



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

24 July 2024

DIVISION MEMORANDUM  
No. **490** s. 2024

**INITIAL EVALUATION RESULT (IER) OF APPLICANTS TO  
ADMINISTRATIVE AIDE 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. 468 s. 2024** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide III 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:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl: As stated  
Reference: DepEd 007, s. 2023  
Division Memorandum 468, s. 2024  
To be indicated in the Perpetual Index  
under the following subjects:  
RSP  
ADMINISTRATIVE AIDE III  
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide iii vacant position  
PERQ4KS0-000659/July 24, 2024



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 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**INITIAL EVALUATION RESULTS (IER)**

Position: **ADMINISTRATIVE AIDE III**

Salary Grade and Monthly Salary: **SG 3 | P 14,678.00**

**Qualification Standards:**

Education	<b>Completion of two-year studies in college or High School Graduate with relevant vocational/trade course</b>
Training	<b>None required</b>
Experience	<b>None required</b>
Eligibility	<b>Career Service Sub- Professional (First Level Eligibility)</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1	TAY-RSP-ADA3-24-007	Bachelor of Technology and Livelihood Education Major in Information and Communication Technology	None	0	None	0	RA 1080 (LPT)	Qualified
2	TAY-RSP-ADA3-24-004	BSBA Marketing Management	Echo Seminar on Future Proof Workplace for Non-teaching Personnel	8	Administrative Support Staff	6 mos.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-RSP-ADA3-24-001	Associate in Computer Technology	Training on the Handbook on Financial Transactions of the Sangguniang Kabataan	40	SK Chairman	5 yrs. & 4 mos.	RA 7160 (Brgy. Official Eligibility)	Qualified
4	TAY-RSP-ADA3-24-003	BSBA Major in Financial Management	Remedial Management	16	Loan Clerk	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified

5	TAY-RSP-ADA3-24-005	BSBA Major in HRDM with Master in Educational Management (9 units)	Computer Upskills Training: ICT Integration in the 21st Century Education	120	Administrative Staff	10 yrs. & 2 mos.	RA 1080 (LPT)	Qualified
6	TAY-RSP-ADA3-24-002	BSBA Major in Marketing Management	National Training Program on Future Proof Workplace for Non-teaching Personnel	24	Administrative Aide I	1 yr. & 9 mos.	CS Professional (2nd Level Eligibility)	Qualified
7	TAY-RSP-ADA3-24-006	Bachelor of Elementary Education	International Seminar Workshop on Continuous Building of Competence for Non-Teaching Personnel	24	Administrative Aide I	1 yr. & 10 mos.	RA 1080 (LPT)	Qualified

Prepared and Certified Correct by:

**GRASIELA L. HERNANDEZ**  
Administrative Officer IV/HRMO II  
Date: **July 24, 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