



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

12 Oct 2023

DIVISION MEMORANDUM
No. 557, s. 2023

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

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. 503, s. 2023** 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 said vacant position.
2. Attached herewith is the Initial Evaluation Results (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 No. 503, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE OFFICER II
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative officer ii vacant positions
None/October 12, 2023



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

INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE OFFICER II**

Salary Grade and Monthly Salary: **SG 11 | P 27,000.00**

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 (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-REC-AOII-2023-0016	Bachelor of Science in Entrepreneurial Management with Master's in Business Administration	Capacity Building - Seminar - Workshop for Non-Teaching Personnel of DepEd Quezon to Revitalize Professionalism, Strengthen Teamwork, and Reignite Passion for Work	16	Administrative Assistant II	6 yrs. & 4 mos.	CS Professional - 2nd Level Eligibility	Qualified
2	TAY-REC-AOII-2023-0017	Bachelor of Science in Business Administration major in Management Accounting	NC III Bookkeeping	292	Registrar I	2 yrs. & 3 mos.	CS Professional - 2nd Level Eligibility	Qualified
3	TAY-REC-AOII-2023-0018	Bachelor of Science in Accountancy with	NC III Bookkeeping	292	Administrative Assistant II	4 yrs. & 2 mos.	CS Professional	Qualified




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		Master's in Public Administration					- 2nd Level Eligibility	
4	TAY-REC-AOII-2023-0019	Bachelor of Science in Business Administration Major in Financial Management with Master's in Public Administration (45 units)	NC II Microfinance Technology	92	Administrative Assistant II	2 yrs. & 5 mos.	Honor Graduate Eligibility	Qualified
5	TAY-REC-AOII-2023-0020	Bachelor of Science in Business Administration Major in Management Accounting	Training-workshop on Inventory Taking and Property Tagging Cum PPE Validation	16	Administrative Officer II	2 yrs. & 1 mo.	CS Professional - 2nd Level Eligibility	Qualified
6	TAY-REC-AOII-2023-0021	Bachelor of Science in Psychology with Master's in Management - Human Resource Management (Non-thesis Program)	NC III Bookkeeping	292	Administrative Assistant III	3 yrs. & 10 mos.	RA 1080 - Licensed Professional Teacher	Qualified
7	TAY-REC-AOII-2023-0022	Bachelor of Science in Business Administration major in Financial Management	International Seminar Workshop on Building Sustainable High-Performance Organization	24	Administrative Assistant III	1 yr. & 8 mos.	CS Professional - 2nd Level Eligibility	Qualified
8	TAY-REC-AOII-2023-0023	Bachelor of Science in Business Administration major in Accounting	NC III Bookkeeping	292	Administrative Assistant III	5 yrs. & 11 mos.	CS Professional - 2nd Level Eligibility	Qualified
9	TAY-REC-AOII-2023-0024	Bachelor of Science in Nutrition	Microsoft Digital Literacy	4	Customer Service Representative 2	5 yrs.	RA 1080 - Registered Nutritionist	Qualified

10	TAY-REC-AOII-2023-0025	Bachelor of Elementary Education with Master of Arts in Education major in English (9 units)	NC III Bookkeeping	292	Administrative Aide VI (Accounting Clerk II)	1 yr. & 8 mos.	RA 1080 - Licensed Professional Teacher	<i>Qualified</i>
11	TAY-REC-AOII-2023-0026	Bachelor of Science in Electronics & Communication Engineering	Personnel Orientation Course "Resource Enhancement through Academic Development Program for NUP Category 1"	40	Administrative Assistant I	2 yrs. & 2 mos.	CS Professional - 2nd Level Eligibility	<i>Qualified</i>
12	TAY-REC-AOII-2023-0028	Bachelor of Science in Business Administration major in Management Accounting	NC III Bookkeeping	292	Administrative Assistant III	1 yr. & 9 mos.	CS Professional - 2nd Level Eligibility	<i>Qualified</i>
13	TAY-REC-AOII-2023-0030	Bachelor of Arts in Psychology with Certificate in Teaching Program	Advanced Computer Skills Training	80	Customer Service Representative	5 yrs. & 4 mos.	RA 1080 - Licensed Professional Teacher	<i>Qualified</i>
14	TAY-REC-AOII-2023-0031	Bachelor of Science in Accountancy	Reorientation of Web-based Monitoring System Users of the School MOOE Funds in SDOs	24	Administrative Assistant III	1 yr. & 8 mos.	CS Professional - 2nd Level Eligibility	<i>Qualified</i>
15	TAY-REC-AOII-2023-0032	Bachelor of Science in Public Administration	Training-Workshop on Inventory Taking and Property Tagging Cum PPE Validation	16	Administrative Officer II	7 mos.	CS Professional - 2nd Level Eligibility	<i>Qualified</i>
16	TAY-REC-AOII-2023-0033	Bachelor of Science in Business Administration & Bachelor of Science in Mass	Reconciliation of Personal Services Itemization and Plantilla of Personnel	16	Administrative Officer II	2 yrs. & 4 mos.	CS Professional - 2nd Level Eligibility	<i>Qualified</i>

		Communication with Master's in Business Administration (CARMA)						
17	TAY-REC-AOII-2023-0033	Bachelor of Science in Business Administration major in Financial Management	None	0	Administrative Officer II	1 yr. & 6 mos.	CS Professional - 2nd Level Eligibility	<i>Qualified</i>

Prepared and Certified Correct by:


JOSEFINA R. OABEL
 HRMO II
 Date: **October 12, 2023**

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.