



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

13 Dec 2023

DIVISION MEMORANDUM  
No. 681, s. 2023

**COMPARATIVE ASSESSMENT RESULTS (CAR) 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 result of evaluation of the said vacant position held on December 7, 2023 at the Office of the Assistant Schools Division Superintendent of the City Schools Division of the City of Tayabas, Brgy. PotoI, Tayabas City.
2. Applicants with application code of **TAY-REC-ADAS2-2023-0008** and **TAY-REC-ADAS2-2023-0004** are advised to report to the Office of the Schools Division Superintendent on **December 15, 2023 at 9:00 o'clock in the morning**.
3. Attached herewith is the Comparative Assessment Results (CAR) of the said activity.
4. 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 – comparative assessment results (car) of applicants to administrative assistant ii vacant positions  
None/December 13, 2023



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

**COMPARATIVE ASSESSMENT RESULT (CAR)**

Position: **ADMINISTRATIVE ASSISTANT II**

Office/Bureau/Service/Unit where the vacancy exists: **SDO TAYABAS CITY**

Plantilla Item Number: **OSEC-DECSB-ADAS2-270027-2015,**

**OSEC-DECSB-ADAS2-270344-2017**

Date of Final Deliberation: **DECEMBER 7, 2023**

No.	APPLICATION CODE	COMPARATIVE ASSESSMENT RESULTS (CAR)								
		Education (5)	Training (5)	Experience (20)	Performance (20)	Outstanding Accomplishments (10)	Application of Education (10)	Application of L & D (10)	Potential (20)	Total (100)
1	TAY-REC-ADAS2-2023-0008	1	5	16	19.00	2	0	0	15.21	<b>58.21</b>
2	TAY-REC-ADAS2-2023-0005	1	5	8	15.98	0	0	0	13.13	<b>43.11</b>
3	TAY-REC-ADAS2-2023-0009	1	3	1	0.00	0	0	0	11.84	<b>16.84</b>
4	TAY-REC-ADAS2-2023-0003	1	5	20	15.98	0	0	0	7.38	<b>49.36</b>
5	TAY-REC-ADAS2-2023-0006	1	5	20	19.00	2	0	0	18.11	<b>65.11</b>
6	TAY-REC-ADAS2-2023-0004	1	5	12	15.98	0	0	0	15.19	<b>49.17</b>
7	TAY-REC-ADAS2-2023-0010	1	0	0	0.00	0	0	0	9.96	<b>10.96</b>

Prepared by HRMPSB:

**NATHANIEL G. BALBAROSA**

NEU Representative – 1<sup>st</sup> Level Positions  
HRMPSB Member

**GRASIELA L. HERNANDEZ**

Administrative Officer II  
HRMPSB Alternate Member

**AGNES M. LUZADAS**

Accountant III  
HRMPSB Member



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



**CONRADO C. GABARDA**  
Administrative Officer V  
HRMPSB Member

*~on official travel~*

**IMELDA C. RAYMUNDO**  
CES – SGOD  
HRMPSB Member



**ANTONIO P. FAUSTINO JR.**  
OIC - Asst. Schools Division Superintendent  
HRMPSB Chairperson

Appointment Conferred by:



**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent  
Appointing Authority