



Republic of the Philippines
Department of Education

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

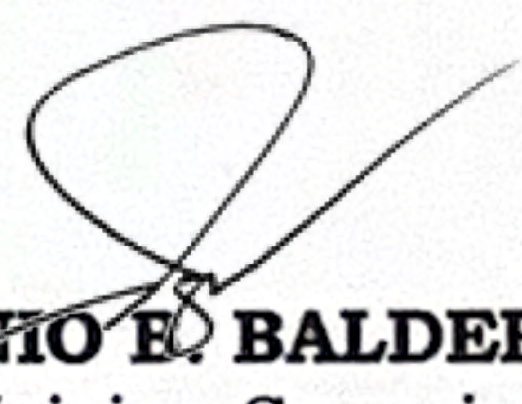
30 July 2026

DIVISION MEMORANDUM
No. 512 s. 2026

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE OFFICER II VACANT POSITIONS**

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. 435 s. 2026** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Officer II Vacant Positions**, 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 E. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 007, s. 2023

Division Memorandum No. 435, s. 2026

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

RSP
DIVISION MEMORANDUM
ADMINISTRATIVE OFFICER II

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative officer ii vacant positions
PERGB03L-002885/July 30, 2026



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Department of Education

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CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE OFFICER II**

Salary Grade and Monthly Salary: **SG 11 | P 31,705.00**

Qualification Standards:

Education **Bachelor's Degree relevant to the job**
Training **None required**
Experience **None required**
Eligibility **Career Service Professional (Second Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1.	TAY-RSP-AO2-26-046	BSBA Major in Marketing Management	Client Relations and Public Assistance in Government Offices	3	Administrative Aide II	2 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
2.	TAY-RSP-AO2-26-023	BSBA Major in Financial Management	Data Privacy in the Workplace: Rights, Responsibilities and Risks	4	Administrative Aide VI	1 yr. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
3.	TAY-RSP-AO2-26-042	Bachelor of Arts in Foreign Service Major in International Trade Master in Public Administration	Communication Skills Workshop	16	Clerk III	9 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
4.	TAY-RSP-AO2-26-002	Bachelor of Arts in Psychology	Orientation on Mental Health Act (RA 11036) Batch 4	2.5	Psychometrician	5 yrs. & 7 mos.	RA 1080 (Psychometrician)	Qualified
5.	TAY-RSP-AO2-26-055	Bachelor of Science in Business Administration	Refresher Training on APDS Teacher's Salary Loan	8	Account Assistant	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
6.	TAY-RSP-AO2-26-020	Bachelor of Science in Management Accounting	Administrative Skills Training with Comprehensive ICT	80	Administrative Assistant III	1 yr. & 7 mos.	RA 1080 (LPT)	Qualified



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7.	TAY-RSP-AO2-26-018	Bachelor of Science in Business Management major in Operations	2025 DOST Quezon Webinar Series #13: Awareness Seminar on Solid Waste Management in the Office and Processing Facilities	4	Admin Support Staff	3 mos.	CS Professional (2nd Level Eligibility)	Qualified
8.	TAY-RSP-AO2-26-038	BSBA Major in Financial Management	Gender Sensitivity Training Manifestation on Gender and Culture and Culture for ALS Teachers and Non-Teaching Personnel	16	Administrative Aide	1 yr. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
9.	TAY-RSP-AO2-26-063	Bachelor of Science in Accountancy	Payroll Management and Internal Control: Safeguarding Fiscal Responsibility in Government	3	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
10.	TAY-RSP-AO2-26-010	Bachelor of Science in Public Administration	Work Ethics of a Productive Worker	2.5	Branch Customer Relation Specialist	4 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
11.	TAY-RSP-AO2-26-033	BS Accountancy	School-based Feeding Program Implementation Review and Planning Workshop Programs	8	Administrative Assistant II	5 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified
12.	TAY-RSP-AO2-26-048	BSBA Major in Financial Management	Advanced Shift Leadership Course	32	Assistant Department Manager	3 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
13.	TAY-RSP-AO2-26-034	Bachelor of Elementary Education Master of Arts in Education major in Educational Management- 9 units	Basic Computer Literacy	80	Bookkeeper	10 mos.	RA 1080 (LPT)	Qualified
14.	TAY-RSP-AO2-26-057	Bachelor of Elementary Education	Preparation of the Project Procurement Management Plan and Annual Procurement Plan: Concepts, Principles and Techniques	24	Professional Regulations Officer III	7 yrs. & 4 mos.	RA 1080 (LPT)	Qualified
15.	TAY-RSP-AO2-26-032	BSBA Major in Marketing Management	Webinar on Professional and Personal Development for Division Office	3	Administrative Aide VI	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified

			Personnel- Mastering Facilitation Skills: Key to Effective Communication					
16.	TAY-RSP-AO2-26-026	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
17.	TAY-RSP-AO2-26-067	BSBA Major in Marketing Accounting	Strategic Procurement Planning with RA 12009	40	Admin Assistant II	7 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
18.	TAY-RSP-AO2-26-041	Bachelor of Science in Information Technology	No relevant training	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
19.	TAY-RSP-AO2-26-024	Bachelor of Science in Accountancy	Foundational Training in Basic First Aid, Fire Safety, Earthquake Preparedness and Emergency Response	8	Senior Associate Accountant	1 yr. & 10 mos.	PD 907 (Honor Graduate Eligibility)	Qualified
20.	TAY-RSP-AO2-26-017	BSBA Major in Financial Management	Training on the New Government Procurement Act and its IRR	24	Administrative Officer II	2 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
21.	TAY-RSP-AO226-069	BEED Major in General Education	Basic Occupational Safety and Health Training with 2 hours Training of Trainers	10	Tupad Coordinator	6 mos.	RA 1080 (LPT) CS Professional (2nd Level Eligibility)	Qualified
22.	TAY-RSP-AO2-26-064	BS Mathematics Minor in Statistics	Six Sigma Process Documentation and Analysis	8	Sr. Quality Evaluator	4 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
23.	TAY-RSP-AO2-26-003	Bachelor of Arts Major in Psychology	Branch Managers Training - Leadership and Effective Branch Operations	40	Branch Manager	15 yrs. & 4 mos.	RA 1080 (LPT)	Qualified
24.	TAY-RSP-AO2-26-009	Bachelor of Science in Public Administration	No relevant training	0	Admin Assistant	9 mos.	RA 1080 (LPT)	Qualified
25.	TAY-RSP-AO2-26-027	BSBA Major in Marketing Management	18 Day Campaign against VAW cum Organizational Year-end Evaluation and Review Workshop	16	Administrative Support Staff	2 yrs. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
26.	TAY-RSP-AO2-26-045	BSED Major in Mathematics	Canva Essentials	3	No relevant experience	0	RA 1080 (LPT)	Qualified

27.	TAY-RSP-AO2-26-008	Bachelor in Industrial Technology Major in Computer Technology	Leadership Training: Effective Administration and Office Management	80	Desk Credit Investigator	5 yrs. & 2 mos.	RA 1080 (LPT)	Qualified
28.	TAY-RSP-AO2-26-058	Bachelor of Science in Hospitality Management	Supporting Office Operations through Effective Clerical Work	3	Administrative Aide III	1 yr. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
29.	TAY-RSP-AO2-26-029	BSED Major in Social Studies	Basic Computer Literacy	80	Academic Support Staff	9 mos.	CS Professional (2nd Level Eligibility) RA 1080 (LPT)	Qualified
30.	TAY-RSP-AO2-26-025	Bachelor of Science in Mathematics	Bookkeeping Seminar (Basic Accounting)	80	Teller	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
31.	TAY-RSP-AO2-26-060	BSBA Major in Industrial Management	Seminar on New Government Procurement Act (RA No. 12009) and Its Implementing Rules and Regulations	24	Administrative Officer II	3 yrs. & 3 mos.	RA 1080 (LPT) CS Professional (2nd Level Eligibility)	Qualified
32.	TAY-RSP-AO2-26-030	Bachelor of Science in Public Administration	Orientation and Capacity Building on the New Government Procurement Reform Act (RA 12009)	24	Admin Aide VI	2 yrs. & 5 mos.	RA 1080 (LPT)	Qualified
33.	TAY-RSP-AO2-26-066	BSBA Major in Marketing Management Master in Business Administration (30 units)	Training on Strategies Leadership and Decision Making Skills	8	Project Coordinator	1 yr. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
34.	TAY-RSP-AO2-26-013	BSBA Major in Operation Management	Basic Computer Literacy	80	Sales Representative	1 yr. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
35.	TAY-RSP-AO2-26-051	BSBA Major in Human Resource Management	18 day Campaign against VAW cum Organizational Year-end Evaluation and Review Workshop	16	Administrative Aide IV	1 yr. & 8 mos.	PD 907 (Honor Graduate Eligibility)	Qualified
36.	TAY-RSP-AO2-26-037	Bachelor of Science in Accountancy Master in Business Administration	Laws and Rules on Government Expenditures	24	Administrative Assistant III	11 yrs. & 9 mos.	CS Professional (2nd Level Eligibility)	Qualified

37.	TAY-RSP-AO2-26-049	BS Entrepreneurship	Future Proof Workplace for Non-teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers	24	Administrative Support Staff	2 yrs. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
38.	TAY-RSP-AO2-26-028	Bachelor of Science in Mathematics	NC III Bookkeeping	292	Administrative Aide III	1 yr. & 2 mos.	CS Professional (2nd Level Eligibility) RA 1080 (LPT)	Qualified
39.	TAY-RSP-AO2-26-053	Bachelor of Culture and Arts Education	No relevant training	0	Secretary	2 yrs.	RA 1080 (LPT)	Qualified
40.	TAY-RSP-AO2-26-039	BSBA Major in Management Accounting	Capability Building for Administrative Officers in Schools	24	Administrative Officer II	5 yrs. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
41.	TAY-RSP-AO2-26-043	BSBA Major in Operation Management	Training Workshop on Revenue Administration, Fund Management, and Cash Flow Forecasting	32	Revenue Collection Clerk III	7 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
42.	TAY-RSP-AO2-26-016	Bachelor of Science in Mathematics	Mandatory 8 hrs. Occupational Safety and Health Seminar	8	External Remedial Admin Specialist	9 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
43.	TAY-RSP-AO2-26-001	Bachelor in Agricultural Technology	GAD Seminar: Promoting Gender and Equality and Women Empowerment	8	No relevant experience	0	RA 1080 (LPT)	Qualified
44.	TAY-RSP-AO2-26-004	BSIT Major in Electrical Technology	Training Workshop on Revenue Administration, Fund Management, and Cash Flow Forecasting	32	Revenue Collection Clerk II	3 yrs. & 11 mos.	RA 1080 (LPT) PD 907 (Honor Graduate Eligibility)	Qualified
45.	TAY-RSP-AO2-26-036	BSBA Major in Marketing Management	Financial Accountability and Disbursement Efficiency Workshop	32	Accounting Staff	3 yrs. & 10 mos.	RA 1080 (LPT)	Qualified
46.	TAY-RSP-AO2-26-031	BSBA Major in Financial Management	No relevant training	0	Human Resources Manager	1 yr. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified

47.	TAY-RSP-AO2-26-022	BS Psychology	Career Development and Office System Administration in Schools	80	Store Leader	1 yr. & 2 mos.	RA 1080 (Psychometrician)	Qualified
48.	TAY-RSP-AO2-26-005	BEED Major in General Education	Virtual Bookkeeping with Xero and Quickbooks Online	32	No relevant experience	0	RA 1080 (LPT) CS Professional (2nd Level Eligibility)	Qualified
49.	TAY-RSP-AO2-26-015	Bachelor of Science in Electronics and Communications Engineering	Unleashing the Potentials of Selected Non-teaching Personnel in Task Management, Documentation, and Design Thinking Skills	16	Administrative Assistant III	7 mos.	CS Professional (2nd Level Eligibility)	Qualified
50.	TAY-RSP-AO2-26-065	BSBA Major in Management	Basic Computer Literacy	80	Branch Secretary	21 yrs. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
51.	TAY-RSP-AO2-26-040	Bachelor of Science in Accountancy	Fundamentals of Public Fund Disbursements and Documentary Compliance Standardizing Payment Cycles, Internal Controls and COA Ready Documentation in the Philippine Government	3	Accounting Officer	26 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
52.	TAY-RSP-AO2-26-050	Bachelor of Science in Business Management major in Entrepreneurial/ Cooperative Management	Future Proof Workplace for Non- teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers	24	Administrative Support Staff	2 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
53.	TAY-RSP-AO2-26-012	Bachelor of Elementary Education	Basic Computer Literacy	80	Customer Service Representative	5 mos.	RA 1080 (LPT)	Qualified
54.	TAY-RSP-AO2-26-068	Bachelor of Science in Business Management Major in Entrepreneurial/ Cooperative Management	Mindfulness at Work: Driving Focus and Service Quality	8	Territory Specialist	1 yr. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified

55.	TAY-RSP-AO2-26-011	BSED Major in Filipino Master of Arts in Education Major in Filipino- 9 units	Basic Computer Literacy	80	No relevant experience	0	RA 1080 (LPT)	Qualified
56.	TAY-RSP-AO2-26-035	BSBA Major in Financial Management Master in Business Administration CARMA (36 units)	Seminar on the New Government Procurement Act (RA No. 12009) and It's Implementing Rules and Regulations	24	Administrative Officer II	1 yr. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified
57.	TAY-RSP-AO2-26-047	BSED Major in English Language	No relevant training	0	No relevant experience	0	RA 1080 (LPT)	Qualified
58.	TAY-RSP-AO2-26-019	Bachelor of Science in Commerce Major in Finance	No relevant training	0	No relevant experience	0	RA 1080 (LPT)	Qualified
59.	TAY-RSP-AO2-26-059	BSBA Major in Human Resource Development Management	Internal Auditor's Enhancement Training	8	Technical Assistant II	1 yr.	CS Professional (2nd Level Eligibility)	Qualified
60.	TAY-RSP-AO2-26-054	Bachelor of Physical Education Major in Sports and Wellness	Basic Life Support Providers Course and Standard First Aid Training	40	Administrative Aide III	4 yrs. & 8 mos.	RA 1080 (LPT)	Qualified
61.	TAY-RSP-AO2-26-014	BSBA Major in Financial Management	Introduction to Bookkeeping	24	Auditor	4 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	Qualified
62.	TAY-RSP-AO2-26-006	BSBA Major in Marketing Management Master of Arts in Computer Education (27 units)	Introduction to Customer Service	8	Admin Coordinator cum Registrar/ Property	3 yrs. & 9 mos.	RA 1080 (LPT)	Qualified
63.	TAY-RSP-AO2-26-044	Bachelor of Science in Mass Communication	GACPA 47th Annual National Convention and Seminar	32	Admin Aide VI	1 yr.	CS Professional (2nd Level Eligibility)	Qualified
64.	TAY-RSP-AO2-26-052	BSBA- Entrepreneurial Cooperative Management Master in Business	Laws and Rules on Government Expenditure	24	Administrative Officer I	1 yr. & 9 mos.	CS Professional (2nd Level Eligibility)	Qualified

		Management major in Business Administration						
65.	TAY-RSP-AO2-26-070	Bachelor in Accountancy	Capability Building for Administrative Officers in Schools	24	Administrative Officer II	9 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
66.	TAY-RSP-AO2-26-061	Bachelor of Science in Business Management major in Entrepreneurial Cooperative Management	5- Day Integrated Training Program for Moral Recovery Program, Human Rights, and Gender and Development	40	Administrative Assistant I (Computer Operator I)	11 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
67.	TAY-RSP-AO2-26-007	BSBA Major in Financial Management	First Aid and Disaster Risk Prevention	8	Financial Support Staff	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
68.	TAY-RSP-AO2-26-062	BS in Foreign Service Major in Diplomacy Master of Distance Education (24 units)	Essential Excel Skills for Data Preparation and Analysis	10	Public Relations Assistant	2 yrs. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
69.	TAY-RSP-AO2-26-056	BS Psychology	NC II Customer Services	236	HR Officer	5 yrs.	RA 1080 (LPT)	Qualified
70.	TAY-RSP-AO2-26-021	Bachelor of Science in Accountancy	Administrative Skills Training with Comprehensive ICT	80	Client Services Officer	2 yrs.	PD 907 (Honor Graduate Eligibility)	Qualified

Prepared and Certified Correct by:

GRASIELA L. HERNANDEZ
Administrative Officer IV/HRMO II
Date: **July 30, 2026**

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



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