



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

16 August 2024

DIVISION MEMORANDUM  
No. 550 s. 2024

**INITIAL EVALUATION RESULT (IER) OF APPLICANTS TO  
ADMINISTRATIVE OFFICER I 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. 500 s. 2024** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Officer I 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  
Reference: DepEd 007, s. 2023  
Division Memorandum 500, s. 2024  
To be indicated in the Perpetual Index  
under the following subjects:

RSP  
ADMINISTRATIVE OFFICER I  
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative officer i vacant position  
PER25DD2-000720/August 16, 2024



Republic of the Philippines  
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 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**INITIAL EVALUATION RESULTS (IER)**

Position: **ADMINISTRATIVE OFFICER I**

Salary Grade and Monthly Salary: **SG 10 | P 23,176.00**

**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-AO1-24-005	BSBA Major in Financial Management	Remedial Management	16	Loan Clerk	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
2	TAY-RSP-AO1-24-011	BSBA Major in Human Resource Development Management  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
3	TAY-RSP-AO1-24-009	Bachelor in Physical Education- Sports and Wellness Management	Business Social Compliance Initiative Internal Audit Training	16	Accounting Staff	3 yrs. & 1 mo.	RA 1080 (LPT)	Qualified
4	TAY-RSP-AO1-24-007	Bachelor of Elementary Education	Basic Computer Literacy	80	Collector and Marketing Assistant	1 yr.	RA 1080 (LPT)	Qualified



5	TAY-RSP-AO1-24-008	BSIT Major in Computer Technology	Seminar Workshop on Basic Records and Archives Management	16	Encoder	2 yrs.	CS Professional (2nd Level Eligibility)	Qualified
6	TAY-RSP-AO1-24-014	BSBA- Management	No relevant training	0	Branch Secretary Cashier/ Agency Services Assistant	21 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified
7	TAY-RSP-AO1-24-013	BSBA Major in Marketing Management	No relevant training	0	Universal Processor	6 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	Qualified
8	TAY-RSP-AO1-24-006	Bachelor of Arts Major in Political Science	NC III Bookkeeping	292	Clerk	17 yrs. & 4 mos.	RA 1080 (LPT)	Qualified
9	TAY-RSP-AO1-24-012	BSBA- Entrepreneurial Cooperative Management Master in Business Management major in Business Administration	45th GACPA Annual Convention and Seminar	32	Administrative Aide IV	4 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	Qualified
10	TAY-RSP-AO1-24-010	BS Information System	NC III Bookkeeping	292	Administrative Officer/ Corporate Secretary	5 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:

**GRASIELA L. HERNANDEZ**

Administrative Officer IV/HRMO II

Date: **August 16, 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



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