



Republic of the Philippines

Department of Education

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


05 November 2025

DIVISION MEMORANDUM
No. 785 s. 2025

INITIAL EVALUATION RESULTS (IER) OF APPLICANTS - LEGAL ASSISTANT I 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. 717 s. 2025** or the **Recruitment, Selection, Evaluation and Ranking of Applicants to Legal Assistant I Vacant Position**, 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.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 007, s. 2023
Division Memorandum No. 717, s. 2025

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

RSP
DIVISION MEMORANDUM
LEGAL ASSISTANT I

OSDS Personnel Unit – initial evaluation results (ier) of applicants to legal assistant i vacant position
PER1C7FJ-002092/November 5, 2025



Republic of the Philippines
Department of Education

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

INITIAL EVALUATION RESULTS (IER)

Position: **LEGAL ASSISTANT I**

Salary Grade and Monthly Salary: **SG 10 | P 25,586.00**

Qualification Standards:

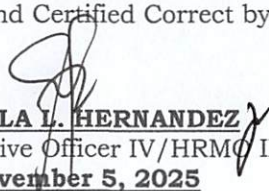
Education **Bachelor's degree**
Training **None required**
Experience **None required**
Eligibility **Career Service Professional (Second Level Eligibility)**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified / Disqualified)
			Title	Hours	Details	Length of Service		
1.	TAY-RSP-LEA1-25-015	Bachelor of Technical Vocational Teacher Education major in Computer Programming	Digital Citizenship and Cyber Hygiene	8	School Records Officer	1 yr. & 4 mos.	RA 1080 (LPT)	Qualified
2.	TAY-RSP-LEA1-25-010	BSBA Major in Human Resource Development Management	No relevant training submitted	0	Accounting Staff	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
3.	TAY-RSP-LEA1-25-002	BS Accountancy	Towards Standards-Based Quality Assurance for Senior High Schools (2022 Reruns)	24	School Registrar	20 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
4.	TAY-RSP-LEA1-25-003	BS Criminology	No relevant training submitted	0	Administrative Aide III	1 mo.	CS Professional (2nd Level Eligibility)	Qualified
5.	TAY-RSP-LEA1-25-001	Bachelor of Science in Legal Management Juris Doctor (22 units)	No relevant training submitted	0	No relevant experience	0	PD 907 (Honor Graduate Eligibility)	Qualified

6.	TAY-RSP-LEA1-25-013	BSED Major in Social Studies	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
7.	TAY-RSP-LEA1-25-006	Bachelor in Public Administration	Division Capacity Building on Research Implementation, Dissemination and Utilization	16	Administrative Assistant III	1 yr. & 9 mos.	RA 1080 (LPT)	Qualified
8.	TAY-RSP-LEA1-25-009	BSBA Major in Human Resource Management	Seminar on Mental Health Awareness	8	Administrative Aide III (Clerk I)	2 yrs. & 1 mo.	CS Professional (2nd Level Eligibility)	Qualified
9.	TAY-RSP-LEA1-25-007	Bachelor of Public Administration	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
10.	TAY-RSP-LEA1-25-012	Bachelor of Public Administration	No relevant training submitted	0	No relevant experience	0	CS Professional (2nd Level Eligibility)	Qualified
11.	TAY-RSP-LEA1-25-008	Bachelor of Science in Accountancy Master in Business Administration	CSI Leadership Series: Embracing Leadership towards Leading a Multigenerational Workforce	8	Administrative Assistant III	10 yrs. & 11 mos.	CS Professional (2nd Level Eligibility)	Qualified
12.	TAY-RSP-LEA1-25-014	BSBM Major in Entrepreneurial Cooperative Management	Technical Report Writing	16	Labor and Employment Assistant	4 yrs. & 2 mos.	CS Professional (2nd Level Eligibility)	Qualified
13.	TAY-RSP-LEA1-25-004	BSED Major in Science	Microsoft Digital Literacy	4	Work experience not relevant to the position applied for	0	RA 1080 (LPT)	Qualified
14.	TAY-RSP-LEA1-25-005	BSBA Major in Marketing Management	No relevant training submitted	0	Case Manager	2 yrs. & 3 mos.	CS Professional (2nd Level Eligibility)	Qualified
15.	TAY-RSP-LEA1-25-011	Bachelor of Science in Criminology	Updates on Environmental Health and Sanitation	40	No relevant experience	0	RA 1080 (Criminologist)	Qualified

			Programs for Health Workers					
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Prepared and Certified Correct by:


GRASIELA L. HERNANDEZ
 Administrative Officer IV/HRMO II
 Date: **November 5, 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