



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. 6701, 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. 627 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. 627, 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
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 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
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1	TAY-REC-ADAS3-2023-0021	BSBA major in Entrepreneurial / Cooperative Management	NC III Bookkeeping	292	Satellite Head	9 yrs. & 10 mos.	RA 1080 (LPT)	Qualified
2	TAY-REC-ADAS3-2023-0023	BS in Commerce major in Management	Seminar-workshop on the Preparation and Review of School's Maintenance and Other Operating Expenses and School-based Feeding Program Liquidation Report	8	Administrative Assistant III	5 yrs. & 5 mos.	CSC Resolution No. 93-3666 (Barangay Official)	Qualified
3	TAY-REC-ADAS3-2023-0029	BS in Accountancy	NC III Bookkeeping	292	Administrative Aide II	2 yrs. & 7 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: Potol, Tayabas City
Telephone No.: (042) 785-9615 or (042) 710-0329
Email Address: tayabas.city@deped.gov.ph
Website: <https://depedtayabas.ph>