



Republic of the Philippines
Department of Education

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

08 June 2026


DIVISION MEMORANDUM

No. **383** s. 2026

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE AIDE VI 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. 340 s. 2026** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide VI 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.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 007, s. 2023

Division Memorandum No. 340, s. 2026

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

RSP
DIVISION MEMORANDUM
ADMINISTRATIVE AIDE VI

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide vi vacant position
PEREQAJ-002737/June 8, 2026



Address: Brgy. Potol, Tayabas City
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REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE AIDE VI**

Salary Grade and Monthly Salary: **SG 6 | P 19,716.00**

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-ADA6-26-005	Two- Year Hotel and Restaurant Management	No relevant training submitted	0	Theatre Executive	7 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
2.	TAY-RSP-ADA6-26-007	BSBA Major in Marketing Management	Digital Literacy Training	8	Administrative Aide II	2 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
3.	TAY-RSP-ADA6-26-013	BS Criminology	Basic Life Support and Standard First Aid Training	40	Healthy Economic Recovery Officer	6 mos.	RA 1080 (Criminologist)	Qualified
4.	TAY-RSP-ADA6-26-018	Bachelor of Arts in Psychology	Exploring New Frontiers in Philippine Psychometrics: Advancing Culturally Sensitive Scale Development and Psychological Assessment	16	Psychometrician	5 yrs. & 7 mos.	RA 1080 (Psychometrician)	Qualified



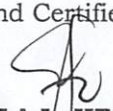
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5.	TAY-RSP- ADA6-26-006	Bachelor of Science in Public Administration	Work Ethics of a Productive Worker	2.5	Branch Customer Relation Specialist	4 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
6.	TAY-RSP- ADA6-26-008	Bachelor of Science in Entrepreneurial Management Master of Arts in Educational Management (15 units)	Data Privacy Act of 2012 and Cybercrime Prevention Act of 2012	4	Administrative Aide III	8 yrs. & 5 mos.	RA 1080 (LPT)	<i>Qualified</i>
7	TAY-RSP- ADA6-26-003	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)	<i>Qualified</i>
8.	TAY-RSP- ADA6-26-014	Computer Science and Information Technology	Basic Life Support Training	16	Barangay Treasurer	11 yrs.	RA 7160 (Brgy. Official Eligibility)	<i>Qualified</i>
9.	TAY-RSP- ADA6-26-016	BSBA Major in Human Resource Development Management	No relevant training submitted	0	Accounting Staff	1 yr. & 9 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
10	TAY-RSP- ADA6-26-002	BSIT Major in Computer Technology	Training of Trainers on Local Government Unit Support System (Phase 1)	40	Information Systems Analyst I	1 yr. & 3 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
11.	TAY-RSP- ADA6-26-010	Bachelor of Arts in History	Basic Computer Literacy	80	Administrative Aide I	1 yr.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>

12.	TAY-RSP-ADA6-26-020	BSBA Operations Management	8 hrs. Basic Occupational Safety and Health Seminar	8	Sales and Marketing Staff	6 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
13.	TAY-RSP-ADA6-26-021	BSED Major in English	No relevant training	0	Academic Coordinator	10 mos.	RA 1080 (LPT)	<i>Qualified</i>
14.	TAY-RSP-ADA6-26-015	Bachelor of Science in Commerce	Administrative Assistance and Office Operations Training	24	Administrative Aide I	2 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	<i>Qualified</i>
15.	TAY-RSP-ADA6-26-012	Bachelor of Science in Public Administration	No relevant training submitted	0	Administrative Aide I	6 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
16.	TAY-RSP-ADA6-26-004	BSBA Major in Marketing Management	Management Trainee School Program	120	Cash Custodian	6 yrs. & 11 mos.	CS Sub-Professional (1st Level Eligibility)	<i>Qualified</i>
17.	TAY-RSP-ADA6-26-019	Bachelor of Science in Psychology Master of Arts in Theology major in Bible Prophecy and History (48 units)	Mental Health Practice: Integrating Faith, Science, and Ethics	16	Student Support Staff	3 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
18.	TAY-RSP-ADA6-26-009	BSBA Major in Financial Management	No relevant training submitted	0	No relevant experience	0	RA 1080 (LPT)	<i>Qualified</i>
19.	TAY-RSP-ADA6-26-011	Bachelor of Science in Information Technology	Receiving and Responding to Workplace Communication	4	Administrative Aide I	7 mos.	PD 907 (Honor Graduate Eligibility)	<i>Qualified</i>
20.	TAY-RSP-ADA6-26-001	Bachelor of Science in Information Technology	Digitization and Digitalization: A Finding Aide	4	Administrative Aide II	2 yrs. & 3 mos.	CS Sub-Professional (1st Level Eligibility)	<i>Qualified</i>

21.	TAY-RSP- ADA6-26-017	Bachelor of Science in Psychology	NC II Customer Services	236	HR Officer	5 yrs.	RA 1080 (LPT)	Qualified
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Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: **June 8, 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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