DIVISION MEMORANDUM
No. _____123_____, s. 2025

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS NON-TEACHING POSITIONS AND REVISED SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW AND WRITTEN EXAM

TO: Assistant Schools Division Superintendent
        Chief Education Supervisors (CID & SGOD)
        Public Schools District Supervisors
        Public and Private Elementary & Secondary School Heads
        All Others Concerned

1.   Relative to the following Division Memoranda, DepEd Guidelines, and Civil Service Issuances, attached are the Initial Evaluation Results (IER) of the applicants' qualifications vis-à-vis the Civil Service Commission (CSC) approved qualifications standards conducted by the Human Resource Management Officer of this Division:

   a.   **Division Memorandum No. 013, s. 2025:** Recruitment and Selection of Applicants for Vacant School Administration, Related-Teaching, and Non-Teaching Positions
   b.   **Division Memorandum No. 067, s. 2025**: Recruitment and Selection of Applications for Vacant Non-Teaching Positions
   c.   **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
   d.   **DepEd Order No. 21, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)
   e.   **Civil Service Memorandum Circular No. 10, s. 2005:** Qualification Standards for Administrative Positions in the Administrative Services Group Under the General Administrative Service of the Position Classification Plan

2.   The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will commence the conduct of Evaluative Assessments based on the principles of merit and fitness, and criteria stated in DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and DepEd Order No. 21, s. 2024 "Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)".

3.   Schools shall post copies of the Initial Evaluation Report (IER) in their respective areas of jurisdiction. The IERs are also made available in conspicuous places within the division office, SDO Sagay website (https://www.depedsagay.com), and official social media page.

4.   Furthermore, the behavioural events interview, written and work samples exam, and open ranking for **all qualified applicants** of the following positions will be held at the **Division Office HRMPSB Room** according to the schedule provided below:

Vacant Position	Place of Assignment	Application Codes	Schedule
Administrative Officer II	Old Sagay Elementary School	AOII-2025001 to AOII-2025021	February 27, 2025 8:30 am – 12:00 nn
Administrative Aide VI (Cashiering Services)	OSDS – Cash Section	ADA-2025001 ADA-2025002 ADA-2025003 ADA-2025004 ADA-2025010 ADA-2025011 ADA-2025012	February 27, 2025 1:30 pm – 5:00 pm
Administrative Assistant I (Accounting Machine Operator)	OSDS – Budget Office	ADAS-2025012 ADAS-2025016 ADAS-2025022 ADAS-2025023 ADAS-2025027	

Vacant Position	Place of Assignment	Application Codes		Schedule
Administrative Assistant I (Accounting Machine Operator)	OSDS – Budget Office	ADAS-2025002 ADAS-2025007 ADAS-2025009 ADAS-2025010 ADAS-2025011 ADAS-2025021 ADAS-2025025 ADAS-2025029 ADAS-2025031		
Administrative Assistant II (Disbursing Officer)	Various Clustered Schools within SDO Sagay City	ADAS-2025003 ADAS-2025004 ADAS-2025005 ADAS-2025006 ADAS-2025008 ADAS-2025015 ADAS-2025017 ADAS-2025020 ADAS-2025024 ADAS-2025026 ADAS-2025033 ADAS-2025034 ADAS-2025036 ADAS-2025037		February 28, 2025 8:30 am – 5:00 pm
Administrative Assistant II	Serafin V. Aguilar Integrated School	ADAS-2025040 ADAS-2025041 ADAS-2025042 ADAS-2025044 ADAS-2025045		

5.   It is understood that in the conduct of the recruitment and selection process there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

6.   Immediate, wide dissemination, and compliance of this memorandum are desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure   :   Initial Evaluation Results (IER)
Reference   :   as stated
Allotment   :   N/A
No. of Pages: 23
To be indicated in the **Perpetual Index** under the following subjects:

HIRING   PROMOTIONS   RECRUITMENT   SELECTION

FN: WEN-HRPERSONNEL/RSP/IERMEMO

Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
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Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: <u>Administrative Officer II</u>
Place of Assignment: Old Sagay Elementary School
Salary Grade: 11
Education: <u>Bachelor's Degree relevant to the job</u>
Training: <u>None required</u>
Experience: <u>None required</u>
Eligibility: <u>Career Service Professional Eligibility (2nd Level-Professional)</u>

Page <u>1</u> of <u>4</u>
Date Posted <u>07 FEB 2025</u>

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (must be relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
AOII-2025001	BSED Major in TLE	Basic Computer Literacy	January 2 - 11, 2025	80	Government Intern	April 1, 2021 - July 7, 2021	3 months 6 days	RA 1080 (Teacher)	Qualified
		Total		**80**	Substitute Teacher at Private School	*not relevant to administrative position	-		
AOII-2025002	BS in Criminology	Sanguniang Kabataan Mandatory Training Program (Decentralization and Local Governance, Meetings and Resolution, Planning and Budgeting, Code of Conduct)	December 28, 2023	8	None submitted	-	-	RA 1080 (Criminologist)	Qualified
		Integration of Security Plan to DRRM Plan	April 20, 2024	5					
		Core Heroes for Climate Action	April 7, 2024	8					
		Total		**21**					
AOII-2025003	Bachelor of Arts in English	15-day Customer Service Guest Specialist Training	June 23, 2023	120	Advisor II (Customer Service - Operations)	September 7, 2020 - January 4, 2024	3 years 3 months 29 day	CS Professional Eligibility	Qualified
		Total		**120**					
AOII-2025004	Bachelor of Arts in English Language Studies	Training of Trainers on Camp Coordination and Camp Management of Internally Displaced Persons Protection in Partnership with DSWD	November 15, 2024	8	Government Intern	October 1, 2024 - December 20, 2024	2 months 19 days	CS Professional Eligibility	Qualified
		Total		**8**					
AOII-2025005	BSED Major in Mathematics	Basic Computer Literacy	January 2 - 11, 2025	80	None submitted	-	-	RA 1080 (Teacher)	Qualified
		Basic Bookkeeping Course for SK Treasurers	January 26, 2024	8					
		Total		**88**					
AOII-2025006	Master in Information Technology (36 units)	Emergency First Aid and Basic Life Support/Training for School and Division Non-Teaching Staff on Standard First Aid and BLS	July 17-19, 2024	24	Administrative Officer I	June 18, 2024 - January 22, 2025 (present)	7 months 5 days	CS Professional Eligibility	Qualified
	BS in Information Technology	Capacity Building of School Heads on Strategic Leadership Crafting of Schools AIP/WFP CY 2025 Phase III	August 27-30, 2024	32	Administrative Assistant II	February 20, 2023 - June 17, 2024	1 year 3 months 29 days		

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay Elementary School
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Professional Eligibility (2nd Level-Professional)

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (must be relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Training-Seminar on RA 9184 (Government Procurement Reform Act) and Salient Features of the New RA 12009	September 26-28, 2024	24	Administrative Aide VI	November 18, 2021 - February 19, 2023	1 year 3 month 2 days		
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	Novmber 13, 2024	8					
		Total		**88**					
AOII-2025007	BSED Major in Mathematics	Fund Coordinator's Forum 2024	November 26, 2024	8	Administrative Assistant III	June 18, 2024 - January 22, 2025 (present)	7 months 5 days	RA 1080 (Teacher)	Qualified
		GSIS AAOs and ERF Handlers Re-Orientation	November 21, 2024	8	Administrative Assitant II	February 22, 2023 - June 17, 2024	1 year 3 months 27 days		
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	Novmber 13, 2024	8					
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8					
		Pre-Reconciliation Meeting with GSIS and DepEd	August 7, 2024	8					
		Emergency First Aid and Basic Life Support	July 17-18, 2024	16					
		Capacity Building-Workshop on DepEd and Pag-IBIG Transactions	June 20-21, 2024	16					
		Total		**72**					
AOII-2025008	Bachelor of Engineering Technology Major in Mechatronics Engineering Technology	Developing Designs for Print Media	June 22, 2024	8	Graphic Artist	July 23, 2023 - January 20, 2025	1 year 5 months 29 days	CS Professional Eligibility	Qualified
		Participating in Workplace Communication	June 24, 2024	8					
		Microsoft Digital Literacy	June 25, 2024	8					
		Managerial Economics	January 13, 2025	1.25					
		Operations Strategy/Accounting Foundations: Understanding the Generaly Accepted Accounting Principles	January 14, 2025	1					

Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay Elementary School
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Professional Eligibility (2nd Level-Professional)

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Date Posted 07 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (must be relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Excel for Accountants	January 15, 2025	2					
		Financial Accounting Part I	January 16, 2025	3.28					
			Total	31.53					
AOII-2025009	BS in Criminology	None submitted	-	-	Government Intern	July 1, 2021 - October 4, 2021	3 months 3 days	RA 1080 (Criminologist)	Qualified
AOII-2025010	Bachelor of Technology and Livelihood Education Major in Agri-Fishery Arts	Advance Computer Course	January 22 - February 2, 2024	80	None submitted	-	-	RA 1080 (Teacher)	Qualified
AOII-2025011	Bachelor of Technology and Livelihood Education Major in Agri-Fishery Arts	None submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	Qualified
AOII-2025012	BSED Major in Filipino	Advance Computer Course	January 8-19, 2024	80	None submitted	-	-	RA 1080 (Teacher)	Qualified
AOII-2025013	BS in Psychology	None submitted	-	-	Project HR Associate	September 11, 2023 - Janaury 14, 2025	1 year 4 months 4 days	RA 1080 (Psychometrician)	Qualified
AOII-2025014	BS in Business Administration	Bookkeeping Short Course	January 7, 2025	8	None submitted	-	-	CS Professional Eligibility	Qualified
AOII-2025015	BS in Business Administration	Accomplishing Goals with Perseverance and Resilience	May 23, 2024	8	Advisor II - Customer Service	August 28, 2018 - December 11, 2024	6 years 14 days	CS Professional Eligibility	Qualified
		Be Liked and Respected in the Workplace	June 27, 2024	8	Account Supervisor	May 2014 - June 2016	2 years and 1 month		
		Phising Education	October 27, 2023	8					
		Code of Ethical Business Conduct	September 28, 2023	8					
		Annual Information and Data Privacy Education	February 27, 2023	8					
		Code of Ethical Business Conduct Certification	September 22, 2022	8					
		Performance Success Plan Course	June 8, 2021	8					
		The Superhero Safety Toolkit / On to Saving Lives	September 1, 2020	8					
			Total	64					

Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay Elementary School
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Professional Eligibility (2nd Level-Professional)

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Date Posted 07 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative position)			Experience (must be relevant to the administrative position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
AOII-2025016	BS in Psychology	None submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	Qualified
AOII-2025017	BSED Major in English	Advanced Leardership Training-Seminar	December 28 - 30, 2024	24	Customer Service Representative	January 29, 2024 - August 27, 2024	7 months	RA 1080 (Teacher)	Qualified
		A Leadership Training-Seminar on School-Based Management for School Administrators, Teachers, and Non-Teaching Personnel	January 3 - 5, 2025	24	Customer Service Representative	October 18, 2023 - December 29, 2023	2 months 12 days	PD 907 Honor Graduate Eligibility (Cum Laude)	
			Total	48					
AOII-2025018	BSED Major in Physical Science	None submitted	-	-	None submitted	-	-	CS Professional Eligibility	Qualified
AOII-2025019	Master in Education Major in TLE (9 units)	Computer Systems Servicing NC II valid until July 4, 2028	July 2, 2022 - August 19, 2022	280	None submitted	-	-	RA 1080 (Teacher)	Qualified
	Bachelor of Technology and Livelihood Education Major in ICT		Total	280					
AOII-2025020	BSED Major in English	None submitted	-	-	Admin Support Staff	April 1, 2024 - December 31, 2024	9 months	RA 1080 (Teacher)	Qualified

Prepared by:

MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: 07 FEB 2025

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: <u>Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)</u>
Place of Assignment: Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit
Salary Grade: 8
Education: <u>Completion of 2 years studies in college</u>
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: <u>Career Service (Sub-Professional) First Level Eligibility</u>

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025002	Bachelor of Engineering Technology Major in Mechatronics Engineering Technology	Developing Designs for Print Media	June 22, 2024	8	Graphic Artist	July 23, 2023 - January 20, 2025	1 year 5 months 29 days	CS Professional Eligibility	Qualified
		Participating in Workplace Communication	June 24, 2024	8					
		Microsoft Digital Literacy	June 25, 2024	8					
		Managerial Economics	January 13, 2025	1.25					
		Operations Strategy/Accounting Foundations: Understanding the Generaly Accepted Accounting Principles	January 14, 2025	1					
		Excel for Accountants	January 15, 2025	2					
		Financial Accounting Part I	January 16, 2025	3.28					
		Total		**31.53**					
ADAS-2025003	Bachelor of Engineering Technology Major in Automotive Engineering Technology	Training on Violence Agaisst Women and their Children	December 15, 2023	8	Administrative Aide VI	April 11, 2023 - January 22, 2025 (present)	1 year 9 months 12 days	CS Professional Eligibility	Qualified
		Microsoft Digital Literacy	March 21, 2024	8	Administrative Staff	December 5, 2022 - February 27, 2023	2 months 23 days		
		Mid-Year Performance Review, Evaluation, and Adjustment for Administrative and General Services	July 6-7, 2023	16	Government Intern	August 29, 2022 - December 2, 2022	3 months 4 days		
		Three-Day Live-In Training for School Division Non-Teaching Staff on Standard First Aid and Basic Life Support	July 17-19, 2024	24	Administrative Staff	January 10, 2022 - August 26, 2022	7 months 17 days		
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8					
		Training for School and Division Non-Teaching Staff on Standard First Aid and BLS	July 17-19, 2024	24					
		Total		**64**					
ADAS-2025004	BS in Information Technology	Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Administrative Aide VI	June 24, 2024 - January 22, 2025 (present)	7 months	CS Sub-Professional Eligibility	Qualified
		Cybersecurity Essentials: Safeguarding Your Digital Presence	October 26, 2024	8	Principals Secretary / Accounting Clerk	February 2019 - February 2024	5 years		

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: <u>Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)</u>
Place of Assignment: Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit
Salary Grade: 8
Education: <u>Completion of 2 years studies in college</u>
Training: <u>4 hours of relevant training</u>
Experience: <u>1 year of relevant experience</u>
Eligibility: <u>Career Service (Sub-Professional) First Level Eligibility</u>

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inicusive Dates	Hours	Details	Inicusive Dates	Years		
		Induction Training of Newly Hired Non-Teaching Personnel	November 11 - 12, 2024	16	Job Order Clerk	June 4, 2018 - December 31, 2018	6 months 28 days		
			Total	32					
ADAS-2025005	BS in Information Technology	Emergency First Aid and Basic Life Support	July 17-18, 2024	16	Administrative Aide VI (designated as School Disposal Secretariat, School Inventory Secretariat, BAC Secretariat)	April 11, 2023 - January 22, 2025 (present)	1 year 9 months 12 days	RA 1080 (Teacher)	Qualified
		School-Based Strategic Planning for SY 2024-2025	June 13 - 15, 2024	24	Loans Associate	August 1, 2018 - April 29, 2023	4 years 8 months 29 days		
		Region-Based Capacity Building for Examiners and IT Support for the FY 2023 NQESH Administration	May 16 - 17, 2024	16	Trust Staff at Microfinance	October 24, 2017 - July 25, 2018	9 months 2 days		
		2024 In-Service Training	January 24-26 and 29-30, 2024	40	Merchandiser	March 2010 - March 2011	1 year		
		Induction Training of Newly Hired Non-Teaching Personnel	June 22 - 23, 2023	16	Merchandiser	August 26, 2009 - January 27, 2010	5 months 2 days		
		In-Service Training	November 25 - 29, 2024	40					
		NC II - Computer Systems Servicing	valid until October 15, 2028	280					
			Total	432					
ADAS-2025006	BS in Hotel and Restaurant Management	Capacity Building of Administrative Officers on Special Leave Benefits and Safe Spaces Act cum Quarterly AO Convergence	November 21 - 22, 2024	16	Administrative Aide VI	September 30, 2024 - January 22, 2025 (present)	3 months 24 days	CS Sub-Professional Eligibility	Qualified
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	Novmber 13, 2024	8	Population Program Worker I	October 3, 2011 - December 30, 2021	10 years 2 months		
		Induction Training of Newly Hired Non-Teaching Personnel	November 11 - 12, 2024	16	Laborer	April 1, 2008 - September 30, 2011	3 years 6 months		
			Total	40	Community Affairs Asst. I	February 27, 2002 - December 27, 2007	5 years 10 months		
ADAS-2025007	Undergraduate in BS in Electronics and Communcations Engineering (79 units earned)	ICT for Disaster Risk Management	August 19, 2022	8	Office Staff (Procurement)	September 2, 2021 - January 22, 2025 (present)	2 years and 9 months	CS Sub-Professional Eligibility	Qualified
		Webinar on Human Resources Management/Effects on Presentations using MS PowerPoint	September 5, 2024	3					

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: **Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)**
Place of Assignment: **Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit**
Salary Grade: 8

Education: Completion of 2 years studies in college
Training: 4 hours of relevant training

Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Creative Solutions for the Digital Age: Introduction to Canva	January 18, 2025	3					
		Computer Hardware Basics	January 20, 2025	6					
		Microsoft Digital Literacy	December 16, 2024	8					
		Total		**28**					
ADAS-2025008	BS in Biology	Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Office Staff (Personnel Section)	June 3, 2024 - January 22, 2025 (present)	7 months 20 days	RA 1080 (Teacher)	Qualified
		Advacnced Computer Skills Training	December 1 - 10, 2023	80	Analyst (Quality Control)	August 15, 2018 - November 15, 2019	1 year 3 months 1 day	CS Professional Eligibility	
		Practicing COVID-19 Preventive Measures in the Workplace	May 24, 2023	8	Cashier	April 2008 - August 2008	4 months		
		Total		**96**					
ADAS-2025009	BS in Commerce Major in Business Management	Capability Building of SGOD Personnel on DepEd Comprehensive School Safety Framework and Mid-Year Implementation Review	September 2-4, 2024	24	Administrative Support Staff II	May 16, 2024 - January 22, 2025 (present)	8 months 7 days	CS Sub-Professional Eligibility	Qualified
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	COA Clerk	January 26, 2022 - May 15, 2024	2 years 3 months 20 days		
		Progress Monitoring Activity on DepEd Flagship Programs	October 3, 2024	8	Accounting Clerk	February 16, 2015 - December 31, 2019	4 years 10 months 16 days		
		Total		**40**	Clerk	September 3, 2001 - February 15, 2015	13 years 5 months 13 days		
ADAS-2025010	Undergraduate in BS in Hospitality Management (131 units)	Training on the 2016 Revised Implementing Rules and Regulations on RA 9184	October 28-30, 2019	24	COA Clerk	July 17, 2023 - January 22, 2025 (present)	1 year 6 months 6 days	Barangay Official Eligibility (First-Level Equivalent)	Qualified
		Total		**24**					
ADAS-2025011	Bachelor of Arts in English	15-week Values, Health, and Livelihood Training	October 26, 2022	3.75 months	Barangay Clerk	September 11, 2023 - March 11, 2024	6 months 1 day	CS Professional Eligibility	Qualified
		2-weeks Digital Champrion Livelihood Training	December 13, 2024	80	Encoder	January 2, 2021 - February 10, 2022	1 year 1 month 9 days		
		Total		**80**					
ADAS-2025012	BS in Engineering Technology	Computer Skills Development Training	January 1 - 10, 2024	80	Operator	November 24, 2014 - May 23, 2015	5 months	RA 1080 (Teacher)	Disqualified *Applicant does not meet the CS qualification standards on experience.

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)
Place of Assignment: Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit
Salary Grade: 8
Education: Completion of 2 years studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025013	BSED Major in TLE	Basic Computer Literacy	January 2 - 11, 2025	80	Government Intern	April 1, 2021 - July 7, 2021	3 months 6 days	RA 1080 (Teacher)	Disqualified *Applicant does not meet the CS qualification standards on experience.
		Total		**80**	Substitute Teacher at Private School	*not relevant to administrative position	-		
ADAS-2025014	BSED Major in Mathematics	Basic Computer Literacy	January 2 - 11, 2025	80	None submitted	-	-	RA 1080 (Teacher)	Disqualified *Applicant does not meet the CS qualification standards on experience.
		Basic Bookkeeping Course for SK Treasurers	January 26, 2024	8					
		Total		**88**					
ADAS-2025015	BSED Major in General Science	Basic Computer Literacy	September 12 - 23, 2022	80	School/Office Clerk	September 1, 2022 - January 22, 2025 (present)	2 years 4 months 22 days	RA 1080 (Teacher)	Qualified
		NC II - Computer Systems Servicing	valid until March 2, 2028	280					
		Total		**360**					
ADAS-2025017	BS in Business Administration Major in Operations Management	NC II - Bookkeeping	valid until May 12, 2028	248	Booking and Reservation Officer	August 1, 2015 - October 30, 2016	1 year 3 months	CS Professional Eligibility	Qualified
		Total		**248**					
ADAS-2025020	BS in Information Technology	Credit and Collection Management Training	February 17-18, 2022	16	Account Specialist	February 16, 2021 - January 22, 2025 (present)	3 years 11 months 7 days	CS Professional	Qualified
		Building Solid Foundation for Administrative Support	October 21, 2023	3					
		Total		**19**					
ADAS-2025021	BS in Agricultural Technology major in Crop Science	Barangay Judicial and Technical Enhancement Course	May 19, 2022	8	Barangay Records Keeper	July 1, 2024 - January 22, 2025 (present)	6 months 22 days	Barangay Official Eligibility	Qualified
	21 units in BEED				Barangay Secretary	July 1, 2018 - June 23, 2023	4 years 11 months 23 days		
		Total		**8**	Barangay Secretary	December 3, 2007 - January 19, 2022	14 years 1 month 17 days		
ADAS-2025024	BS in Computer Science	Building Teaching and Non-Teaching Personnel on Gender Responsiveness Basic Education Policy	August 23,24 and 26, 2024	24	School/Office Clerk	March 1, 2019 - January 22, 2025 (present)	5 years 10 months 22 days	RA 1080 (Teacher)	Qualified
		Capability Building for School Head and Non-Teaching Personnel on Administrative Task, CSM and Citizen's Charter	July 19 - 21, 2024	24					

Qualification Standards of the Position
Position: Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)
Place of Assignment: Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit
Salary Grade: 8
Education: Completion of 2 years studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

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Date Posted 07 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		School-Based Training on Promoting Mental Health Awareness and RACE against Suicide	March 13, 2024	4					
		Civil Registration Symposium	February 29, 2024	8					
			Total	**60**					
ADAS-2025025	Bachelor of Arts Major in Psychology with Certificate in Human Resource Management	Operational Risk Management Course II: Risk and Control Self-Assessment	November 12, 2023	8	Universal Processor	November 16, 2023 - January 22, 2025 (present)	1 year 2 months 7 days	RA 1080 (Psychometrician)	Qualified
		Data Privacy Awareness	December 12, 2023	8				PD 907 (Honor Graduate Eligibility)	
		Physical Security Awareness/ Occupational Safety	June 12, 2023	8					
		Introduction to Targeted Cyber Attacks	October 12, 2023	8					
		Law on Bank Secrecy Course/Sustainability/ Operational Risk Management	September 12, 2023	8					
		Code of Buiness Conduct	November 29, 2023	8					
		Information Secruity Awareness	February 12, 2023	8					
			Total	**56**					
ADAS-2025026	BS in Information Technology	Training on PhilSys Registration Concerns and Queries	July 24, 2022	8	Registration Kit Operator	April 3, 2023 - October 21, 2024	1 year 6 months 19 days	CS Sub-Professional Eligibility	Qualified
	Two-Year Computer Hardware Servicing	Registration Refresher Training	January 17 - 19, 2022	24	Registration Center Supervisor	January 3, 2023 - March 31, 2023	2 months 29 days		
		Registration Refresher Training	November 19 - 21, 2020	24	Registration Kit Operator	May 3, 2021 - December 31, 2022	1 year 7 months 29 days		
			Total	**56**					
ADAS-2025028	BS in Criminology	None submitted	-	-	Branch OIC	January 6, 2025 - January 22, 2025 (present)	2 weeks 3 days	RA 1080 (Criminologist)	Disqualified *Applicant does not meet the CS qualification standards on training.
					Credit Sales Representative	October 12, 2020 - October 25, 2024	4 years 14 days		
					Credit Sales Representative	November 16, 2013 - January 26, 2017	3 years 2 months 11 days		
ADAS-2025029	BSED Major in English	Start Now Online Training Program	July 22 - 24, 2025	24	Stake Assistant Clerk for Records and Finance	2022 - 2024	3 years	RA 1080 (Teacher)	Qualified
			Total	**24**					
ADAS-2025031	BS in Business Administration Major in Marketing Management	Inventory Control Training	February 15 - 16, 2024	16	Property Custodian	February 3, 2021 - January 22, 2025	3 years 11 months 20 days	CS Professional Eligibility	Qualified

Qualification Standards of the Position
Position: Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)
Place of Assignment: Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit
Salary Grade: 8
Education: Completion of 2 years studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Basic Occupational Safety and Health Training for Safety Officers	March 3 - 4, 2022	16					
		Basic Occupational Safety and Health Training	April 17 - 21, 2023	40					
		Accounting 101	August 30, 2024	8					
		Basic Costumer Service Training	December 18, 2023	8					
			Total	88					
ADAS-2025033	BS in Engineering Technology	Review and Accreditation Workshop	July 13 - 14, 2022	16	Technical Officer	May 21, 2019 - October 21, 2019	5 months	CS Sub-Professional Eligibility	Qualified
		Philippine National Public Infrastructure Orientation	October 20, 2021	2	Site Monitoring Team Leader and Operation Staff	November 15, 2019 - May 15, 2021	1 year 6 months 1 day		
		Administrative Staff Team Building for an Improved Team Performance	November 23 - 25, 2021	24					
		Staff Gender Sensitive Review, Planning for Effective Implementation	June 9 - 11, 2021	24					
		Intermediate Level Cloud Computing	March 15, 2024	8					
		Intermediate Level Digital Transformation	March 13, 2024	8					
		Data Privacy - Good Governance	March 12, 2024	8					
			Total	90					
ADAS-2025034	BS in Business Administration	Accomplishing Goals with Perseverance and Resilience	May 23, 2024	8	Advisor II - Customer Service	August 28, 2018 - December 11, 2024	6 years 14 days	CS Professional Eligibility	Qualified
		Be Liked and Respected in the Workplace	June 27, 2024	8	Account Supervisor	May 2014 - June 2016	2 years and 1 month		
		Phising Education	October 27, 2023	8					
		Code of Ethical Business Conduct	September 28, 2023	8					
		Annual Information and Data Privacy Education	February 27, 2023	8					
		Code of Ethical Business Conduct Certification	September 22, 2022	8					
		Performance Success Plan Course	June 8, 2021	8					
		The Superhero Safety Toolkit / On to Saving Lives	September 1, 2020	8					
			Total	64					
ADAS-2025036	BS in Computer Science	Working in a Gender-Diverse Environment	March 22, 2024	8	Administrative Support Staff (Accounting Unit)	November 28, 2023 - December 31, 2024	1 year 1 month 3 days	CS Sub-Professional Eligibility	Qualified
			Total	8					
ADAS-2025037	Two-Year Course for BS in Hotel and Restaurant Management	Training of Municipal Coordinating Teams	October 4 - 6, 2022	24	Community Empowerment Facilitator	May 6, 2024 - December 31, 2024	7 months 25 days	CS Professional Eligibility	Qualified

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Assistant II (Disbursing Officer), Administrative Assistant II (Accounting Clerk)
Place of Assignment: Various Elementary, Secondary, and Senior High School in SDO Sagay City / OSDS-Accounting Unit
Salary Grade: 8
Education: Completion of 2 years studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
						August 2, 2021 - April 29, 2024	2 years 8 months 27 days		
						January 2, 2018 - June 19, 2018	5 months 17 days		
						January 3, 2017 - December 29, 2017	11 months 26 days		
						July 19, 2016 - December 29, 2016	5 months 10 days		
ADAS-2025038	BS in Agriculture Major in Crop Science	None submitted	-	-	Administrative Aide VI	June 29, 2023 - December 31, 2024	1 year 6 months 2 days	None submitted	Disqualified

*Applicant does not meet the CS qualification standards on eligibility. |

Prepared by:

MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: ___07 FEB 2025___

Qualification Standards of the Position
Position: <u>Administrative Assistant I (Accounting Machine Operator)</u>
Place of Assignment: OSDS-Budget Office
Salary Grade: 7
Education: <u>At least 2 years college level</u>
Training: <u>None required</u>
Experience: <u>None required</u>
Eligibility: <u>Career Service (Sub-Professional) First Level Eligibility</u>

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Date Posted <u>07 FEB 2025</u>

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025001	BS in Criminology	Sanguniang Kabataan Mandatory Training Program (Decentralization and Local Governance, Meetings and Resolution, Planning and Budgeting, Code of Conduct)	December 28, 2023	8	None submitted	-	-	RA 1080 (Criminologist)	Qualified
		Integration of Security Plan to DRRM Plan	April 20, 2024	5					
		Core Heroes for Climate Action	April 7, 2024	8					
			Total	**21**					
ADAS-2025002	Bachelro of Engineering Technology Major in Mechatronics Engineering Technology	Developing Designs for Print Media	June 22, 2024	8	Graphic Artist	July 23, 2023 - January 20, 2025	1 year 5 months 29 days	CS Professional Eligibility	Qualified
		Participating in Workplace Communication	June 24, 2024	8					
		Microsoft Digital Literacy	June 25, 2024	8					
		Managerial Economics	January 13, 2025	1.25					
		Operations Strategy/Accounting Foundations: Understanding the Generaly Accepted Accounting Principles	January 14, 2025	1					
		Excel for Accountants	January 15, 2025	2					
		Financial Accounting Part I	January 16, 2025	3.28					
			Total	**31.53**					
ADAS-2025007	Undergraduate in BS in Electronics and Communcations Engineering (79 units earned)	ICT for Disaster Risk Management	August 19, 2022	8	Office Staff (Procurement)	September 2, 2021 - January 22, 2025 (present)	2 years and 9 months	CS Sub-Professional Eligibility	Qualified
		Webinar on Human Resources Management/Effects on Presentations using MS PowerPoint	September 5, 2024	3					
		Creative Solutions for the Digital Age: Introduction to Canva	January 18, 2025	3					
		Computer Hardware Basics	January 20, 2025	6					
		Microsoft Digital Literacy	December 16, 2024	8					
			Total	**28**					

Qualification Standards of the Position
Position: Administrative Assistant I (Accounting Machine Operator)
Place of Assignment: OSDS-Budget Office
Salary Grade: 7
Education: At least 2 years college level
Training: None required
Experience: None required
Eligibility: Career Service (Sub-Professional) First Level Eligibility

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Date Posted 0 7 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025009	BS in Commerce Major in Business Management	Capability Building of SGOD Personnel on DepEd Comprehensive School Safety Framework and Mid-Year Implementation Review	September 2-4, 2024	24	Administrative Support Staff II	May 16, 2024 - January 22, 2025 (present)	8 months 7 days	CS Sub-Professional Eligibility	Qualified
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	COA Clerk	January 26, 2022 - May 15, 2024	2 years 3 months 20 days		
		Progress Monitoring Activity on DepEd Flagship Programs	October 3, 2024	8	Accounting Clerk	February 16, 2015 - December 31, 2019	4 years 10 months 16 davs		
			Total	**40**	Clerk	September 3, 2001 - February 15, 2015	13 years 5 months 13 days		
ADAS-2025010	Undergraduate in BS in Hospitality Management (131 units)	Training on the 2016 Revised Implementing Rules and Regulations on RA 9184	October 28-30, 2019	24	COA Clerk	July 17, 2023 - January 22, 2025 (present)	1 year 6 months 6 days	Barangay Official Eligibility (First-Level Equivalent)	Qualified
			Total	**24**					
ADAS-2025011	Bachelor of Arts in English	15-week Values, Health, and Livelihood Training	October 26, 2022	3.75 months	Barangay Clerk	September 11, 2023 - March 11, 2024	6 months 1 day	CS Professional Eligibility	Qualified
		2-weeks Digital Champrion Livelihood Training	December 13, 2024	80	Encoder	January 2, 2021 - February 10, 2022	1 year 1 month 9 days		
			Total	**80**					
ADAS-2025012	BS in Engineering Technology	Computer Skills Development Training	January 1 - 10, 2024	80	Operator	November 24, 2014 - May 23, 2015	5 months	RA 1080 (Teacher)	Qualified
ADAS-2025013	BSED Major in TLE	Basic Computer Literacy	January 2 - 11, 2025	80	Government Intern	April 1, 2021 - July 7, 2021	3 months 6 days	RA 1080 (Teacher)	Qualified
			Total	**80**	Substitute Teacher at Private School	*not relevant to administrative position	-		
ADAS-2025014	BSED Major in Mathematics	Basic Computer Literacy	January 2 - 11, 2025	80	None submitted	-	-	RA 1080 (Teacher)	Qualified
		Basic Bookkeeping Course for SK Treasurers	January 26, 2024	8					
			Total	**88**					

Qualification Standards of the Position
Position: Administrative Assistant I (Accounting Machine Operator)
Place of Assignment: OSDS-Budget Office
Salary Grade: 7
Education: At least 2 years college level
Training: None required
Experience: None required
Eligibility: Career Service (Sub-Professional) First Level Eligibility

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Date Posted 07 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025016	BS in Criminology	Basic Computer Literacy **Total**	December 9 - 20, 2024	80 80	Customer Service Representative	October 1, 2024 - January 22, 2025 (present)	3 months 22 days	RA 1080 (Criminologist)	Qualified
ADAS-2025018	Bachelor of Technology and Livelihood Education Major in Agri-Fishery Arts	None submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	Qualified
ADAS-2025019	Bachelor of Technology and Livelihood Education Major in Agri-Fishery Arts	Advance Computer Course	January 22 - February 2, 2024	80	None submitted	-	-	RA 1080 (Teacher)	Qualified
ADAS-2025021	BS in Agricultural Technology major in Crop Science 21 units in BEED	Barangay Judicial and Technical Enhancement Course **Total**	May 19, 2022	8 8	Barangay Records Keeper Barangay Secretary Barangay Secretary	July 1, 2024 - January 22, 2025 (present) July 1, 2018 - June 23, 2023 December 3, 2007 - January 19, 2022	6 months 22 days 4 years 11 months 23 days 14 years 1 month 17 days	Barangay Official Eligibility	Qualified
ADAS-2025022	BS in Business Administration Major in Operations Management	Digital Literacy Webinar **Total**	September 1-2, 2020	16 16	Cashier	March 12, 2021 - December 14, 2024	3 years 9 months 3 days	CS Professional Eligibility	Qualified
ADAS-2025023	Bachelor in Filipino Education	None submitted	-	-	None submitted	-	-	PD 907 (Honor Graduate Eligibility)	Qualified
ADAS-2025025	Bachelor of Arts Major in Psychology with Certificate in Human Resource Management	Operational Risk Management Course II: Risk and Control Self-Assessment Data Privacy Awareness Physical Security Awareness/ Occupational Safety Introduction to Targeted Cyber Attacks Law on Bank Secrecy Course/Sustainability/ Operational Risk Management	November 12, 2023 December 12, 2023 June 12, 2023 October 12, 2023 September 12, 2023	8 8 8 8 8	Universal Processor	November 16, 2023 - January 22, 2025 (present)	1 year 2 months 7 days	RA 1080 (Psychometrician) PD 907 (Honor Graduate Eligibility)	Qualified

Qualification Standards of the Position
Position: Administrative Assistant I (Accounting Machine Operator)
Place of Assignment: OSDS-Budget Office
Salary Grade: 7
Education: At least 2 years college level
Training: None required
Experience: None required
Eligibility: Career Service (Sub-Professional) First Level Eligibility

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Date Posted 07 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Code of Buiness Conduct	November 29, 2023	8					
		Information Secruity Awareness	February 12, 2023	8					
			Total	56					
ADAS-2025027	BS in Accounting Information System	None submitted	-	-	Account Receivable Staff	December 16, 2024 - January 22, 2025 (present)	1 month	PD 907 (Honor Graduate Eligibility)	Qualified
ADAS-2025029	BSED Major in English	Start Now Online Training Program	July 22 - 24, 2025	24	Stake Assistant Clerk for Records and Finance	2022 - 2024	3 years	RA 1080 (Teacher)	Qualified
			Total	24					
ADAS-2025030	BS in Business Administration Major in Financial Management	None submitted	-	-	None submitted	-	-	None submitted	Disqualified *Applicant does not meet the CS qualification standards on elibility.
ADAS-2025031	BS in Business Administration Major in Marketing Management	Inventory Control Training	February 15 - 16, 2024	16	Property Custodian	February 3, 2021 - January 22, 2025	3 years 11 months 20 days	CS Professional Eligibility	Qualified
		Basic Occupational Safety and Health Training for Safety Officers	March 3 - 4, 2022	16					
		Basic Occupational Safety and Health Training	April 17 - 21, 2023	40					
		Accounting 101	August 30, 2024	8					
		Basic Costumer Service Training	December 18, 2023	8					
			Total	88					
ADAS-2025032	BS in Business Administration	Bookkeeping Short Course	January 7, 2025	8	None submitted	-	-	CS Professional Eligibility	Qualified
ADAS-2025035	BSED Major in English	Advanced Leardership Training-Seminar	December 28 - 30, 2024	24	Customer Service Representative	January 29, 2024 - August 27, 2024	7 months	RA 1080 (Teacher)	Qualified
		A Leadership Training-Seminar on School-Based Management for School Administrators, Teachers, and Non-Teaching Personnel	January 3 - 5, 2025	24	Customer Service Representative	October 18, 2023 - December 29, 2023	2 months 12 days	PD 907 Honor Graduate Eligibility (Cum Laude)	
			Total	48					

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Assistant I (Accounting Machine Operator)
Place of Assignment: OSDS-Budget Office
Salary Grade: 7
Education: At least 2 years college level
Training: None required
Experience: None required
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025038	BS in Agriculture Major in Crop Science	None submitted	-	-	Administrative Aide VI	June 29, 2023 - December 31, 2024	1 year 6 months 2 days	None submitted	Disqualified *Applicant does not meet the CS qualification standards on eligibility.
ADAS-2025039	Master in Education Major in TLE (9 units)	Computer Systems Servicing NC II valid until July 4, 2028	July 2, 2022 - August 19, 2022	280	None submitted	-	-	RA 1080 (Teacher)	Qualified
	Bachelor of Technology and Livelihood Education Major in ICT		**Total**	**280**					

Prepared by:

MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: 0 7 FEB 2025

Qualification Standards of the Position
Position: <u>Administrative Assistant II</u>
Place of Assignment: Serafin V. Aguilar Integrated School
Salary Grade: 8
Education: <u>Completion of 2 years studies in college</u>
Training: <u>4 hours of relevant training</u>
Experience: <u>1 year of relevant experience</u>
Eligibility: <u>Career Service (Sub-Professional) First Level Eligibility</u>

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Date Posted 13 FEB 2025

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADAS-2025040	BS in Accounting Technology	Targeted Financial Sanctions Course	November 29, 2023	2	Accounting Head	April 6, 2016 - February 7, 2025 (present)	8 years 10 months 1 day	CS Professional Eligibility	Qualified
		Strengthening BSP Reportorial Procedures	August 15, 2023	8	Sales Clerk	November 15, 2013 - April 10, 2014	4 months 26 days		
		Compliance Management Framework	October 13 - 14, 2022	16					
		Anti Money Laundering and Counter Terrorism Training	September 22 - 23, 2022	24					
		Risk Control Self Assessment for Rural Banks	July 13 - 14, 2021	16					
		Cash Flow Analysis	June 18, 2021	8					
		Total		**74**					
ADAS-2025041	Bachelro of Engineering Technology Major in Mechatronics Engineering Technology	Developing Designs for Print Media	June 22, 2024	8	Graphic Artist	July 23, 2023 - February 7, 2025 (present)	1 year 6 months 15 days	CS Professional Eligibility	Qualified
		Participating in Workplace Communication	June 24, 2024	8					
		Microsoft Digital Literacy	June 25, 2024	8					
		Managerial Economics	January 13, 2025	1.25					
		Operations Strategy/Accounting Foundations: Understanding the Generaly Accepted Accounting Principles	January 14, 2025	1					
		Excel for Accountants	January 15, 2025	2					
		Financial Accounting Part I	January 16, 2025	3.28					
		Total		**31.53**					
ADAS-2025042	Bachelor of Arts Major in Psychology with Certificate in Human Resource Management	Operational Risk Management Course II: Risk and Control Self-Assessment	November 12, 2023	8	Universal Processor	November 16, 2023 - February 7, 2025 (present)	1 year 2 months 22 days	RA 1080 (Psychometrician)	Qualified
		Data Privacy Awareness	December 12, 2023	8				PD 907 (Honor Graduate Eligibility)	
		Physical Security Awareness/ Occupational Safety	June 12, 2023	8					
		Introduction to Targeted Cyber Attacks/Business Continuity Management Course	October 12, 2023	8					
		Law on Bank Secrecy Course/Sustainability/ Operational Risk Management	September 12, 2023	8					

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Assistant II
Place of Assignment: Serafin V. Aguilar Integrated School
Salary Grade: 8
Education: Completion of 2 years studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the administrative/finance position)			Experience (relevant to the administrative/finance position)			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Code of Buiness Conduct	November 29, 2023	8					
		Information Secruity Awareness	February 12, 2023	8					
		BPI Annual Mandatory Course	November 25, 2024	8					
			Total	**64**					
ADAS-2025043	BS in Mechanical Engineering	None submitted	-	-	None submitted	-	-	RA 1080 (Mechanical Engineer)	Disqualified *Applicant does not meet the CS qualification standards on relevant training and experience.
ADAS-2025044	BSED Supplemental BS in Business Administration Major in Financial Management	Emergency First Aid Training	July 28, 2023	8	Branch Assistant	November 16, 2019 - February 7, 2025 (present)	5 years 2 months 22 days	RA 1080 (Teacher)	Qualified
		Basic Pawnshop Operations Seminar - Level 1	September 9, 2019	8					
		Basic Pawnshop Operations Seminar - Level 2	February 24-25, 2020	16					
		Information Secruity Awareness	January 14, 2025	8					
		Anti Money Laundering and Reporting Guidelines	September 24, 2024	3					
		Anti Money Laundering and Counter Terrorism Training	September 23, 2024	3					
		Targeted Financial Sanctions Course	September 25, 2024	2					
			Total	**48**					
ADAS-2025045	Bachelor of Arts in Social Science	Corporate Training: Administrative Skills	November 10, 2023	4	BPA Senior	May 23, 2019 - June 26, 2024	5 years 1 month 3 days	CS Professional Eligibility	Qualified
		Quality Management System Training	May 20, 2023	8					
		Information Secruity Management System Training	May 13, 2023	8					
		Data and Privacy Protection Training	June 2 - 3, 2021	5					
			Total	**25**					

Prepared by:

MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: **13 FEB 2025**

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Aide VI (Cashiering Services)
Place of Assignment: OSDS — Cash Section
Salary Grade: 6
Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates			Experience			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
ADA-2025001	Bachelor of Arts Major in Psychology with Certificate in Human Resource Management	Operational Risk Management Course II: Risk and Control Self-Assessment	November 12, 2023	8	Universal Processor	November 16, 2023 - February 7, 2025 (present)	1 year 2 months 22 days	RA 1080 (Psychometrician)	Qualified
		Data Privacy Awareness	December 12, 2023	8				PD 907 (Honor Graduate Eligibility)	
		Physical Security Awareness/ Occupational Safety	June 12, 2023	8					
		Introduction to Targeted Cyber Attacks/Business Continuity Management Course	October 12, 2023	8					
		Law on Bank Secrecy Course/Sustainability/ Operational Risk Management	September 12, 2023	8					
		Code of Buiness Conduct	November 29, 2023	8					
		Information Secruity Awareness	February 12, 2023	8					
		BPI Annual Mandatory Course	November 25, 2024	8					
		Total		**64**					
ADA-2025002	Bachelor of Arts in English	15-week Values, Health, and Livelihood Training	October 26, 2022	3.75 months	Barangay Clerk	September 11, 2023 - March 11, 2024	6 months 1 day	CS Professional Eligibility	Qualified
		2-weeks Digital Champrion Livelihood Training	December 13, 2024	80	Encoder	January 2, 2021 - February 10, 2022	1 year 1 month 9 days		
		Total		**80**					
ADA-2025003	Bachelor of Arts in English	Fundamentals of Bookkeeping: Mastering the Basics of Financial Reporting	January 12, 2025	2	Administrative Assistant	September 25, 2019 - August 28, 2024	4 years 11 months 3 days	CS Professional Eligibility	Qualified
		Webinar on Administrative Management	September 22, 2024	6					
		Total		**8**					
ADA-2025004	BSED Supplemental	Anti Money Laundering and Counter Terrorism Financing Fundamentals	September 23, 2024	3	Branch Assistant	March 16, 2020 - January 22, 2024	3 years 10 months 6 days	RA 1080 (Professional Teacher)	Qualified
	BS in Business Administration Major in Financial Management	Targeted Financial Sanctions Course	September 25, 2024	2	Cashier	June 9, 2019 - December 9, 2019	6 months		
		Registration and Reporting Guidelines	September 24, 2024	3					
		Basic Pawnshop Operations Seminar Level 2	March 9-10, 2020	16					
		Advance Computer Course	December 4-15, 2023	80					
		Total		**104**					
ADA-2025005	Master of Arts in Education Major in General Science (15 units)	Advance Computer Course	December 16-17, 2024	80	None submitted	-	-	RA 1080 (Teacher)	Disqualified *Applicant does not meet the CS qualification standards on relevant experience.

Qualification Standards of the Position
Position: Administrative Aide VI (Cashiering Services)
Place of Assignment: OSDS – Cash Section
Salary Grade: 6
Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates			Experience			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
	BSED Major in Science		Total	80					
ADA-2025006	Master of Arts in Education Major in General Science (15 units)	Advance Computer Course	December 16 - 17, 2024	80	None submitted	-	-	RA 1080 (Teacher)	Disqualified *Applicant does not meet the CS qualification standards on relevant experience.
	BSED Major in Science		Total	80				CS Professional Eligibility	
ADA-2025007	BS in Mechanical Engineering	None submitted	-	-	None submitted	-	-	RA 1080 (Mechanical Engineer)	Disqualified *Applicant does not meet the CS qualification standards on relevant training and experience.
ADA-2025008	BS in Accounting Information System	None submitted	-	-	None submitted	-	-	CS Professional Eligibility	Disqualified *Applicant does not meet the CS qualification standards on relevant training and experience.
ADA-2025009	BS in Business Administration Major in Marketing Management	None submitted	-	-	None submitted	-	-	CS Professional Eligibility	Disqualified *Applicant does not meet the CS qualification standards on relevant training and experience.
ADA-2025010	BS in Accounting Technology	Targeted Financial Sanctions Course	November 29, 2023	2	Accounting Head	April 6, 2016 - February 7, 2025 (present)	8 years 10 months 1 day	CS Professional Eligibility	Qualified
		Strengthening BSP Reportorial Procedures	August 15, 2023	8	Sales Clerk	November 15, 2013 - April 10, 2014	4 months 26 days		
		Compliance Management Framework	October 13 - 14, 2022	16					
		Anti Money Laundering and Counter Terrorism Training	September 22 - 23, 2022	24					
		Risk Control Self Assessment for Rural Banks	July 13 - 14, 2021	16					
		Cash Flow Analysis	June 18, 2021	8					
			Total	74					
ADA-2025011	Bachelor of Engineering Technology Major in Mechatronics Engineering Technology	Developing Designs for Print Media	June 22, 2024	8	Graphic Artist	July 23, 2023 - February 7, 2025 (present)	1 year 6 months 15 days	CS Professional Eligibility	Qualified

Republic of the Philippines
Department of Education
Region VI - Western Visayas
DIVISION OF SAGAY CITY

INITIAL EVALUATION RESULT

Qualification Standards of the Position
Position: Administrative Aide VI (Cashiering Services)
Place of Assignment: OSDS – Cash Section
Salary Grade: 6
Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates			Experience			Eligibility	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years		
		Participating in Workplace Communication	June 24, 2024	8					
		Microsoft Digital Literacy	June 25, 2024	8					
		Managerial Economics	January 13, 2025	1.25					
		Operations Strategy/Accounting Foundations: Understanding the Generaly Accepted Accounting Principles	January 14, 2025	1					
		Excel for Accountants	January 15, 2025	2					
		Financial Accounting Part I	January 16, 2025	3.28					
		Total		**31.53**					
ADA-2025012	Undergraduate in BS in Electronics and Communcations Engineering (79 units earned)	ICT for Disaster Risk Management	August 19, 2022	8	Office Staff (Procurement)	September 2, 2021 - February 7, 2025 (present)	3 years 5 months 5 days	CS Sub-Professional Eligibility	Qualified
		Webinar on Human Resources Management/Effects on Presentations using MS PowerPoint	September 5, 2024	3					
		Creative Solutions for the Digital Age: Introduction to Canva	January 18, 2025	3					
		Computer Hardware Basics	January 20, 2025	6					
		Microsoft Digital Literacy	December 16, 2024	8					
		Total		**28**					

Prepared by:

MA. LEAH LINDA S. TAN
Administrative Officer IV - Personnel
Human Resource Management Officer

Date of Initial Evaluation: 13 FEB 2025