



Republic of the Philippines  
**Department of Education**

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

23 October 2025

DIVISION MEMORANDUM  
No. 756 s. 2025

**INITIAL EVALUATION RESULTS (IER) OF APPLICANTS -  
ADMINISTRATIVE OFFICER 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. 696 s. 2025** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Administrative Officer 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. 696, s. 2025

To be indicated in the Perpetual Index  
under the following subjects:

RSP/ DIVISION MEMORANDUM  
ADMINISTRATIVE OFFICER II

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative officer ii vacant positions  
PER0FCOD-002051/October 23, 2025



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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 OFFICER II (ELEMENTARY)**

Salary Grade and Monthly Salary: **SG 11 | P 30,024.00**

**Qualification Standards:**

Education **Bachelor's degree relevant to the job**  
Training **None required**  
Experience **None required**  
Eligibility **Career Service Professional (Second Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Length of Service		(Qualified / Disqualified)
1.	TAY-RSP-AO2E-25-007	BSBA Major in Marketing Management	Customer Assistant Leadership Training	40	Administrative Aide II	1 yr. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
2.	TAY-RSP-AO2E-25-006	Bachelor of Science in Civil Engineering major in Structural Engineering	40 hrs. Construction Occupational Safety and Health Training Course with 2 hours Training of Trainers TOT	40	Office/ Administrative Assistant (Cash for Work Program)	5 mos.	RA 1080 (Civil Engineer)	Qualified
3.	TAY-RSP-AO2E-25-005	Bachelor of Science in Criminology	Contact Center Services NC II	144	Inspector	10 mos.	RA 1080 (Criminologist)	Qualified
4.	TAY-RSP-AO2E-25-015	BSED Major in English	No relevant training submitted	0	No relevant experience	0	RA 1080 (LPT)	Qualified
5.	TAY-RSP-AO2E-25-017	BSBA Major in Financial Management	Advanced Shift Leadership Course	32	Assistant Department Manager	3 yrs. & 8 mos.	CS Professional (2nd Level Eligibility)	Qualified
6.	TAY-RSP-AO2E-25-016	BSBA Major in Banking and Finance	Capacity Building on the National Expanded School	16	Administrative Assistant III	6 yrs.	CS Professional	Qualified




			Based Feeding Program Implementation for SY 2025-2026 for School Implementers and Coordinators				(2nd Level Eligibility)	
7.	TAY-RSP-AO2E-25-019	Bachelor of Arts in Communication	Orientation on Root Cause Analysis	4	Office Administrator/ Cashier	10 yrs. & 9 mos.	CS Professional (2nd Level Eligibility)	Qualified
8.	TAY-RSP-AO2E-25-001	BS Mathematics Minor in Statistics	Six Sigma Process Documentation and Analysis	8	Senior Quality Evaluator	4 yrs. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified
9.	TAY-RSP-AO2E-25-004	Bachelor of Science in Criminology Master of Science in Criminal Justice	Basic Occupational Safety & Health Training for Private and Public Sectors	13	Criminology Program Head	6 mos.	RA 1080 (Criminologist)	Qualified
10.	TAY-RSP-AO2E-25-013	BSED Major in Mathematics	Small Business 101: Basic Accounting and Bookkeeping for Non- Accountant	80	Administrative Aide III (Clerk I)	3 yrs. & 5 mos.	RA 1080 (LPT)	Qualified
11.	TAY-RSP-AO2E-25-011	BSBA Major in Marketing Management	Training Program for Bookkeeping	80	Support Staff	1 yr. & 11 mos.	RA 1080 (LPT)	Qualified
12.	TAY-RSP-AO2E-25-008	BSBA Major in Human Resource Development Management	Basic Computer Literacy	120	Municipal Financial Analyst	7 mos.	RA 1080 (LPT)	Qualified
13.	TAY-RSP-AO2E-25-010	Bachelor of Culture and Arts Education	No relevant training submitted	0	No relevant experience submitted	0	RA 1080 (LPT)	Qualified
14.	TAY-RSP-AO2E-25-018	Bachelor of Science in Accountancy Master in Business Administration	Workshop on the Preparation of the FY 2026 Budget Proposals for the Implementing Units	16	Administrative Assistant III	10 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	Qualified
15.	TAY-RSP-AO2E-25-012	BSBM Major in Entrepreneurial Cooperative Management	Digital Literacy Program- End Users Training on Small Value Procurement System	4	Labor and Employment Assistant	4 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
16.	TAY-RSP-AO2E-25-014	Bachelor of Arts in Public Administration	Training not relevant to the position applied for	0	Admin Aide	2 yrs. & 6 mos.	RA 1080 (LPT)	Qualified



17.	TAY-RSP-AO2E-25-003	BSIT Major in Electrical Technology	Training Workshop on Revenue Administration, Fund Management, and Cash Flow Forecasting	32	Revenue Collection Clerk II	3 yrs. & 1 mo.	PD 907 (Honor Graduate Eligibility)	Qualified
18.	TAY-RSP-AO2E-25-002	BSED Major in Science	Microsoft Digital Literacy	4	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Qualified
19.	TAY-RSP-AO2E-25-009	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. & 9 mos.	RA 1080 (LPT)	Qualified
20.	TAY-RSP-AO2E-25-020	BS Psychology	NC II Customer Services	236	HR Officer	5 yrs.	RA 1080 (LPT)	Qualified

Prepared and Certified Correct by:

  
**GRASIELA L. HERNANDEZ**  
 Administrative Officer IV/HRMO II  
 Date: **October 23, 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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 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**INITIAL EVALUATION RESULTS (IER)**

Position: **ADMINISTRATIVE OFFICER II (PROCUREMENT)**

Salary Grade and Monthly Salary: **SG 11 | P 30,024.00**

**Qualification Standards:**

Education **Bachelor's Degree relevant to the job**  
 Training **None required**  
 Experience **None required**  
 Eligibility **Career Service Professional (Second Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1.	TAY-RSP-AO2P-25-009	Bachelor of Science in Information Technology	2023 3rd PAGBA Quarterly Seminar and Meeting "Responding to the Continuing Challenges and Technology to Public Financial Management	32	Administrative Assistant II	4 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
2.	TAY-RSP-AO2P-25-001	BSED Major in Science	Customer Service Training Program	8	Medical Record Staff	1 yr. & 5 mos.	RA 1080 (LPT)	Qualified
3.	TAY-RSP-AO2P-25-007	BSED Major in Social Studies	Training not relevant to the position applied for	0	No relevant experience submitted	0	RA 1080 (LPT)	Qualified
4.	TAY-RSP-AO2P-25-005	Bachelor of Science in Accountancy	Webinar on Accounting 101 for Non- Accountants of the Home Lending Operations Cluster	7	Sales and Customer Support Assistant	6 yrs. & 5 mos.	CS Professional (2nd Level Eligibility)	Qualified
5.	TAY-RSP-AO2P-25-004	Bachelor of Arts in Communication Master in Public Administration	Online Orientation Seminar on R.A. No. 12009 known as the New Government Procurement Act and its	8	Administrative Assistant II	1 yr. & 7 mos.	CS Professional (2nd Level Eligibility)	Qualified



			Implementing Rules and Regulations					
6.	TAY-RSP-AO2P-25-002	BSED Major in English	Training of Newly Designated School Finance Personnel of IUs on Financial Management & Operations (New Finance School Personnel of IUs)	24	Administrative Assistant II	4 yrs.	CS Professional (2nd Level Eligibility)	Qualified
7.	TAY-RSP-AO2P-25-008	BSED Major in Social Studies	Basic Computer Literacy	80	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Qualified
8.	TAY-RSP-AO2P-25-011	BSED Major in English	Future-ready- Thriving in Emerging Tech and Unlocking Career Opportunities	8	Academic Coordinator	3 yrs. & 7 mos.	RA 1080 (LPT)	Qualified
9.	TAY-RSP-AO2P-25-003	Bachelor of Arts in English Language Studies	Training not relevant to the position applied for	0	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Qualified
10.	TAY-RSP-AO2P-25-006	BS Entrepreneurship	Modernized PhilGeps for Government Agencies	16	Administrative Aide IV	2 yrs. & 6 mos.	CS Professional (2nd Level Eligibility)	Qualified
11.	TAY-RSP-AO2P-25-010	Bachelor of Science in Industrial Engineering	No relevant training submitted	0	No relevant experience submitted	0	CS Professional (2nd Level Eligibility)	Qualified

Prepared and Certified Correct by:

**GRASIELA L. HERNANDEZ**  
 Administrative Officer IV/HRMO II  
 Date: **October 23, 2025**

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