



Republic of the Philippines
Department of Education

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

28 August 2025

DIVISION MEMORANDUM
No. 580 s. 2025

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE AIDE VI 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. 513 s. 2025** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide VI Vacant Position**, 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.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 007, s. 2023
Division Memorandum No. 513, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

RSP
DIVISION MEMORANDUM
ADMINISTRATIVE AIDE VI

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide vi vacant position
PERBHD5L-001830/August 28, 2025



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 AIDE VI**

Salary Grade and Monthly Salary: **SG 6 | P 18,957.00**

Qualification Standards:

Education **Completion of two years in college**
Training **None required**
Experience **None required**
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-1ADA6-25-017	BSBA Major in Financial Management	No relevant training	0	Treasury Staff	5 mos.	RA 1080 (LPT)	Qualified
2.	TAY-RSP-1ADA6-25-010	Bachelor of Science in Information Technology	Congressional Assistance, Response and Education (CARE) Program Leadership Training and Workshop	16	Congressional District Technical Staff	4 mos.	CS Professional (2nd Level Eligibility)	Qualified
3.	TAY-RSP-1ADA6-25-021	Bachelor of Culture and Arts	No relevant training	0	No relevant experience	0	RA 1080 (LPT)	Qualified
4.	TAY-RSP-1ADA6-25-006	BA Communication	No relevant training	0	No relevant experience	0	PD 907 (Honor Graduate Eligibility)	Qualified
5.	TAY-RSP-1ADA6-25-004	BSED Major in Mathematics	Receiving and Responding to Workplace Communication	4	No relevant experience	0	RA 1080 (LPT)	Qualified
6.	TAY-RSP-1ADA6-25-015	BSBA Major in Human Resource Development Management	No relevant training	0	Accounting Staff	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified

7.	TAY-RSP-1ADA6-25-001	Bachelor in Public Administration	No relevant training	0	Office Staff	2 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified
8.	TAY-RSP-1ADA6-25-002	BSIT Major in Computer Technology	Customer Service Excellence Training	24	Data Encoder	8 mos.	CS Professional (2nd Level Eligibility)	Qualified
9.	TAY-RSP-1ADA6-25-019	BSBA Major in Human Resource Management	Training Workshop on Framework Agreement	8	Administrative Aide III (Clerk I)	1 yr. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
10.	TAY-RSP-1ADA6-25-011	BSIT Major in Industrial Design (undergraduate)	NC II Computer Systems Servicing	640	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
11.	TAY-RSP-1ADA6-25-018	Bachelor of Science in Business Management major in Entrepreneurial Cooperative Management	Breaking Barriers for Women's Empowerment and Networks through Digitalization and Resilience	8	Secretary/ Receptionist	6 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
12.	TAY-RSP-1ADA6-25-020	BSed Major in English	No relevant training	0	No relevant experience	0	RA 1080 (LPT)	Qualified
13.	TAY-RSP-1ADA6-25-012	Bachelor of Technical - Vocational Teacher Education Major in Computer Programming	No relevant training	0	Kalahi CIDSS Cash for Work Program Staff	3 mos.	RA 1080 (LPT)	Qualified
14.	TAY-RSP-1ADA6-25-008	Bachelor of Science in Exercise and Sports Science Major in Fitness and Sports Coaching	No relevant training	0	Administrative Aide II	3 mos.	CS Professional (2nd Level Eligibility)	Qualified
15.	TAY-RSP-1ADA6-25-016	BEED Major in General Education	No relevant training	0	No relevant experience	0	PD 907 (Honor Graduate Eligibility) RA 1080 (LPT)	Qualified
16.	TAY-RSP-1ADA6-25-013	Bachelor of Technical - Vocational Teacher Education Major in Computer Programming	No relevant training	0	Administrative Aide II	1 mo.	RA 1080 (LPT)	Qualified

17.	TAY-RSP-1ADA6-25-007	BSED Major in Filipino	Basic Computer Literacy	80	Government Internship Program Staff	2 mos.	RA 1080 (LPT)	Qualified
18.	TAY-RSP-1ADA6-25-005	Bachelor of Science in Commerce (undergraduate)	Standard First Aid and Basic Life Support Training	32	Sanitation Inspector	1 yr.	CS Professional (2nd Level Eligibility)	Qualified
19.	TAY-RSP-1ADA6-25-003	BEED Major in General Education	Basic Customer Service Skills	24	Academic Support Staff	2 yrs.	RA 1080 (LPT)	Qualified
20.	TAY-RSP-1ADA6-25-014	BSED Major in Social Studies	Training Writeshop on the Development of Public Service Continuity Plan cum Division Contingency Plan	32	Administrative Aide II	1 yr. & 5 mos.	RA 1080 (LPT)	Qualified
21.	TAY-RSP-1ADA6-25-009	BSBA Major in Financial Management	No relevant training	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:

GRASIELA L. HERNANDEZ
Administrative Officer IV/HRMO II
Date: **August 28, 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