



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


04 Dec 2023

DIVISION MEMORANDUM
No. 645, s. 2023

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS TO
ADMINISTRATIVE ASSISTANT 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. 616 s. 2023** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Assistant II Vacant Positions**, this Office releases the Initial Evaluation Results (IER) of the said vacant positions.
2. Attached herewith is the Initial Evaluation Results (IER) of the vacant positions.
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. 616, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE ASSISTANT II
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative assistant ii
vacant positions
None/December 4, 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 ASSISTANT II**

Salary Grade and Monthly Salary: **SG 8 | P 19,744.00**

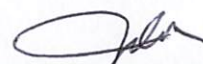
Qualification Standards:

Education **Completion of two years in college**
 Training **4 hours of relevant training**
 Experience **1-year 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-REC-ADAS2-2023-0008	BA major in Communication	International Conference on Professional Learning for Non-Teaching Personnel	24	Administrative Support Staff	1 yr. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
2	TAY-REC-ADAS2-2023-0005	BS in Accountancy	NC III Bookkeeping	292	Administrative Aide IV	2 yrs. & 10 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
3	TAY-REC-ADAS2-2023-0009	BS in Hotel & Restaurant Management	International Conference on Professional Learning for Non-Teaching Personnel	24	Cashier	1 yr.	CS Professional (2nd Level Eligibility)	Qualified
4	TAY-REC-ADAS2-2023-0003	Bachelor of Elementary Education	NC III Bookkeeping	292	Administrative Aide VI (Accounting Clerk II)	1 yr. & 8 mos.	RA 1080 (LPT)	Qualified

5	TAY-REC-ADAS2-2023-0006	BS in Accountancy	NC III Bookkeeping	292	Administrative Aide II	2 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified
6	TAY-REC-ADAS2-2023-0004	BSBA major in Management Accounting	NC III Bookkeeping	292	Administrative Aide VI	3 yrs. & 4 mos.	RA 1080 (LPT)	Qualified
7	TAY-REC-ADAS2-2023-0012	BS in Information Technology	Professional Bookkeeping	80	Administrative Aide VI (Clerk III)	4 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
8	TAY-REC-ADAS2-2023-0010	BS in Commerce major in Marketing	Administrative Assistant Skills	5	QA Specialist	1 yr. & 11 mos.	RA 1080 (LPT)	Qualified

Prepared and Certified Correct by:


JOSEFINA R. OABEL
 HRMO II
 Date: **December 4, 2023**

Notes and Instructions for the HRMO:

- a) 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
- b) If the information does not apply to the applicant, please put N/A.



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INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE ASSISTANT II**

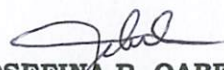
Salary Grade and Monthly Salary: **SG 8 | P 19,744.00**

Qualification Standards:

Education **Completion of two years in college**
Training **4 hours of relevant training**
Experience **1-year 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-REC-ADAS2-2023-0011	BSBA major in Human Resource Management	Training-workshop on Building Sustainable High-Performing Non-Teaching Personnel	8	Administrative Aide II	6 mos.	Honor Graduate Eligibility	Disqualified
2	TAY-REC-ADAS2-2023-0007	BSEd major in English	No relevant trainings	0	Teacher	3 yrs. & 11 mos.	RA 1080 (LPT)	Disqualified

Prepared and Certified Correct by:


JOSEFINA R. OABEL
HRMO II
Date: **December 4, 2023**

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