Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 November 2026

DIVISION MEMORANDUM
No. 754 s. 2026

INITIAL EVALUATION RESULT (IER) OF APPLICANTS TO ADMINISTRATIVE AIDE III 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 position.

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
Reference: 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 III

Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

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REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE AIDE III**

Salary Grade and Monthly Salary: **SG 3 | P 16,486.00**

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-ADA3-26-004	Bachelor of Technology and Livelihood Education Major in Information and Communication Technology	No training certificate submitted	0	No certificate of employment submitted	0	RA 1080 (LPT)	*Qualified*
2.	TAY-RSP-ADA3-26-005	BSBA Major in Human Resource Management	Provincial Youth Development Office and Local Youth Development Office Mandatory and Continuous Training	16	Administrative Aide II	2 yrs. & 4 mos.	CS Sub-Professional (1st Level Eligibility)	*Qualified*
3.	TAY-RSP-ADA3-26-003	BSED Major in Mathematics	Stay connected with remote learning through Microsoft Teams and Microsoft 365	8	No relevant experience	0	RA 1080 (LPT)	*Qualified*

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4.	TAY-RSP-ADA3-26-014	BSBA Major in Human Resource Management	Seminar on Mental Health Awareness	8	Administrative Aide III (Clerk I) Casual	2 yrs. & 4 mos.	CS Professional (2nd Level Eligibility)	*Qualified*
5.	TAY-RSP-ADA3-26-002	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-ADA3-26-012	BSBA Major in Business Computer	Basic Computer Literacy	80	Social Welfare Assistant	2 yrs. & 1 mo.	CS Sub-Professional (1st Level Eligibility)	*Qualified*
7	TAY-RSP-ADA3-26-007	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*
8.	TAY-RSP-ADA3-26-008	Bachelor of Arts in Psychology	4Ps Program Fluency cum Kilod-Unlad & Gender Sensitivity Training for Newly hired Staff	40	Prjoect Development Officer II (Contractual)	1 yr. & 4 mos.	RA 1080 (Psychometrician)	*Qualified*
9.	TAY-RSP-ADA3-26-010	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-ADA3-26-009	Bachelor of Arts in Psychology	Administrative Skills Training with Comprehensive ICT	80	No work experience	0	CS Professional (2nd Level Eligibility)	*Qualified*

11.	TAY-RSP-ADA3-26-011	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*
12.	TAY-RSP-ADA3-26-013	Bachelor of Technology and Livelihood Education Major in ICT	AI Learning Modules	12	Administrative Aide I	5 mos.	RA 1080 (LPT)	*Qualified*
13.	TAY-RSP-ADA3-26-006	Bachelor of Public Administration	Participating in Workplace Communication	8	No work experience	0	CS Professional (2nd Level Eligibility)	*Qualified*
14.	TAY-RSP-ADA3-26-001	BSED Major in Science	No training certificate submitted	0	No work experience	0	CS Professional (2nd Level Eligibility)/ RA 1080 (LPT)	*Qualified*

Prepared and Certified Correct by:

GRASIELA L. HERNANDEZ
Administrative Officer IV/ HRMO II
Date: **November 13, 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*