



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

24 September 2024

DIVISION MEMORANDUM
No. 644 s. 2024

**INITIAL EVALUATION RESULT (IER) OF APPLICANTS TO
ADMINISTRATIVE AIDE IV 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. 598 s. 2024** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide IV 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.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl: As stated
Reference: DepEd 007, s. 2023
Division Memorandum 598, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE AIDE IV
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide iv vacant position
PERER9S7-000844/September 25, 2024



Address: Brgy. PotoI, Tayabas City
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Department of Education
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INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE AIDE IV**

Salary Grade and Monthly Salary: **SG 4 | P 16,209.00**

Qualification Standards:

| | |
|-------------|--|
| Education | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course |
| Training | None required |
| Experience | None required |
| Eligibility | Career Service Sub-Professional (First Level Eligibility) |

| No. | Application Code | Education | Training | | Experience | | Eligibility | Remarks |
|-----|---------------------|---|--|-------|----------------------------|-------------------|---|----------------------------|
| | | | Title | Hours | Details | Length of Service | | (Qualified / Disqualified) |
| 1 | TAY-RSP-ADA4-24-005 | BSED Major in Social Studies | No relevant training | 0 | Contract of Service Worker | 5 mos. | RA 1080 (LPT) | Qualified |
| 2 | TAY-RSP-ADA4-24-007 | BSBA Major in Human Resource Management | National Training Program on Future-Proof Workplace for Non-Teaching Personnel | 24 | Administrative Aide II | 1 yr. & 4 mos. | PD 907 (Honor Graduate Eligibility) | Qualified |
| 3 | TAY-RSP-ADA4-24-006 | Bachelor of Science in Tourism Management | No relevant training | 0 | Community Relation Officer | 6 mos. | CS Professional (2nd Level Eligibility) | Qualified |
| 4 | TAY-RSP-ADA4-24-008 | Bachelor of Arts Major in Political Science | NC III Bookkeeping | 292 | Clerk | 17 yrs. & 4 mos. | RA 1080 (LPT) | Qualified |

Prepared and Certified Correct by:

GRASIELA L. HERNANDEZ
Administrative Officer IV/HRMO II
Date: **September 24, 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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