



Republic of the Philippines

Department of Education

REGION IV - A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 October 2026

DIVISION MEMORANDUM

No. 698 s. 2026

INITIAL EVALUATION RESULTS (IER) OF APPLICANTS - ADMINISTRATIVE ASSISTANT II VACANT POSITION

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 II position.
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. VALDERAS 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 II

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative assistant ii vacant position
PER13QEF-003137/October 23, 2026



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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 II**

Salary Grade and Monthly Salary: **SG 8 | P 22,423.00**

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-ADAS2-26-019	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				
2	TAY-RSP-ADAS2-26-010	BSBA Major in Financial Management	Disbursement Management for Administrative Officers	32	Administrative Aide	1 yr. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
3	TAY-RSP-ADAS2-26-017	BSBA Major in Marketing Management	Year- end Accomplishment Review and Performance Appraisal and Planning Conference for CY 2025	16	Administrative Aide VI	2 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
4	TAY-RSP-ADAS2-26-015	BSBA Major in Management Accounting	Occupational Safety and Health Orientation	8	Technical Clerk	12 yrs. & 10 mos.	CS Professional	Qualified

		Master in Business Administration					(2nd Level Eligibility)	
5	TAY-RSP-ADAS2-26-021	BSIT Major in Computer Technology	Training of Trainers on Local Government Unit Support System (Phase 1)	40	Information Systems Analyst I	1 yr. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
6	TAY-RSP-ADAS2-26-014	Bachelor of Science in Marine Transportation (undergraduate)	Enhancing Positive Public Perception for Government Personnel	16	Administrative Aide III (Clerk I)	1 yr. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
7	TAY-RSP-ADAS2-26-004	BSED Major in Mathematics	Stay connected with remote learning through Microsoft Teams and Microsoft 365	8	No relevant experience	0	RA 1080 (LPT)	Disqualified
8	TAY-RSP-ADAS2-26-012	BSBA Major in Human Resource Management	Learning to Stay Safe: Environmental Awareness Self Defense and Basic First Aid Seminar	8	Administrative Assistant II	3 yrs. & 6 mos.	PD 907 (Honor Graduate Eligibility)	Qualified
9	TAY-RSP-ADAS2-26-001	Bachelor in Industrial Technology Major in Computer Technology	Leadership Training: Effective Administration and Office Management	80	Desk Credit Investigator	5 yrs. & 2 mos.	RA 1080 (LPT)	Qualified
10	TAY-RSP-ADAS2-26-013	Bachelor of Arts in English Language Studies	NC II Customer Services	236	Part- Time Administrative Staff	1 yr. & 4 mos.	RA 1080 (LPT)	Qualified
11	TAY-RSP-ADAS2-26-008	Bachelor of Elementary Education Major in Pre-school Education Master of Arts in Educational Management (36 units)	Basic Computer Literacy	80	Administrative Assistant	2 yrs. & 1 mo.	RA 1080 (LPT)	Qualified

12	TAY-RSP-ADAS2-26-009	Bachelor of Science in Commerce	Administrative Assistance and Office Operations Training	24	Administrative Aide I	5 yrs. & 7 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
13	TAY-RSP-ADAS2-26-018	BSBA Major in Human Resource Development Management	Administrative Assistants Training	8	Administrative Assistant	2 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
14	TAY-RSP-ADAS2-26-006	Bachelor of Arts in History	Continuing Professional Development: Drafting of Winning Research and Extension Project Proposal	8	Administrative Aide	2 yrs. & 7 mos.	RA 7160 (Brgy. Official Eligibility)	Qualified
15	TAY-RSP-ADAS2-26-020	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
16	TAY-RSP-ADAS2-26-011	BSED Major in English	Workshop on the Safe Spaces Act: Addressing Gender- Based Issues and Concerns in the Workplace	8	Administrative Aide I	2 yrs. & 8 mos.	RA 1080 (LPT)	Qualified
17	TAY-RSP-ADAS2-26-007	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
18	TAY-RSP-ADAS2-26-005	Bachelor of Science in Hotel and Restaurant Management	Computer Skills Development Training: Improving Classroom Learning thru ICT	80	Clerk	2 yrs. & 11 mos.	RA 1080 (LPT)	Qualified
19	TAY-RSP-ADAS2-26-016	BSED Major in English	Webinar on Human Resource Workforce Planning and Succession Management: How to Develop Strategic	8	No relevant experience	0	CS Professional (2nd Level Eligibility)	Disqualified

			Workforce Plans and Prepare Future Leaders Through Effective Succession Management					
20	TAY-RSP-ADAS2-26-003	Computer Hardware Servicing NCII	One Time Cleansing of Property, Plant and Equipment Account Balances of Government Agencies	16	Administrative Aide VI	3 yrs. & 10 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
21	TAY-RSP-ADAS2-26-002	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:

HERBERT D. PEREZ

Assistant Schools Division Superintendent
HRMPSB Chairperson
Date: **October 23, 2026**

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
- If the information does not apply to the applicant, please put N/A