



Republic of the Philippines
Department of Education

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

20 August 2025

DIVISION MEMORANDUM
No. 567 s. 2025

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE ASSISTANT III 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. 510 s. 2025** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Assistant III Vacant Positions** this Office releases the Initial Evaluation Results (IER) of the vacant positions.
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:


EDWIN R. RODRIGUEZ
Chief Education Supervisor- CID
Officer-in-Charge

Encl: As stated

Reference: DepEd Order No. 007, s. 2023
Division Memorandum No. 510, s. 2025

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

RSP/ DIVISION MEMORANDUM
ADMINISTRATIVE ASSISTANT III

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative assistant iii vacant positions
PERDE2KC-001813/August 20, 2025



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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 ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 23,226.00**

Qualification Standards:

Education **Completion of two years in college**
 Training **4 hours of relevant training**
 Experience **1 year of relevant experience**
 Eligibility **Career Service Sub-Professional (First Level Eligibility)**

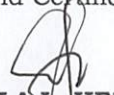
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-RSP-ADAS3P-25-007	BSBA Major in Marketing Management	Customer Assistant Leadership Training	40	Administrative Aide II	1 yr. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
2	TAY-RSP-ADAS3A-25-002	Bachelor of Science in Agriculture	Records to Profit: Mastering Bookkeeping for Business Success	4	Business Counselor	2 yrs. & 4 mos.	RA 1080 (Agriculturist)	Qualified
3	TAY-RSP-ADAS3A-25-007	BSBA Major in Financial Management	Advanced Shift Leadership Course	32	Shift Manager	1 yr. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
4	TAY-RSP-ADAS3E-25-001	BSBA Major in Financial Management	NC III Bookkeeping	292	Branch Service Associate	2 yrs.	CS Professional (2nd Level Eligibility)	Qualified
5	TAY-RSP-ADAS3A-25-006	BSBA Major in Marketing Management	International Seminar on Leadership & Office Administration	80	Teller	9 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
6	TAY-RSP-ADAS3E-25-002	BSBA Major in Financial Management	45th GACPA Annual Convention and Seminar	32	Administrative Assistant II	1 yr. & 9 mos.	CS Professional	Qualified

							(2nd Level Eligibility)	
7	TAY-RSP- ADAS3A-25-005	Bachelor of Science in Electronics Engineering	NC III Bookkeeping	292	Administrative Aide III	1 yr. & 9 mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>
8	TAY-RSP- ADAS3P-25-008	BSBA Major in Financial Management	Training- Workshop on Laws and Rules on Government Expenditures Specifically Travelling Expenses cum Documentary Requirements	4	Administrative Aide I	1 yr. & 6 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
9	TAY-RSP- ADAS3P-25-005	BSBA Major in Human Resource Development and Management	Employees' Compensation Program Seminar	8	Human Resource Generalist	2 yrs. & 1 mo.	CS Sub- Professional (1stLevel Eligibility)	<i>Qualified</i>
10	TAY-RSP- ADAS3P-25-004	Bachelor of Science in Industrial Psychology	Basic Computer Literacy	80	Information/ Admitting Clerk	17 yrs. & 2 mos.	CS Sub- Professional (1stLevel Eligibility)	<i>Qualified</i>
11	TAY-RSP- ADAS3A-25-004	BSBA Major in Human Resource Management	Introduction to Bookkeeping	24	Administrative Aide I	1 yr. & 5 mos.	PD 907 (Honor Graduate Eligibility)	<i>Qualified</i>
12	TAY-RSP- ADAS3P-25-006	BSBA Major in Human Resource Management	Introduction to Bookkeeping	24	Administrative Aide II	1 yr. & 6 mos.	PD 907 (Honor Graduate Eligibility)	<i>Qualified</i>
13	TAY-RSP- ADAS3P-25-011	Computer System and Network Technology Course	Leadership Training Program	8	Branch Manager	11 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
14	TAY-RSP- ADAS3P-25-012	Bachelor of Science in Information Technology	Competency-based HR Overview	8	Administrative Aide IV (Clerk II)	2 yrs.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
15	TAY-RSP- ADAS3A-25-001	Bachelor of Science in Hotel and Restaurant Management	5- Day Fynlo Bookkeeping Course	40	Account Officer	5 yrs. & 9 mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>

16	TAY-RSP- ADAS3A-25-008	BS Entrepreneurship	NC III Bookkeeping	292	Branch Cashier & Vault Custodian	3 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
17	TAY-RSP- ADAS3P-25-003	BS Industrial Technology Major in Industrial Design Technology	Training Workshop on the Deconcentration of Payroll Preparation to the Secondary Schools- Implementing Units Laguna Cluster	16	Administrative Assistant II	5 yrs. & 7mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>
18	TAY-RSP- ADAS3A-25-009	BSBA Major in Management	8 hours Digital Literacy Training	8	Administrative Aide III	2 yrs. & 4 mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>
19	TAY-RSP- ADAS3A-25-003	BSBA Major in Management Accounting	Laws and Rules on Government Expenditures	24	Administrative Assistant II	1 yr. & 6 mos.	RA 1080 (LPT)	<i>Qualified</i>
20	TAY-RSP- ADAS3P-25-001	Bachelor of Arts Major in History Master of Arts in Education	Small Business 101: Basic Accounting and Bookkeeping for Non- Accountant	80	Manager/ Supervisor	10 yrs. & 10 mos.	RA 1080 (LPT)	<i>Qualified</i>
21	TAY-RSP- ADAS3P-25-013	BSBA Major in Marketing Management Master in Business Administration	Division Seminar Workshop on FY 2025 Budget Preparation	16	Administrative Officer II	3 yrs.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
22	TAY-RSP- ADAS3P-25-009	Computer Hardware Servicing NCII	Training on the Basics of Leave Administration	4	Administrative Aide VI	2 yrs. & 9 mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>
23	TAY-RSP- ADAS3P-25-010	Computer Programming	Capacity Building on Basic Concepts of GAD, Gender Analysis and Gender Responsive Planning and Budgeting	16	Administrative Aide II	1 yr. & 8 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
24	TAY-RSP- ADAS3E-25-003	Bachelor of Elementary Education	International Seminar on Leadership and Office Administration	80	Administrative Assistant	5 yrs. & 11 mos.	RA 1080 (LPT)	<i>Qualified</i>

25	TAY-RSP- ADAS3P-25-002	BS Agriculture Major in Crop Science	Goal Setting and Action Planning for Sustainable School Improvement	4	Admin Support Staff	1 yr. & 3 mos.	RA 1080 (Agriculturist)	<i>Qualified</i>
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Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: **August 20, 2025**

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