



Republic of the Philippines
Department of Education

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

12 October 2026

DIVISION MEMORANDUM
No. **670** s. 2026

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -
ADMINISTRATIVE ASSISTANT III VACANT POSITIONS**

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 Assistant III positions.
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 ASSISTANT III

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative assistant iii vacant positions
PERIFD66-003102/October 12, 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 ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 24,329.00**

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 **4 hours of relevant training**

Experience **1 year of relevant experience**

Eligibility **Career Service Sub-Professional (First Level Eligibility)**

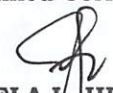
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-RSP-ADAS3A-26-001	Bachelor of Elementary Education	Basic Computer Literacy	80	Social Insurance Assistant I	3 yrs. & 2 mos.	RA 1080 (LPT)	Qualified
2	TAY-RSP-ADAS3A-26-005	BSBA Major in Financial Management with Business Analytics	NC III Bookkeeping	292	Senior Loan Analyst	3 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-RSP-ADAS3A-26-031	Bachelor of Science in Entrepreneurship	Credit Card Approved: Tips to Boost Your Chances with Banks	3	Administrative Assistant	3 yrs. & 11 mos.	RA 1080 (LPT)	Qualified
			Understanding the Credit Information System Act	3				
4	TAY-RSP-ADAS3A-26-002	Bachelor of Science in Management Accounting	Administrative Skills Training with Comprehensive ICT	80	Administrative Assistant III	1 yr. & 7 mos.	RA 1080 (LPT)	Qualified
5	TAY-RSP-ADAS3A-26-017	BSED Major in Social Studies	Leading the Digital Shift: Educator's Training on Microsoft Office Applications & Responsible Digital Practices	80	Grade School Teacher & Administrative Staff	2 yrs. & 2 mos.	RA 1080 (LPT)	Qualified

6	TAY-RSP-ADAS3A-26-010	BSBS Major in Financial Management	Administrative Office Development and Planning Conference	32	Administrative Aide	1 yr. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
7	TAY-RSP-ADAS3A-26-023	BSED Major in Biological Science	Receiving and Responding to Workplace Communication	4	Technical Support Representative 1	5 yrs. & 9 mos.	RA 1080 (LPT)	Qualified
8	TAY-RSP-ADAS3A-26-026	BSBA Major in Financial Management	Basic Computer Literacy	120	Department Manager	4 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
9	TAY-RSP-ADAS3A-26-011	BSBA Major in Financial Management	Introduction to Bookkeeping	8	Accounting Staff and Cashier Supervisor	11 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
10	TAY-RSP-ADAS3A-26-020	BSBA Major in Management Accounting Master in Business Administration	Occupational Safety and Health Orientation	8	Technical Clerk	12 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
11	TAY-RSP-ADAS3A-26-028	BS Mathematics Minor in Statistics	Six Sigma Process Documentation and Analysis	8	Sr. Quality Evaluator	5 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
12	TAY-RSP-ADAS3A-26-014	Bachelor of Science in Industrial Psychology	Basic Computer Literacy	80	Information Clerk	16 yrs. & 4 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
13	TAY-RSP-ADAS3A-26-006	BSED Major in Mathematics	Stay connected with remote learning through Microsoft Teams and Microsoft 365	8	No relevant experience	0	RA 1080 (LPT)	Disqualified
14	TAY-RSP-ADAS3A-26-013	BSBA Major in Human Resource Management	Forum on Republic Act 9710 (Magna Carta of Women) and Related Laws	8	Administrative Assistant II	3 yrs. & 6 mos.	PD 907 (Honor Graduate Eligibility)	Qualified
15	TAY-RSP-ADAS3A-26-016	Bachelor of Arts in History	Basic Computer Literacy	80	Administrative Aide	1 yr. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified
16	TAY-RSP-ADAS3A-26-029	BSED Major in Mathematics	Training and Writeshop on Learning and Service Continuity Plan (LSCP)	16	Grade 7 adviser/ Math Club Moderator/ Assistant Guidance Advocate	1 yr. & 8 mos.	RA 1080 (LPT)	Qualified
17	TAY-RSP-ADAS3A-26-019	Bachelor of Science in Mathematics	NC III Bookkeeping	292	Administrative Aide III	1 yr. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
18	TAY-RSP-ADAS3A-26-009	BSBA Major in Marketing Management	Management Trainee School Program	120	Cash Custodian	6 yrs. & 11 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified

19	TAY-RSP-ADAS3A-26-012	BSBA Major in Marketing Management	Division Training on Competency Enhancement on Communication Skills for Non-Teaching Staff	16	Administrative Assistant II	1 yr. & 5 mos.	RA 1080 ((LPT)	Qualified
20	TAY-RSP-ADAS3A-26-004	Bachelor of Science in Hotel and Restaurant Management	Basic Communications and Electronics Course	166	Administrative Aide IV	3 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
21	TAY-RSP-ADAS3A-26-025	Bachelor of Arts Major in History	In-House Training: Records Counter Disaster Preparedness and Business Continuity	16	Academic Support Staff	4 yrs. & 3 mos.	RA 1080 (LPT)	Qualified
22	TAY-RSP-ADAS3A-26-007	BSBA Major in Financial Management	No relevant training	0	Crewing Assistant	1 yr. & 10 mos.	CS Professional (2nd Level Eligibility)	Disqualified
23	TAY-RSP-ADAS3A-26-027	BSBA Major in Financial Management	NC III Bookkeeping	292	Human Resources Manager	1 yr. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
24	TAY-RSP-ADAS3A-26-030	BSBA Major in Financial Management	Process Optimization: Workflow Improvement & Efficiency	20.5	Social Insurance Assistant	2 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
25	TAY-RSP-ADAS3A-26-008	Bachelor of Science in Business Management Major in Entrepreneurial/ Cooperative Management	Mindfulness at Work: Driving Focus and Service Quality	8	Acquired Properties Staff II	9 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
26	TAY-RSP-ADAS3A-26-018	BSBA Major in Financial Management	Practicing Data Privacy in the Workplace	8	Auditor	5 yrs.	CS Professional (2nd Level Eligibility)	Qualified
27	TAY-RSP-ADAS3A-26-022	BSED Major in English	Webinar on Human Resource Workforce Planning and Succession Management: How to Develop Strategic Workforce Plans and Prepare Future Leaders Through Effective Succession Management	8	No relevant experience	0	CS Professional (2nd Level Eligibility)	Disqualified
28	TAY-RSP-ADAS3A-26-021	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 Professional (1st Level Eligibility)	Qualified
29	TAY-RSP-ADAS3A-26-024	Bachelor of Arts in Communication	Upskilling Training on Google Workspace and Microsoft Office 365	80	Administrative Support Staff/Clerk	6 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified

30	TAY-RSP-ADAS3A-26-015	Bachelor of Arts Major in History	Standard First Aid and BLS-CPR with AED Training Course	32	Focal Person III	21 yrs. & 7 mos.	RA 1080 (LPT)	Qualified
31	TAY-RSP-ADAS3A-26-003	Bachelor of Science in Accountancy	Administrative Skills Training with Comprehensive ICT	80	Client Services Officer	2 yrs.	PD 907 (Honor Graduate Eligibility)	Qualified

Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: **October 12, 2026**

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