



Republic of the Philippines
Department of Education

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

13 February 2025

DIVISION MEMORANDUM

No. 104 s. 2025

**INITIAL EVALUATION RESULT (IER) OF APPLICANTS TO
ADMINISTRATIVE ASSISTANT III VACANT POSITION**

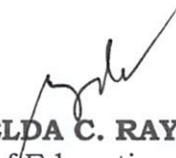
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

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. 069 s. 2025** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Assistant III Vacant Position** this Office releases the Initial Evaluation Results (IER) of the vacant position.
2. Attached herewith is the Initial Evaluation Result (IER) of the vacant position.
3. For information and guidance of all concerned.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


IMELDA C. RAYMUNDO
Chief Education Supervisor- SGOD
Officer-in-Charge

Encl: As stated

Reference: DepEd Order No. 007, s. 2023

Division Memorandum No. 069, s. 2025

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

RSP/ DIVISION MEMORANDUM
ADMINISTRATIVE ASSISTANT III

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative assistant iii vacant position
PER9RGBN-001248/February 13, 2025



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 ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 23,226.00**

Qualification Standards:


Education **Completion of two years in college**
Training **4 hours of relevant training**
Experience **1 year of relevant experience**
Eligibility **Career Service Sub-Professional (First Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1.	TAY-RSP-ADAS3-25-011	BEED Major in General Education	National Training Program on Future-Proof Workplace for Non-teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers	24	Administrative Aide VI	1 yr.	RA 1080 (LPT)	Qualified
2.	TAY-RSP-ADAS3-25-006	Bachelor of Science in Public Administration	Seminar- Workshop on Administrative Justice	24	Data Encoder III	5 yrs. & 5 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified

3.	TAY-RSP- ADAS3-25- 001	Bachelor of Physical Education Major in Sports and Wellness Management	Anti-Money Laundering & Countering the Financing of Proliferation and Terrorism and Fraud Refresher Course for Branches	8	Branch Head I	5 yrs. & 5 mos.	RA 1080 (LPT)	<i>Qualified</i>
4.	TAY-RSP- ADAS3-25- 013	Bachelor of Technical Vocational Teacher Education major in Computer Programming	Agroentrepreneurship NC II	239	School Records Officer	1 yr. & 4 mos.	RA 1080 (LPT)	<i>Qualified</i>
5.	TAY-RSP- ADA3-25- 009	BSED Major in Mathematics	Basic Computer Literacy	80	Inventory Clerk	1 yr. & 8 mos.	RA 1080 (LPT)	<i>Qualified</i>
6.	TAY-RSP- ADAS3-25- 005	BSBA Major in Financial Management Master of Arts in Education Major in Educational Management (18 units)	HR Payroll and other Government Compliances	18	Administrative Aide VI	1 yr. & 7 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>

7.	TAY-RSP- ADAS3-25- 004	BSBA Major in Marketing	Career Development and Office System Administration in Schools	80	Administrative Aide II	1 yr. & 4 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
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Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: **February 12, 2025**

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



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 ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 23,226.00**

Qualification Standards:

Education **Completion of two years in college**
Training **4 hours of relevant training**
Experience **1 year of relevant experience**
Eligibility **Career Service Sub-Professional (First Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1.	TAY-RSP-ADAS3-25-003	BEED Major in General Education	No relevant training	0	Administrative Aide I	3 yrs. & 8 mos.	RA 1080 (LPT)	Disqualified
2.	TAY-RSP-ADAS3-25-010	BSBA Major in Financial Management	No relevant training	0	Accounting Staff	1 yr.	CS Professional (2nd Level Eligibility)	Disqualified
3.	TAY-RSP-ADA3-25-008	BEED Major in General Education	Document Control and Records Management	8	No relevant experience	0	RA 1080 (LPT)	Disqualified
4.	TAY-RSP-ADA3-25-012	Bachelor of Arts in English Language Studies	No relevant training	0	Teacher	2 yrs. & 4 mos.	RA 1080 (LPT)	Disqualified

5.	TAY-RSP-ADA3-25-007	BSBA Major in Financial Management	No relevant training	0	Full time Elementary/ High School Teacher	3 yrs.	RA 1080 (LPT)	<i>Disqualified</i>
6.	TAY-RSP-ADA3-25-002	BSED Major in English	No relevant training	0	Probationary Full-time Faculty	4 mos.	CS Professional (2nd Level Eligibility)	<i>Disqualified</i>

Prepared and Certified Correct by:

GRASIELA L. HERNANDEZ

Administrative Officer IV/HRMO II

Date: **February 12, 2025**

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