



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


29 Aug 2023

DIVISION MEMORANDUM  
No. 434, s. 2023

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III VACANT POSITION**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. With reference to DepEd Order 007, s. 2023, titled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, this Office releases the Initial Evaluation Results (IER) for Administrative Assistant III vacant position.
2. Attached herewith is the Initial Evaluation Results (IER) of the vacant position.
3. Widest dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

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

RSP  
ADMINISTRATIVE ASSISTANT III  
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants for administrative assistant III vacant position  
None/August 25, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



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

Annex D

**INITIAL EVALUATION RESULT (IER)**

Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 21, 211.00**

Qualification Standards:

Education **Completion of two years in college**

Training **4 hours of relevant training to the position (office management skills, computer skills)**

Experience **1-year relevant experience**

Eligibility **Career Service Professional (First Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-REC-ADAS3-2023-0010	Bachelor of Science in Information Technology	Basic Computer Literacy	80	Administrative Aide III	1 yr. & 8 mos.	CS Sub-Professional (First Level Eligibility)	Qualified
2	TAY-REC-ADAS3-2023-0011	Bachelor of Arts major in Communication	Capacity-Building on DepEd Manual of Style (DMOS) and DepEd's Service Marks and Visual Identity Manual (DSMVIM)	8	Administrative Aide VI	2 yrs. & 9 mos.	CS Professional (Second Level Eligibility)	Qualified
3	TAY-REC-ADAS3-2023-0012	Bachelor of Science in Business Administration major in Human Resource Development Management	Customer Service and Values Enhancement Seminar	8	Marketing & Member Relation Associate	3 yrs. & 10 mos.	CS Professional (Second Level Eligibility)	Qualified
4	TAY-REC-ADAS3-2023-0013	Bachelor of Science in Business Administration major in Management Accounting	NC III Bookkeeping	292	Administrative Aide	3 yrs. & 1 mo.	RA 1080 - Licensed Professional Teacher	Qualified
5	TAY-REC-ADAS3-2023-0015	Bachelor of Science in Biology	International Seminar-workshop on Continuous Building of Competence for Non-Teaching Personnel	24	Administrative Assistant II	3 yrs. & 2 mos.	CS Professional (Second Level Eligibility)	Qualified



No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Length of Service		
6	TAY-REC-ADAS3-2023-0016	Bachelor in Public Administration	Capacity Building on DepEd Manual of Styles (DMOS) and DepEd's Service Marks and Visual Identity Manual (DSMVIM)	8	Administrative Aide VI	1 yr. & 6 mos.	RA 1080 - Licensed Professional Teacher	Qualified
7	TAY-REC-ADAS3-2023-0018	Bachelor of Science in Accountancy	Data Privacy Awareness Training Program	8	Administrative Aide I (Clerk I) Negotiator	11 mos. 2 mos.	CS Professional (Second Level)	Qualified

Prepared and Certified Correct by:

**JOSEPH R. OABEL**

Human Resource Management Officer II

Date: August 25, 2023

**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.



Brgy. PotoI, Tayabas City

(042) 710-0329 or (042) 785-9615

[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

<https://depedtayabas.ph>





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

Annex D

**INITIAL EVALUATION RESULT (IER)**

Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 21, 211.00**

Qualification Standards:

Education **Completion of two years in college**


Training **4 hours of relevant training to the position (office management skills, computer skills)**

Experience **1-year relevant experience**

Eligibility **Career Service Professional (First Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	TAY-REC-ADAS3-2023-0014	Bachelor of Elementary Education	NC II Computer Systems Servicing	292	Faculty Member	6 mos.	RA 1080 - Licensed Professional Teacher	<b>Disqualified</b>
2	TAY-REC-ADAS3-2023-0017	Bachelor of Arts in Psychology	Psychological Tests In Human Resource -Batch 9	2	No submitted COE / Service Record		CS Professional (Second Level Eligibility)	<b>Disqualified</b>
			Creating your organization's Mental Health Programs & Policies	2				
3	TAY-REC-ADAS3-2023-0019	Bachelor of Elementary Education	No Relevant Trainings	N/A	Registration Officer I	3 mos.	RA 1080 - Licensed Professional Teacher	<b>Disqualified</b>

Prepared and Certified Correct by:

  
**JOSEPHINE R. OABEL**  
 Human Resource Management Officer II  
 Date: **June 25, 2023**

**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.



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>