



Republic of the Philippines
Department of Education

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

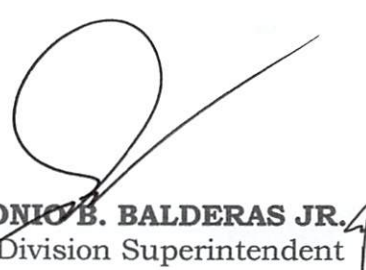
06 October 2026

DIVISION MEMORANDUM
No. 655 s. 2026

**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. 611 s. 2026** or the **Recruitment, Selection, Evaluation and Ranking of Applicants for Non-teaching Vacant Position**, this Office releases the Initial Evaluation Results (IER) of the vacant Administrative Aide VI position.
2. Attached herewith is the Initial Evaluation Result (IER) of the vacant position which contains only the information that will satisfy and met with the prescribed qualification standards. The complete details and assessment results will be presented in the Comparative Assessment and deliberation.
3. For information and guidance of all concerned.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 007, s. 2023

Division Memorandum No. 611, s. 2026

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
PERLDN2F-003077/October 6, 2026



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 19,716.00**

Qualification Standards:

Education	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)
Training	None required
Experience	None required
Eligibility	Career Service Sub-Professional (First Level Eligibility)

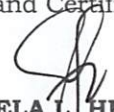
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-RSP-ADA6A-26-024	BSBA Major in Financial Management	No relevant training	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
2.	TAY-RSP-ADA6A-26-016	Bachelor of Arts in Political Science	Introduction to Bookkeeping	3	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
3.	TAY-RSP-ADA6A-26-022	Bachelor in Industrial Technology Major in Computer Technology	Aligning School and Division Initiatives with the Institutional Agendas through Strategic Project Design	32	Project Technical Aide	9 mos.	CS Professional (2nd Level Eligibility)	Qualified
4.	TAY-RSP-ADA6A-26-026	BSBA Major in Financial Management	Basic Computer Literacy	120	Department Manager	4 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
5.	TAY-RSP-ADA6A-26-025	BSIT Major in Computer Technology	Training of Trainers on Local Government Unit Support System (Phase 1)	40	Information Systems Analyst I	1 yr. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified

6.	TAY-RSP- ADA6A-26-010	Bachelor of Elementary Education	Basic Computer Literacy	80	Office Clerk	4 yrs. & 9 mos.	RA 1080 (LPT)	<i>Qualified</i>
7	TAY-RSP- ADA6A-26-005	Bachelor of Science in Public Administration	No relevant training	0	Cash Custodian	5 yrs. & 7 mos.	RA 1080 (LPT)	<i>Qualified</i>
8.	TAY-RSP- ADA6A-26-004	BSED Major in Mathematics	Stay connected with remote learning through Microsoft Teams and Microsoft 365	8	No relevant experience	0	RA 1080 (LPT)	<i>Qualified</i>
9.	TAY-RSP- ADA6A-26-013	BSED Major in Biological Science	No relevant training	0	Administrative Aide I	3 yrs. & 7 mos.	RA 1080 (LPT)	<i>Qualified</i>
10	TAY-RSP- ADA6A-26-012	BSBA Major in Human Resource Management	Learning to Stay Safe: Environmental Awareness Self Defense and Basic First Aid Seminar	8	Administrative Assistant II	3 yrs. & 6 mos.	PD 907 (Honor Graduate Eligibility)	<i>Qualified</i>
11.	TAY-RSP- ADA6A-26-002	Bachelor in Industrial Technology Major in Computer Technology	Leadership Training: Effective Administration and Office Management	80	Desk Credit Investigator	5 yrs. & 2 mos.	RA 1080 (LPT)	<i>Qualified</i>
12.	TAY-RSP- ADA6A-26-014	Bachelor of Arts in English Language Studies	NC II Customer Services	236	Part- Time Administrative Staff	1 yr. & 4 mos.	RA 1080 (LPT)	<i>Qualified</i>
13.	TAY-RSP- ADA6A-26-017	Bachelor of Arts in History	Basic Computer Literacy	80	Administrative Aide I	1 yr. & 4 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
14.	TAY-RSP- ADA6A-26-009	BSED Major in Physical Education	AI in Education: Friend or Foe?	8	No relevant experience	0	RA 1080 (LPT)	<i>Qualified</i>
15.	TAY-RSP- ADA6A-26-020	Bachelor of Science in Mathematics	NC III Bookkeeping	292	Administrative Aide III	1 yr. & 5 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
16.	TAY-RSP- ADA6A-26-007	BSBA Major in Marketing Management	Management Trainee School Program	120	Cash Custodian	6 yrs. & 11 mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>

17.	TAY-RSP- ADA6A-26-021	Bachelor of Science in Tourism Management	Second Level training in Electronic Civil Registration and Vital Statistics System for Birth and Death Registration	24	Medical Records Clerk	1 yr. & 10 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
18.	TAY-RSP- ADA6A-26-011	BSED Major in English	Workshop on the Safe Spaces Act: Addressing Gender- Based Issues and Concerns in the Workplace	8	Administrative Aide I	2 yrs. & 8 mos.	RA 1080 (LPT)	<i>Qualified</i>
19.	TAY-RSP- ADA6A-26-008	Bachelor of Arts in Psychology	Administrative Skills Training with Comprehensive ICT	80	No relevant experience	0	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
20.	TAY-RSP- ADA6A-26-006	Bachelor of Science in Business Management Major in Entrepreneurial/ Cooperative Management	Workplace Harmony: Fostering Integrity and Professional Ethics	8	Acquired Properties Staff II	9 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
21.	TAY-RSP- ADA6A-26-003	Bachelor of Science in Public Administration	Capacity Building of Non- teaching Personnel Level 1 on Intensifying Written Communication and Innovative Skills	24	Administrative Aide	3 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
22.	TAY-RSP- ADA6A-26-018	BSBA Major in Financial Management	Basic Computer Literacy	80	Administrative Clerk	7 yrs. & 9 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
23.	TAY-RSP- ADA6A-26-019	BSBA Major in Financial Management	Receiving and Responding to Workplace Communication	8	Auditor	5 yrs.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
24.	TAY-RSP- ADA6A-26-015	Bachelor of Science in Information Technology	Office Maintenance and Administrative Support	3	Administrative Aide	11 mos.	PD 907 (Honor Graduate Eligibility)	<i>Qualified</i>
25.	TAY-RSP- ADA6A-26-023	BS Civil Engineering Major in Construction Engineering	Basic Life Support and First Aid Training for SDO Tayabas Personnel	24	Administrative Aide	1 yr. & 3 mos.	CS Sub- Professional (1st Level Eligibility)	<i>Qualified</i>

26.	TAY-RSP- ADA6A-26-001	BSED Major in Science	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: **October 6, 2026**

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