachelor of Arts Major in Public Administration with Master in Public Administration	Udemy (Introduction to Human Resource Concepts)	8	Administrative Officer II	3 yrs.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-REC-AOIV-2023-0011	Bachelor of Science in Business Administration Major in Financial Management with Masters in Public Administration	Integration of Competencies in the HR System	16	Administrative Officer II	2 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:


ANTONIO P. FAUSTINO JR.
HRMPSB Chairperson
Date: **January 8, 2024**

Notes and Instructions for the HRMO:

- For the purpose of the IER, **columns D to M** shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable) and remark on whether Qualified or Disqualified
- If the information does not apply to the applicant, please put N/A.



Address: PotoI, Tayabas City
Telephone No.: (042) 785-9615 or (042) 710-0329
Email Address: tayabas.city@deped.gov.ph
Website: <https://depedtayabas.ph>