



Republic of the Philippines  
**Department of Education**

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

06 October 2025

DIVISION MEMORANDUM

No. 704 s. 2025

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -  
ADMINISTRATIVE ASSISTANT II 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. 637 s. 2025** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Assistant II Vacant Positions**, this Office releases the Initial Evaluation Results (IER) of the vacant positions.
2. Attached herewith is the Initial Evaluation Result (IER) of the vacant position.
3. For information and guidance of all concerned.

For:

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

By:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl: As stated

References: DepEd Order No. 007, s. 2023

Division Memorandum No. 637, s. 2025

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- administrative assistant ii vacant positions  
PERTPMH0-001979/October 6, 2025



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 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**INITIAL EVALUATION RESULTS (IER)**

Position: **ADMINISTRATIVE ASSISTANT II- ACCOUNTING UNIT**

Salary Grade and Monthly Salary: **SG 8 | P 21,448.00**

**Qualification Standards:**

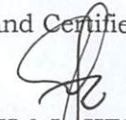
Education      **Completion of two years in college**  
 Training        **4 hours of relevant training**  
 Experience      **1 year of relevant experience**  
 Eligibility       **Career Service Sub- Professional (First Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1.	TAY-RSP-ADAS2A-25-005	BSBA Major in Financial Management	Employee Development Training Workshop 2024: Equality Nurtures Diversity through Various Genders and Development and Health and Wellness Activities in the Workplace	12	Administrative Aide VI	1 yr. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
2.	TAY-RSP-ADAS2A-25-012	BSBA Major in Financial Management	Advanced Shift Leadership Course	32	Assistant Department Manager	3 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
3.	TAY-RSP-ADAS2A-25-002	Bachelor of Technical Vocational Teachers Education Major in Food Management	Training not relevant to the position applied for	0	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Disqualified
4.	TAY-RSP-ADAS2A-25-007	Bachelor of Science in Electronics Engineering	NC III Bookkeeping	292	Administrative Aide III	2 yrs.	CS Sub-Professional (1st Level Eligibility)	Qualified
5.	TAY-RSP-ADAS2A-25-009	Bachelor of Arts in Psychology	Microsoft Digital Literacy Receiving and Responding to Workplace Communication	2 2	Encoder	1 yr.	CS Professional (2nd Level Eligibility)	Qualified



6.	TAY-RSP-ADAS2A-25-006	Bachelor of Science in Management Accounting	Financial Accountability and Disbursement Efficiency Workshop	32	Junior Staff	2 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
7.	TAY-RSP-ADAS2A-25-004	Bachelor of Elementary Education	Basic Computer Literacy	80	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Disqualified
8.	TAY-RSP-ADAS2A-25-010	BSBA Major in Financial Management	Data Privacy Policy Cascading-Batch 4	4	Industrial Account Staff	5 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
9.	TAY-RSP-ADAS2A-25-001	BSBA Major in Marketing Management	Anti- money Laundering Refresher Training	5	Senior Teller	5 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
10.	TAY-RSP-ADAS2A-25-003	Bachelor of Science in Commerce (undergraduate)	Standard First Aid and Basic Life Support Training	32	Sanitation Inspector	1 yr.	CS Professional (2nd Level Eligibility)	Qualified
11.	TAY-RSP-ADAS2A-25-008	BSED Major in Social Studies	Training Workshop on Laws and Rules on Government Expenditures Specifically Travelling Expenses cum Documentary Requirements	4	Administrative Aide II	1 yr. & 8 mos.	RA 1080 (LPT)	Qualified
12.	TAY-RSP-ADAS2A-25-011	BSBM Major in Entrepreneurial/ Cooperative Management	NC III Bookkeeping	292	Senior Finance Officer	17 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:

  
**GRASIELA L. HERNANDEZ**  
 Administrative Officer IV/HRMO II  
 Date: **October 6, 2025**

**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



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**INITIAL EVALUATION RESULTS (IER)**

Position: **ADMINISTRATIVE ASSISTANT II- ELEMENTARY SCHOOL**

Salary Grade and Monthly Salary: **SG 8 | P 21,448.00**

**Qualification Standards:**

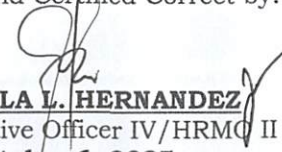
Education **Completion of two years in college**  
Training **4 hours of relevant training**  
Experience **1 year of relevant experience**  
Eligibility **Career Service Sub- Professional (First Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1.	TAY-RSP-ADAS2E-25-002	Bachelor in Early Childhood Education	NC II Computer Systems Servicing	640	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Disqualified
2.	TAY-RSP-ADAS2E-25-003	BSIT Major in Electronics (undergraduate)	Digital Literacy Training	8	Tax Mapping Aide	2 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
3.	TAY-RSP-ADAS2E-25-006	BSBA Major in Human Resource Management	Training Workshop on Framework Agreement	8	Administrative Aide III (Clerk I)	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
4.	TAY-RSP-ADAS2E-25-007	Bachelor of Science in Mathematics	Bookkeeping Seminar (Basic Accounting)	80	Teller	1 yr. & 10 mos.	CS Professional (2nd Level Eligibility)	Qualified
5.	TAY-RSP-ADAS2E-25-001	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
6.	TAY-RSP-ADAS2E-25-008	BSBA Major in Financial Management	Seminar Workshop on Annual Tax Incentives Report, Annual Benefits Report and Philippine	16	Senior Bookkeeper	7 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified



			Financial Reporting Framework and Standard Chart of Accounts for Cooperatives					
7.	TAY-RSP-ADAS2E-25-004	Bachelor of Science in Electronics Engineering	Training Workshop on the Preparation of Disbursement Voucher and Computation of Taxes Withheld	4	Administrative Aide I	1 yr. & 4 mos.	RA 7160 (Brgy. Official Eligibility)	Qualified
8.	TAY-RSP-ADAS2E-25-010	BS Industrial Technology Major in Industrial Design Technology	Division Capacity Building for Finance and Finance-Related Personnel	16	Administrative Assistant II	5 yrs. & 7 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
9.	TAY-RSP-ADAS2E-25-005	BSIT Major in Computer Technology	Customer Service and Values Enhancement Seminar	8	Account Officer	7 yrs. & 7 mos.	CS Sub-Professional (1st Level Eligibility)	Qualified
10.	TAY-RSP-ADAS2E-25-009	Bachelor of Elementary Education	International Seminar on Leadership and Office Administration	80	Clerk and Payroll Officer	5 yrs. & 11 mos.	RA 1080 (LPT)	Qualified

Prepared and Certified Correct by:

  
**GRASIELA L. HERNANDEZ**  
 Administrative Officer IV/HRMO II  
 Date: **October 6, 2025**

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