Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 November 2026

DIVISION MEMORANDUM
No. 771 s. 2026

INITIAL EVALUATION RESULTS (IER) OF APPLICANTS - ADMINISTRATIVE AIDE VI 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. 734 s. 2026** or the ***Recruitment, Selection, Evaluation and Ranking of Applicants for the vacant Administrative Aide VI position,*** this Office releases the Initial Evaluation Results (IER) of applicants in the said vacant 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. ALDERAS JR.
Schools Division Superintendent

Encl: As stated
References: DepEd Order No. 007, s. 2023
Division Memorandum No. 734, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

RSP
DIVISION MEMORANDUM
ADMINISTRATIVE AIDE VI

OSDS Personnel Unit – initial evaluation results (ier) of applicants to administrative aide vi vacant position
PERSEL1D-003227/November 20, 2026

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REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INITIAL EVALUATION RESULTS (IER)

Position: **ADMINISTRATIVE AIDE VI**

Salary Grade and Monthly Salary: **SG 6 | P 19,716.00**

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-ADA6B-26-003	Bachelor of Secondary Education major in English	Administrative Skills Training w/ Comprehensive ICT	80	Service Crew	2 yrs. & 1 mo.	RA 1080 (LPT)	*Qualified*
2.	TAY-RSP-ADA6B-26-013	Bachelor of Secondary Education major in Social Studies	Leading the Digital Shift: Educators Training Microsoft Office Applications (Word, Excel, PowerPoint), Google Workspace, Canva, Adobe Photoshop CS6, Wondershare Filmora 9 & Responsible Digital Practices	80	Administrative Staff/ Cashier	2 yrs. & 2 mos.	RA 1080 (LPT)	*Qualified*

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3.	TAY-RSP-ADA6B-26-004	BSBA Major in Financial Management	Financial Literacy and Development	32	Administrative Aide	1 yr. & 8 mos.	CS Professional (2nd Level Eligibility)	*Qualified*
4.	TAY-RSP-ADA6B-26-010	Bachelor of Science in Business Administration major in Financial Management	Basic Computer Literacy	120	Department Manager	4 yrs. & 8 mos.	RA 1080 (LPT)/ CS Professional (2nd Level Eligibility)	*Qualified*
5.	TAY-RSP-ADA6B-26-009	BSIT major in Computer Technology	Customer Service Excellence Training	24	ICT Support Staff (COS)	7 mos.	CS Professional (Second Level Eligibility)	*Qualified*
6.	TAY-RSP-ADA6B-26-007	Bachelor of Arts in Psychology	No training certificate submitted	0	No work experience	0	RA 1080 (Psychometrician)	*Qualified*
7	TAY-RSP-ADA7B-26-002	BSBA Major in Financial Management	Performing Data Recording and Reporting	8	Auditor	5 yrs.	CS Professional (2nd Level Eligibility)	*Qualified*
8.	TAY-RSP-ADA6B-26-012	Bachelor of Science in Agriculture major in Animal Science	No relevant training	0	No relevant work experience	0	RA 1080 (Agriculturist)	*Qualified*
9.	TAY-RSP-ADA6B-26-005	Bachelor of Science in Information Technology	Mental Health at the Workplace: From Burnout to Balance: Boosting Motivation and Mental health through Effective Teamwork and Collaboration	8	Administrative Aide	1 yr.	PD 907 (Honor Graduate Eligibility)	*Qualified*

10	TAY-RSP-ADA6B-26-006	BSIT major in Food Technology	Bookkeeping Seminar (Basic Accounting)	80	Administrative Support Staff	2 yrs. & 4 mos.	RA 1080 (LPT)	*Qualified*
11.	TAY-RSP-ADA6B-26-011	Bachelor of Science in Psychology	No training certificate submitted	0	No work experience	0.	CS Professional (2nd Level Eligibility)	*Qualified*
12.	TAY-RSP-ADA6B-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 20, 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*