Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05, November 2026

DIVISION MEMORANDUM
No. 733 s. 2026

INITIAL EVALUATION RESULTS (IER) OF APPLICANTS - ADMINISTRATIVE AIDE IV 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 Aide IV 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. BALDERAS 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 AIDE IV

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide iv vacant position PERP0NP4-003158/November 5, 2026

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REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE AIDE IV**

Salary Grade and Monthly Salary: **SG 4 | P 17,506.00**

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 **None required**

Experience **None required**

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-ADA4A- 26-012	BSED Major in Filipino	Bookkeeping Seminar	80	Intern (GIP)	2 mos. & 24 days	CS Sub-Professional (1st Level Eligibility)	*Qualified*
2.	TAY-RSP-ADA4A- 26-010	BSED Major in Social Studies	No relevant training submitted	0	No certificate of employment submitted	0	RA 1080 (LPT)	*Qualified*
3.	TAY-RSP-ADA4A-26-020	BSBA Major in Marketing Management	Year- end Accomplishment Review and Performance Appraisal and Planning Conference for CY 2025	16	Administrative Aide VI	2 yes. & 5 mos.	CS Professional (2nd Level Eligibility)	*Qualified*
4.	TAY-RSP-ADA4A-26-004	BSED Major in Mathematics	Stay connected with remote learning through Microsoft Teams and Microsoft 365 Development and	8	No relevant experience	0	RA 1080 (LPT)	*Qualified*

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			Psychological Assessment					
5.	TAY-RSP-ADA4A-26-006	BSED Major in English	Digital Literacy Blueprint: From Everyday Productivity to Creative Designs	80	No certificate of employment submitted	0	RA 1080 (LPT)	*Qualified*
6.	TAY-RSP-ADA4A-26-021	BTLED Major in Information and Communication Technology	No training certificate submitted	0	No certificate of employment submitted	0	CS Professional (2nd Level Eligibility)	*Qualified*
7	TAY-RSP-ADA4A-26-008	Bachelor of Science in Commerce Major in Management	Administrative Assistance and Office Operations Training	24	Administrative Aide I	5 yrs. & 7 mos.	CS Sub-Professional (1st Level Eligibility)	*Qualified*
8.	TAY-RSP-ADA4A-26-022	BSBA Major in Human Resource Management	Administrative Assistant Training	24	Administrative Assistant	2 yrs. & 9 mos.	CS Sub-Professional (1st Level Eligibility)	*Qualified*
9.	TAY-RSP-ADA4A-26-013	BS Entrepreneurship	Future Proof Workplace for Non- teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers	24	Administrative Support Staff	2 yrs. & 9 mos.	CS Professional (2nd Level Eligibility)	*Qualified*
10	TAY-RSP-ADA4A-26-003	Bachelor of Science in Office Administration	Building a Culture of Respect: Safe Spaces for All	8	Clerk/Typist	3 yrs. & 10 mos.	CS Professional (1st Level Eligibility)	*Qualified*
11.	TAY-RSP-ADA4A-26-011	Bachelor of Arts in Psychology	Administrative Skills Training with Comprehensive ICT	80	No relevant experience	0	CS Professional (2nd Level Eligibility)	*Qualified*

12.	TAY-RSP-ADA4A-26-014	Bachelor of Science in Business Management major in Entrepreneurial / Cooperative Management	Future Proof Workplace for Non- teaching Personnel as Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers	24	Administrative Support Staff	2 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	*Qualified*
13.	TAY-RSP-ADA4A-26-009	BSED Major in English	No relevant training	0	No relevant work experience	0	RA 1080 (LPT)	*Qualified*
14.	TAY-RSP-ADA4A-26-007	Bachelor of Science in Business Management Major in Entrepreneurial	Mindfulness at Work: Driving Focus and Service Quality	8	Acquired Properties Staff II	9 yrs. & 10 mos.	CS Professional (2nd Level Eligibility)	*Qualified*
15.	TAY-RSP-ADA4A-26-005	Bachelor of Science in Hotel and Restaurant Management	Computer Skills Development Training: Improving Classroom Learning thru ICT	80	Clerk	2 yrs. & 9 mos.	RA 1080 (LPT)	*Qualified*
16.	TAY-RSP-ADA4A-26-017	BSBA Major in Financial Management	Basic Computer Literacy	80	Administrative Clerk	8 yrs.	CS Professional (2nd Level Eligibility)	*Qualified*
17.	TAY-RSP-ADA4A-26-019	BSED Major in English	Webinar on Human Resource Workforce Planning and Succession Management: How to Develop Strategic Workforce Plans and Prepare Future Leaders Through Effective Succession Management	8	No relevant work experience	0	CS Professional (2nd Level Eligibility)/RA 1080 (LPT)	*Qualified*
18.	TAY-RSP-ADA4A-26-002	Bachelor of Technology and Livelihood Education Major	No relevant training	0	No relevant work experience	0	RA 1080 (LPT)	*Qualified*

		in Home Economics						
19.	TAY-RSP-ADA4A-26-015	Bachelor of Science in Information Technology	Office Maintenance and Administrative Support	3	Administrative Aide	11 mos.	PD 907 (Honor Graduate Eligibility)	*Qualified*
20.	TAY-RSP-ADA4A-26-001	BSED Major in Science	No training certificate submitted	0	No work experience submitted	0	CS Professional (2nd Level Eligibility)/ RA 1080 (LPT)	*Qualified*

Prepared and Certified Correct by:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Date: **November 5, 2026**

Notes and Instructions for the HRMO:

a) *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*
b) *If the information does not apply to the applicant, please put N/A*