



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 May 2026

DIVISION MEMORANDUM

No. 322 s. 2026

INITIAL EVALUATION RESULTS (IER) OF APPLICANTS - 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. 287 s. 2026** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Assistant III 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. 287, s. 2026

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
PERJ4TF5-002677/May 13, 2026



Address: Brgy. Potol, Tayabas City

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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 24,329.00**

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 **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-ADAS3-26-002	BSBA Major in Financial Management	Advanced Shift Leadership Course	32	Assistant Department Manager	3 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
2	TAY-RSP-ADAS3-26-006	BSBA Major in Management Accounting Master in Business Administration	Occupational Safety and Health Orientation	8	Technical Clerk	12 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-RSP-ADAS3-26-004	Bachelor of Arts Major in Psychology	Branch Managers Training - Duties and Beyond	80	Branch Manager	15 yrs. & 4 mos.	RA 1080 (LPT)	Qualified
4	TAY-RSP-ADAS3-26-003	BS in Hotel & Restaurant Management	Division Training Workshop on the Adjustment of AIP and Preparation of WFP vs NEP for 2026	24	Administrative Aide VI	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified



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5	TAY-RSP-ADAS3-26-001	Bachelor of Science in Hotel and Restaurant Management	5- Day Integrated Training Program for Moral Recovery Program, Human Rights, and Gender and Development	40	Administrative Aide IV	3 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
6	TAY-RSP-ADAS3-26-005	BSIT Major in Electrical Technology	Orientation on Social Graces, Basic Diplomatic and Government Protocols and Etiquette	4	Revenue Collection Clerk II	3 yrs. & 11 mos.	PD 907 (Honor Graduate Eligibility)	Qualified
7.	TAY-RSP-ADAS3-26-007	Bachelor of Arts Major in History	Standard First Aid Training and Basic Life Support Providers Course	40	Admin Aide	8 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: **May 13, 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