



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. 666, s. 2023

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS TO
ADMINISTRATIVE AIDE VI 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. 621 s. 2023** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Aide VI 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 AIDE VI
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide vi 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 AIDE VI**

Salary Grade and Monthly Salary: **SG | P 17,553.00**

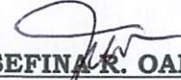
Qualification Standards:

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
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1	TAY-REC-ADAVI-2023-0002	Bachelor of Elementary Education	Pre-planning of Tayabas City Peace and Order and Public Safety Plans (POPSP) for FY 2023-2025	16	Administrative Aide III	1 yr. & 6 mos.	RA 1080 (LPT)	Qualified
2	TAY-REC-ADAVI-2023-0001	BS in Hotel & Restaurant Management	International Conference on Professional Learning for Non-Teaching Personnel	24	Cashier	1 yr.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-REC-ADAVI-2023-0004	BSBA major in Human Resource Management	Training-workshop of Teaching-Related Personnel in the Utilization of Learning and Development Needs Assessment Results as Basis for the L & D Plan Development	16	Administrative Aide II	6 mos.	Honor Graduate Eligibility	Qualified
					E-commerce Marketer	6 mos.		

4	TAY-REC-ADAVI-2023-0005	BS Mass Communication	DigitaljobsPH Training Program - General Virtual Assistance	44	Secretary A	3 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>
5	TAY-REC-ADAVI-2023-0003	BSBA major in Marketing Management	Fostering Assistants into Future Leaders (Assisting the Assistant 2.0)	5	Graphic Designer / Marketing	4 yrs.	CS Professional (2nd Level Eligibility)	<i>Qualified</i>

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.



Address: PotoI, Tayabas City
Telephone No.: (042) 785-9615 or (042) 710-0329
Email Address: tayabas.city@deped.gov.ph
Website: <https://depedtayabas.ph>