



Republic of the Philippines
Department of Education

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

23 March 2026

DIVISION MEMORANDUM
No. 201 s. 2026

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE AIDE IV (CLERK II) 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. 2026** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide IV (Clerk II) 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. 126, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

RSP
DIVISION MEMORANDUM
ADMINISTRATIVE AIDE IV (CLERK II)

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide iv (clerk ii) vacant position
PERA3PD4-002541/March 23, 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 IV (CLERK II)**

Salary Grade and Monthly Salary: **SG 4 | P 17,506.00**

Qualification Standards:

Education **Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)**
 Training **None required**
 Experience **None required**
 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-ADA4-26-016	BSBA Major in Marketing	Refresher Training on APDS Teacher's Salary Loan	8	Account Assistant	1 yr. & 9 mos.	CS Professional (2nd Level Eligibility)	Qualified
2.	TAY-RSP-ADA4-26-007	Bachelor of Arts in Psychology	Certificate Course on Right to Health	5	Support Staff	3 mos.	PD 907 (Honor Graduate Eligibility) RA 1080 (Psychometrician)	Qualified
3.	TAY-RSP-ADA4-26-013	BSBA Major in Marketing Management	Year- end Accomplishment Review and Performance Appraisal and Planning Conference for CY 2025	16	Administrative Aide VI	1 yr. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified




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4.	TAY-RSP-ADA4-26-008	BSBA Major in Management	Basic Computer Literacy	120	Accounting Clerk	3 yrs. & 5 mos.	RA 1080 (LPT)	<i>Qualified</i>
5.	TAY-RSP-ADA4-26-005	Computer Science and Information Technology	Basic Life Support Training	16	Barangay Treasurer	11 yrs.	RA 7160 (Brgy. Official Eligibility)	<i>Qualified</i>
6.	TAY-RSP-ADA4-26-003	BSBA Major in Marketing Management	18 Day Campaign against VAW cum Organizational Year-end Evaluation and Review Workshop	16	Administrative Support Staff	2 yrs.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
7.	TAY-RSP-ADA4-26-021	BSED Major in Social Studies	No relevant training submitted	0	Service Admin and Customer Support Staff	6 mos.	RA 1080 (LPT)	<i>Qualified</i>
8.	TAY-RSP-ADA4-26-018	BSBA Major in Human Resource Management	Seminar on Mental Health Awareness	8	Administrative Aide III	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
9.	TAY-RSP-ADA4-26-011	Bachelor of Public Administration	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
10.	TAY-RSP-ADA4-26-020	Bachelor of Arts in Psychology	4Ps Program Fluency cum Kilod-Unlad & Gender Sensitivity Training for Newly hired Staff	40	Project Development Officer II	1 yr. & 4 mos.	RA 1080 (Psychometrician)	<i>Qualified</i>
11.	TAY-RSP-ADA4-26-014	Bachelor of Science in Commerce	Basic Life Support and First Aid Training for SDO Tayabas Personnel	24	Administrative Aide I	2 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	<i>Qualified</i>

12.	TAY-RSP-ADA4-26-002	Bachelor of Arts in Psychology	No relevant training	0	Psychometrician	5 mos.	RA 1080 (Psychometrician)	<i>Qualified</i>
13.	TAY-RSP-ADA4-26-015	BS Entrepreneurship	18 Day Campaign against VAW cum Organizational Year-end Evaluation and Review Workshop	16	Administrative Staff	2 yrs.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
14.	TAY-RSP-ADA4-26-019	Bachelor of Science in Mathematics	Gender Sensitivity Training, Manifestation on Gender Biases, SOGIE, Non Sexist Language, Gender and Culture for ALS Teachers and Non-teaching Personnel	16	Administrative Aide III	9 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
15.	TAY-RSP-ADA4-26-004	BSED Major in Mathematics	Construction Occupational Safety and Health Training with 2-hour Training of Trainers	40	Social Media Manager/ Field Personnel	2 mos.	RA 1080 (LPT) CS Professional (2nd Level Eligibility)	<i>Qualified</i>
16.	TAY-RSP-ADA4-26-010	Bachelor of Science in Psychology	Administrative Office Development and Planning Conference	32	No relevant experience	0	RA 1080 (Psychometrician)	<i>Qualified</i>
17.	TAY-RSP-ADA4-26-022	Bachelor of Science in Mathematics	No relevant training submitted	0	Research Analyst	1 yr. & 3 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>

18.	TAY-RSP-ADA4-26-023	Bachelor of Public Administration	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
19.	TAY-RSP-ADA4-26-017	Bachelor of Elementary Education	Basic Computer Literacy	80	GIP Intern	6 mos.	RA 1080 (LPT)	Qualified
20.	TAY-RSP-ADA4-26-012	BSBA Major in Financial Management	Basic Computer Literacy	80	Administrative Clerk	7 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
21.	TAY-RSP-ADA4-26-001	BSED Major in Social Studies	Basic Life Support and First Aid Training for SDO Tayabas Personnel	24	Administrative Aide	2 yrs.	RA 1080 (LPT)	Qualified
22.	TAY-RSP-ADA4-26-009	BSIT Major in Computer Technology	Customer Service and Values Enhancement Seminar	8	Account Officer	8 yrs.	CS Sub-Professional (1st Level Eligibility)	Qualified
23.	TAY-RSP-ADA4-26-006	BSED Major in Science	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO/II
 Date: **March 23, 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



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