



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

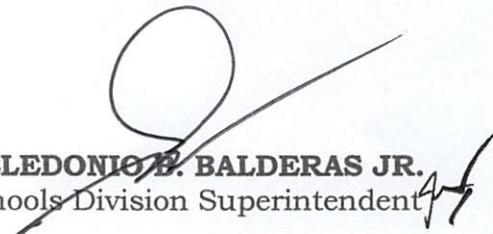
20 January 2026

DIVISION MEMORANDUM
No. 044 s. 2026

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE AIDE I VACANT POSITION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. With reference to **DepEd Order No. 007, s. 2023**, titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** and **Division Memorandum No. 004 s. 2026** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide I Vacant Position**, this Office releases the Initial Evaluation Results (IER) of the vacant positions.
2. Attached herewith is the Initial Evaluation Result (IER) of the vacant position.
3. For information and guidance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 007, s. 2023
Division Memorandum No. 004, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

RSP
DIVISION MEMORANDUM
ADMINISTRATIVE AIDE I

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide i vacant position
PER4T8B6-002315/January 20, 2026



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 AIDE I**

Salary Grade and Monthly Salary: **SG 1 | P 14,061.00**

Qualification Standards:

Education	Must be able to read and write
Training	None required
Experience	None required
Eligibility	None required (MC 11 s. 1996 - Cat. III)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1.	TAY-RSP-ADA1-26-003	High School Graduate	NC II Organic Agriculture Production	320	Administrative Aide	5 yrs. & 3 mos.	None	Qualified
2.	TAY-RSP-ADA1-26-006	High School Undergraduate	No relevant training submitted	0	Health Aide	7 yrs.	None	Qualified
3.	TAY-RSP-ADA1-26-009	BS Biology	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
4.	TAY-RSP-ADA1-26-005	Automotive Technology	NC II Computer Systems Servicing	640	School Security Guard	11 yrs. & 9 mos.	None	Qualified
5.	TAY-RSP-ADA1-26-001	High School Graduate	No relevant training submitted	0	Production Operator	4 mos.	None	Qualified
6.	TAY-RSP-ADA1-26-007	Electronics Communication Technology	School Based In-service Training	8	Admin Aide I	8 yrs. & 9 mos.	None	Qualified

7.	TAY-RSP-ADA1-26-008	High School Graduate	18 Day Campaign Against VAW cum Organizational Year-end Evaluation and Review Workshop	16	Administrative Aide I	4 yrs. & 4 mos.	None	Qualified
8.	TAY-RSP-ADA1-26-004	Bachelor of Public Administration	Introduction to Front Office Services	40	Administrative Aide	4 yrs.	None	Qualified
9.	TAY-RSP-ADA1-26-002	Bachelor of Science in Public Administration	No relevant training submitted	0	Enumerator	2 mos.	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: January 20, 2026

Notes and Instructions for the HRMO:

- a) 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
- b) If the information does not apply to the applicant, please put N/A