



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

01 Mar 2024

DIVISION MEMORANDUM
No. 182 s. 2024

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

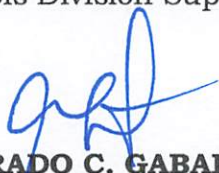
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

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. 126 s. 2024** 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 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:


CONRADO C. GABARDA
Administrative Officer V
Officer-in-Charge

Encl: As stated
Reference: DepEd 007, s. 2023
Division Memorandum 126, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE AIDE I
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide i vacant position
PERQ00QS-000238/March 1, 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 AIDE I**

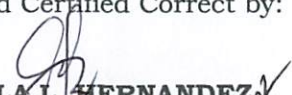
Salary Grade and Monthly Salary: **SG 1 | P 13,000.00**

Qualification Standards:

Education **Must be able to read and write**
Training **None required**
Experience **None required**
Eligibility **None required**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-RSP-ADA1-24-001	High School Graduate	One Time Cleansing of Property, Plant and Equipment Account Balances of Government Agency, Appraisal and Disposal of Government Properties and Cash Management and Internal Control	24	Administrative Aide I	2 yrs. & 5 mos.	None	Qualified
2	TAY-RSP-ADA1-24-002	High School Graduate	Renew, Rebuild, and Revamp: A Skills Training for Division Office Personnel	8	Administrative Aide II	3 yrs. & 5 mos.	None	Qualified
3	TAY-RSP-ADA1-24-003	High School Graduate	School based INSET: Paladian goes MATATAG	8	Administrative Aide I	4 yrs. & 5 mos.	None	Qualified

Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
Administrative Officer IV/HRMO II
Date: **February 29, 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.



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