



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


12 Dec 2023

DIVISION MEMORANDUM
No. 678, s. 2023

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS TO
ADMINISTRATIVE ASSISTANT III VACANT POSITION**

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. 628 s. 2023** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Assistant III Vacant Position**, 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 position.
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. 628, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

RSP
ADMINISTRATIVE ASSISTANT III
DIVISION MEMORANDUM

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative assistant iii
vacant position
None/December 12, 2023



Republic of the Philippines
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 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 21, 211.00**

Qualification Standards:

Education	<u>Completion of two years in college</u>
Training	<u>4 hours of relevant training</u>
Experience	<u>1-year relevant experience</u>
Eligibility	<u>Career Service Sub-Professional (First Level Eligibility)</u>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1	TAY-REC-ADAS3-2023-0030	BS Civil Engineering	NC III Bookkeeping (Basic & Common Competencies)	44	Administrative Assistant II (Clerk IV)	1 yr. & 11 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
2	TAY-REC-ADAS3-2023-0027	BA major in Communication	NC III Bookkeeping (Basic & Common Competencies)	44	Administrative Support Staff	1 yr. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-REC-ADAS3-2023-0025	Bachelor in Public Administration	Capacity Building on DepEd Manual of Style (DMOS) & DSVMM	8	Administrative Aide VI	1 yr. & 9 mos.	RA 1080 (LPT)	Qualified
4	TAY-REC-ADAS3-2023-0020	BS in Office Administration	Basic Microsoft Office Application	12	Medical Secretary	15 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
5	TAY-REC-ADAS3-2023-0022	BS in Nursing & BA in Communication	Seminar workshop on Effective Communication	8	Social Insurance Assistant I	8 yrs. & 3 mos.	RA 1080 (Nurse)	Qualified
6	TAY-REC-ADAS3-2023-0032	BS Accountancy	Data Privacy Awareness Training Program	8	Administrative Aide I (Clerk I)	2 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	Qualified

7	TAY-REC-ADAS3-2023-0024	BSBA major in Management Accounting	NC III Bookkeeping (Basic & Common Competencies)	44	Administrative Aide VI	3 yrs. & 4 mos.	RA 1080 (LPT)	Qualified
8	TAY-REC-ADAS3-2023-0033	BS in Information Technology	Seminar-workshop on the Use of the DepEd Manual of Styles	8	Administrative Aide VI (Clerk III)	4 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:


JOSEFINA R. OABEL

HRMO II

 Date: **December 12, 2023**
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.

a) 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@depd.gov.ph
Website: <https://depdtayabas.ph>



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INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salary: **SG 9 | P 21, 211.00**

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-ADAS3-2023-0028	BS in Information Technology	No relevant trainings submitted	0	Administrative Aide III	1 yr. & 10 mos.	CS Sub-Professional (1st Level Eligibility)	Disqualified
2	TAY-REC-ADAS3-2023-0031	Bachelor of Elementary Education	No relevant trainings submitted	0	English Online Teacher	1 yr. & 2 mos.	RA 1080 (LPT)	Disqualified
3	TAY-REC-ADAS3-2023-0026	Bachelor of Elementary Education	No relevant trainings submitted	0	Administrative Aide	1 yr.	RA 1080 (LPT)	Disqualified
4	TAY-REC-ADAS3-2023-0034	BS Mass Communication	No relevant trainings submitted	0	Sr. Facilities Coordinator	2 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	Disqualified

Prepared and Certified Correct by:


JOSEFINA R. OABEL
HRMO II

Date: **December 12, 2023**

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