



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

2 Oct 2023

DIVISION MEMORANDUM
No. 527, s. 2023

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS FOR
ADMINISTRATIVE ASSISTANT II 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 and Division Memorandum No. 480, s. 2023** or the **Recruitment, Selection, Evaluation and Ranking of Applicants for Administrative Assistant II Vacant Position**, this office releases the Initial Evaluation Results (IER) of the said 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 II
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants for administrative assistant ii
vacant position
None/October 2, 2023



Brgy. PotoI, Tayabas City



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Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II**

Salary Grade and Monthly Salary: **SG 8 | P 19, 744.00**

Qualification Standards:

Education **Completion of two years in college**

Training **4 hours of relevant training**

Experience **1-year relevant experience**

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

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-REC-ADAS2-2023-0001	Bachelor of Science in Business Administration with Certificate in Teaching Program	Strategic Planning Seminar / Workshop	16	Officer-in-Charge / Vault Custodian	1 yr. & 10 mos.	RA 1080 - Licensed Professional Teacher	Qualified
2	TAY-REC-ADAS2-2023-0002	Bachelor of Science in Business Administration major in Financial Management	Division Roll-out of the Web-based Monitoring System of the School Maintenance and Other Operating Expenses Funds	8	Administrative Aide	1 yr. & 6 mos.	CS Professional - 2nd Level Eligibility	Qualified

Prepared and Certified Correct by:

JOSEFINA R. OABEL

Human Resource Management Officer II

Date: **September 28, 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.



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