



Republic of the Philippines
 Department of Education
 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF SAGAY CITY

JULY 3 2025

DIVISION MEMORANDUM
 No. 390, s. 2025

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS
 FOR ADMINISTRATIVE OFFICER I AND ADMINISTRATIVE AIDE VI POSITIONS AND
 REVISED SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW,
 WORK SAMPLES TEST, 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

- 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:
 - Division Memorandum No. 308, s. 2025:** Recruitment and Selection of Applicants for Various Vacant Non-Teaching Positions
 - 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
 - DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
 - 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)
- 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)".
- 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.
- Furthermore, the behavioral events interview (BEI), work samples and written exam, and open ranking for **all qualified applicants** of the abovementioned positions will be held at the **Division Office Annex Building** according to the schedule provided below:

Vacant Position	Place of Assignment	Application Codes	Schedule
Administrative Officer I	Bato National High School	AOI-2025001 to AOI-2025015	July 4, 2025 8:30 am - 5:00 pm
Administrative Aide VI	OSDS - Admin Office OSDS - Personnel Section Curriculum Implementation Division Sagay National High School	ADA-2025013 to ADA-2025031	

- 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.
- 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:
 To be indicated in the **Perpetual Index** under the following subjects:

HIRING RECRUITMENT SELECTION

FN: HRPERSONNEL/RSP/IERMEMO



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Officer I

Place of Assignment: Bato National High School

Salary Grade: 10

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 (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOI-2025001	BS in Business Administration	Completed relevant trainings which include: - Accomplishing Goals with Perseverance and Resilience - Be Liked and Respected in the Workplace - Phising Education - Code of Ethical Business Conduct - Annual Information and Data Privacy Education - Code of Ethical Business Conduct Certification - Performance Success Plan Course - The Superhero Safety Toolkit / On to Saving Lives	May 23, 2024 June 27, 2024 October 27, 2023 September 28, 2023 February 27, 2023 September 22, 2022 June 8, 2021 September 1, 2020	8 8 8 8 8 8 8 8	Administrative Assistant II (Substitute) Advisor II - Customer Service Account Supervisor	March 27, 2025 - June 2, 2025 (present) August 28, 2018 - December 11, 2024 May 2014 - June 2016	2 months, 6 days 6 years, 3 months, 13 days 2 years, 2 months	Career Service Professional	4.750	Qualified
AOI-2025002	BS in Accountancy	Completed relevant trainings which include: - Strengthening BSP Reportorial Procedures - Tax Campaign	August 15, 2023 March 5, 2024	8 8	Bookkeeper	July 1, 2018 - June 2, 2025 (present)	6 years, 11 months, 2 days	RA 1080 (Licensed Professional Teacher)	None submitted	Qualified
AOI-2025003	BS in Entrepreneurship	Completed relevant trainings which include: - Thriving Through Change and Self-Discovery - Transactions to Relationships: Earning Customer Loyalty - Coaching Conversations That Count: Unlocking Growth in Every Dialogue	May 24, 2025 May 27, 2025 May 30, 2025	2 8 2	None submitted	-	-	Honor Graduate Eligibility (PD 907)	None submitted	Qualified
AOI-2025004	BS in Information Technology	Completed relevant trainings which include: - Effective Presentation Skills: Communicate with Confidence - Building a Solid Foundation for Administrative Success - Credit Collection and Management Training	March 29, 2025 October 21, 2023 February 17 - 18, 2022	2 3 16	Account Specialist Marketing Assistant Apprentice (Sales/Merchandise Business)	February 16, 2021 - June 2, 2025 (present) February 6, 2020 - December 15, 2020 July 3, 2019 - December 20, 2019	4 years, 3 months, 17 days 10 months, 9 days 5 months, 17 days	Career Service Professional	4.540	Qualified
AOI-2025005	Bachelor of Technology and Livelihood Education Major in Home Economics	Completed relevant trainings which include: - Plan Training Session - Supervising Work-Based Learning - Conduct Competency Assessment	February 21, 2022 February 22, 2022 March 3, 2022	8 8 8	Job Order/Laborer (City Mayor's Office)	November 2, 2016 - June 2, 2025 (present)	8 years, 7 months	RA 1080 (Licensed Professional Teacher)	4.450	Qualified
AOI-2025006	BSED Major in Mathematics	None submitted	-	-	None submitted	-	-	RA 1080 (Licensed Professional Teacher)	None submitted	Qualified
AOI-2025007	BS in Mechanical Engineering	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Qualified
AOI-2025008	BS in Information Systems	No trainings acquired within the last 5 years	-	-	Manpower Coordinator and Safety Officer	December 16, 2019 - June 2, 2025 (present)	5 years, 5 months, 17 days	Career Service Professional	None submitted	Qualified

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Officer I

Place of Assignment: Bato National High School

Salary Grade: 10

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 (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOI-2025009	BSED Major in Physical Science	Completed relevant trainings which include: - Lead Workplace Communication - Computer Systems Servicing NC II Training	January 2 - 12, 2023 September 7 - December 7, 2022	80 280	Cashier Office Staff Office Staff	August 4, 2023 - June 2, 2025 (present) March 15, 2020 - October 31, 2022 July 5, 2016 - March 13, 2020	1 year, 9 months, 29 days 2 years, 7 months, 16 days 3 years, 8 months, 8 days	RA 1080 (Licensed Professional Teacher)	5.000	Qualified
AOI-2025010	BS in Marine Transportation	Completed relevant trainings which include: - Microsoft Digital Literacy	May 30, 2025	8	Encoder/Office Staff Encoder/Office Staff Encoder/Office Staff	February 1, 2023 - June 2, 2025 (present) March 15, 2021 - June 3, 2022 August 13, 2018 - August 23, 2019	2 years, 4 months, 1 day 1 year, 2 months, 19 days 1 year, 10 days	Career Service Professional	4.850	Qualified
AOI-2025011	Bachelor of Arts in English	None submitted	-	-	Customer Service Advisor	September 7, 2020 - January 4, 2024	3 years, 3 months, 28 days	Career Service Professional	4.750	Qualified
AOI-2025012	Master of Arts in Education Major in English and Literature (9 units) Bachelor in English Education	Completed relevant trainings which include: - Basic Computer Literacy Training	July 8 - 18, 2024	80	Real Time Analyst	July 17, 2023 - June 2, 2025 (present)	1 year, 10 months, 16 days	RA 1080 (Licensed Professional Teacher)	4.750	Qualified
AOI-2025013	BS in Information Technology	Completed relevant trainings which include: - Roll-out on the Implementation of the Document Tracking System	January 6 - 7, 2025	16	Administrative Aide VI Back-Office Associate Customer Service Representative Bookkeeper Technical Support Representative	December 4, 2024 - June 2, 2025 (present) January 31, 2024 - July 8, 2024 December 11, 2014 - September 13, 2015 November 18, 2018 - March 4, 2020 August 24, 2021 - March 9, 2022 May 20, 2014 - November 5, 2014 March 28, 2022 - May 5, 2023 April 12, 2016 - February 9, 2017	5 months, 29 days 5 months, 8 days 9 months, 2 days 1 year, 3 months, 15 days 6 months, 13 days 5 months, 16 days 1 year, 1 month, 7 days 9 months, 28 days	Career Service Professional	4.480	Qualified
AOI-2025014	Master of Education Major in Technology and Livelihood Education (27 units) Bachelor of Technology and Livelihood Education	Completed relevant trainings which include: - NC II in Computer Systems Servicing	valid until July 4, 2028	280	None submitted	-	-	RA 1080 (Licensed Professional Teacher)	None submitted	Qualified
AOI-2025015	BS in Management Accounting	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Qualified

Prepared by: 
LOUIENE GRACE B. MACATUAL
Administrative Assistant III
Personnel Section

Reviewed by: 
RHODORA D. DESAMPARADO
Administrative Officer IV
Human Resource Management Officer II

Date of Initial Evaluation: 23 JUN 2025

Date Posted: 01 JUL 2025

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Aide VI

Place of Assignment: OSDS – Admin Office, OSDS - Personnel Section, CID, Sagay NHS

Salary Grade: 6

Education: Completion of two 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 (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
ADA-2025013	BS in Information Technology Two-Year Computer Hardware Servicing NC II	Completed more than 4 hours of relevant trainings which include: - Training on PhilSys Registration Concerns and Queries - Registration Provincial Level Training - Registration Provincial Level Training	July 24, 2022 January 17 - 19, 2022 November 19 - 21, 2020	8 24 24	Registration Kit Operator Registration Kit Operator Registration Center Supervisor Registration Kit Operator	January 17, 2025 - March 31, 2025 April 3, 2023 - December 27, 2024 January 3, 2023 - March 31, 2023 May 3, 2021 - March 31, 2022	2 months, 14 days 1 year, 8 months, 24 days 2 months, 28 days 10 months, 28 days	Career Service Sub-professional	4.75	Qualified
ADA-2025014	Bachelor of Science in Electronics and Communications Engineering	Completed more than 4 hours of relevant trainings which include: - 2024 INSET - Microsoft Digital Literacy - Seminar Workshop on Records Recovery and Disaster Preparedness	January 24 - 26 & 29 - 30, 2024 May 29, 2024 May 28 - 29, 2025	40 8 16	Administrative Aide IV Quality Engineer	August 1, 2023 - June 2, 2025 (present) June 19, 2017 - March 30, 2021	1 year, 10 months, 2 days 3 years, 9 months, 11 days	RA 1080 (Licensed Electronics Engineer)	4.47	Qualified
ADA-2025015	BS in Industrial Technology Major in Architectural Drafting Technology	Completed more than 4 hours of relevant trainings which include: - Work Attitude and Values Enhancement - Capacity Building of Administrative Officers on Special Leave Benefits RA 9710 and RA 11313	November 9 - 10, 2023 November 21 - 22, 2024	24 16	Job Order (Office Staff) Technician Auto CAD Operator/Purchaser/Cashier	October 23, 2024 - June 2, 2025 (present) March 7, 2022 - May 4, 2024 March 2016 - January 2022	7 months, 10 days 2 years, 1 month, 27 days 5 years, 11 months	Career Service Sub-professional	4.47	Qualified
ADA-2025016	BS in Information Technology	Completed more than 4 hours of relevant trainings which include: - Effective Presentation Skills: Communicate with Confidence - Building a Solid Foundation for Administrative Success - Credit Collection and Management Training	March 29, 2025 October 21, 2023 February 17 - 18, 2022	2 3 16	Account Specialist Marketing Assistant Apprentice (Sales/Merchandise Business)	February 16, 2021 - June 2, 2025 (present) February 6, 2020 - December 15, 2020 July 3, 2019 - December 20, 2019	4 years, 3 months, 17 days 10 months, 9 days 5 months, 17 days	Career Service Professional	4.54	Qualified
ADA-2025017	Two-Year Programming Course NC IV	Completed more than 4 hours of relevant trainings which include: - Participating in Workplace Communication - Assessing Market Opportunities - Maintaining Updated List/Record of Health Activities	May 1, 2025 May 8, 2025 May 9, 2025	8 8 8	Dental Assisant/ Secretary	April 2017 - March 31, 2025	8 years	Career Service Sub-professional	None submitted	Qualified
ADA-2025018	Bachelor of Engineering Technology Major in Electronics Engineering Technoloav	Completed more than 4 hours of relevant trainings which include: - Basic Computer Literacy	April 21 - May 2, 2025	80	Computer Technician	May 1, 2024 - June 2, 2025 (present)	1 year, 1 month, 1 day	RA 1080 (Electronics Technician)	4.33	Qualified
ADA-2025019	BSED Major in English	Completed more than 4 hours of relevant trainings which include: - Microsoft Digital Literacy - Introduction to CSS	March 11, 2024 March 20, 2024	8 8	Job Order (LGU-PESO) HR and Audit Assistant	August 2024 - June 2, 2025 (present) December 7, 2022 - April 30, 2023	10 months, 2 days 4 months, 23 days	RA 1080 (Licensed Professional Teacher)	None submitted	Qualified
ADA-2025020	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include: - Basic Computer Literacy	April 21 - May 2, 2025	80	Secretary to the Office of the Dean Supervisor (Operations Department)	July 1, 2021 - June 2, 2025 (present) October 3, 2019 - July 17, 2021	3 years, 11 months, 2 days 1 year, 9 months, 14 days	RA 1080 (Licensed Professional Teacher)	4.90	Qualified
ADA-2025021	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include: - Digitalization Program - Inventory Management	July 8, 2023 June 22, 2023	8 8	Assistant Restaurant Manager Accounting Clerk	June 8, 2022 - November 4, 2023 February 1, 2020 - March 24, 2020	1 year, 4 months, 27 days 1 month, 23 days	Career Service Professional	3.50	Qualified

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Aide VI

Place of Assignment: OSDS – Admin Office, OSDS - Personnel Section, CID, Sagay NHS

Salary Grade: 6

Education: Completion of two 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 (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		- Hosting Training Energetic, Youthful and Fun	April 16, 2023	8						
ADA-2025022	BS in Business Administration Major in Operations Management	Completed more than 4 hours of relevant trainings which include: - NC III Bookkeeping	valid until May 12, 2028	292	Booking and Reservation Officer	August 1, 2015 - October 30, 2016	1 year, 2 months, 29 days	Career Service Professional	4.75	Qualified
ADA-2025023	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include: - Orientation-Workshop for School GAD Focal Point System Members on Gender Analysis Tool and GAD Planning and Budgeting - Year End Coordination Meeting with SDO Admin and Finance Unit - Finalization of School Work and Financial Plan - Review for SIP and Presentation of WFP - Orientation for WFP Appraisal Team - Review for Division Education Development Plan and WFP	March 25, 2025 December 26, 2024 November 23, 2024 November 11 - 12, 2024 November 6, 2024 November 4, 2024	8 8 8 16 8 8	Job Order (Clerk)	June 3, 2024 - June 2, 2025 (present)	1 year	Career Service Professional	5.00	Qualified
ADA-2025024	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include: - Customer Service Excellence Seminar	August 22, 2024	8	Office Clerk Accounting Assistant	October 28, 2021 - June 2, 2025 (present) June 16, 2016 - April 27, 2019	3 years, 7 months, 5 days 2 years, 10 months, 11 days	Career Service Sub-professional	4.60	Qualified
ADA-2025025	BS in Marine Transportation	Completed more than 4 hours of relevant trainings which include: - Microsoft Digital Literacy	May 30, 2025	8	Encoder/Office Staff Encoder/Office Staff Encoder/Office Staff	February 1, 2023 - June 2, 2025 (present) March 15, 2021 - June 3, 2022 August 13, 2018 - August 23, 2019	2 years, 4 months, 1 day 1 year, 2 months, 19 days 1 year, 10 days	Career Service Professional	4.85	Qualified
ADA-2025026	BSED Major in Physical Science	Completed more than 4 hours of relevant trainings which include: - Lead Workplace Communication - Computer Systems Servicing NC II Training	January 2 - 12, 2023 September 7 - December 7, 2022	80 280	Cashier Office Staff Office Staff	August 4, 2023 - June 2, 2025 (present) March 15, 2020 - October 31, 2022 July 5, 2016 - March 13, 2020	1 year, 9 months, 29 days 2 years, 7 months, 16 days 3 years, 8 months, 8 days	RA 1080 (Licensed Professional Teacher)	5.00	Qualified
ADA-2025027	BSED Major in Technology and Livelihood Education	Completed more than 4 hours of relevant trainings which include: - SALN Overview - Public Service Values Program - Training Workshop on DRRM Communications - Training Workshop on News Writing, Photo and Video Editing	February 5, 2025 October 21, 2024 December 28 - 29, 2023 September 13 - 16, 2022	3 8 16 32	Assistant Information Officer	March 1, 2022 - June 2, 2025 (present)	3 years, 3 months, 1 day	RA 1080 (Licensed Professional Teacher)	4.59	Qualified
ADA-2025028	BS in Accounting Technology	Completed more than 4 hours of relevant trainings which include: - Targeted Financial Sanctions Course - Strengthening BSP Reportorial Procedures - Compliance Management Framework - Anti Money Laundering and Counter Terrorism Training - Risk Control Self Assessment for Rural Banks - Cash Flow Analysis	November 29, 2023 August 15, 2023 October 13 - 14, 2022 September 22 - 23, 2022 July 13 - 14, 2021 June 18, 2021	2 8 16 24 16 8	Accounting Head Sales Clerk	April 6, 2016 - February 15, 2025 November 15, 2013 - April 10, 2014	8 years, 10 months, 9 days 4 months, 26 days	Career Service Professional	4.00	Qualified

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Aide VI

Place of Assignment: OSDS – Admin Office, OSDS - Personnel Section, CID, Sagay NHS

Salary Grade: 6

Education: Completion of two 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 (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
ADA-2025029	Bachelor of Arts in English	Completed more than 4 hours of relevant trainings which include: - 15-week Values, Health, and Livelihood Training - 2-weeks Digital Champion Livelihood Training	October 26, 2022 December 13, 2024	3.75 months 80	Admin Support Staff (COS) Barangay Clerk Encoder	April 5, 2024 - August 5, 2024 September 11, 2023 - March 11, 2024 January 2, 2021 - February 10, 2022	4 months 6 months, 1 day 1 year, 1 month, 9 days	CS Professional Eligibility	4.75	Qualified
ADA-2025030	Bachelor of Engineering Technology Major in Mechatronics Engineering Technology	Completed more than 4 hours of relevant trainings which include: - Excel Management Accounting - Business Analysis Foundations - Project Management Foundations - Developing Designs for Print Media - Participating in Workplace Communication - Microsoft Digital Literacy - Managerial Economics - Operations Strategy/Accounting Foundations: Understanding the Generally Accepted Accounting Principles - Excel for Accountants - Financial Accounting Part I	May 27, 2025 May 25, 2025 May 24, 2025 June 22, 2024 June 24, 2024 June 25, 2024 January 13, 2025 January 14, 2025 January 15, 2025 January 16, 2025	55.53 8 8 8 8 8 1.25 1 2 3.28	Graphic Artist	July 23, 2023 - June 2, 2025 (present)	1 year, 10 months, 10 days	CS Professional Eligibility	4.90	Qualified
ADA-2025031	Bachelor of Secondary Education Major in English	Completed more than 4 hours of relevant trainings which include: - ICT for Disaster Risk Management - Capability Building of SGOD Personnel on School Safety Framework and Mid-Year Review - Reskilling of School and Division GAD Focal Point System - Empowering M&E Focals and Associates - Microsoft Digital Literacy	January 15, 2025 September 2 - 4, 2024 August 23, 2024 December 17 - 19, 2024 May 28, 2025	8 24 8 22 8	Job Order (Office Staff) Professional Tutor / Secretary	June 24, 2024 - June 2, 2025 (present) October 5, 2023 - February 15, 2024	11 months, 9 days 4 months, 10 days	RA 1080 (Licensed Professional Teacher)	4.93	Qualified
ADA-2025032	BS in Commerce Major in Computer Science	No trainings acquired within the last five years (2020 onwards)	-	-	Job Order Personnel (Social Welfare and Development) SAS Staff Registrar Staff	October 10, 2020 - June 2, 2025 (present) July 29, 2019 - December 1, 2020 February 2, 2004 - March 1, 2013	4 years, 7 months, 23 days 1 year, 4 months, 2 days 9 years, 27 days	Career Service Sub-professional	None submitted	Disqualified *non-compliant with the required QS for training
ADA-2025033	Bachelor of Arts in Social Science	None submitted	-	-	Government Intern	August 1, 2022 - December 1, 2022	4 months	Career Service Professional	None submitted	Disqualified *non-compliant with the required QS for training
ADA-2025034	Bachelor of Arts in English	Completed more than 4 hours of relevant trainings which include: - NC II in Computer Systems Servicing	valid until December 13, 2028	280	None submitted	-	-	RA 1080 (Licensed Professional Teacher)	None submitted	Disqualified *non-compliant with the required QS for experience
ADA-2025035	Bachelor of Arts in English Language Studies Two-Year Programming Course NC IV	No relevant trainings submitted	-	-	None submitted	-	-	RA 1080 (Licensed Professional Teacher)	None submitted	Disqualified *non-compliant with the required QS for experience and training

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Aide VI

Place of Assignment: OSDS – Admin Office, OSDS - Personnel Section, CID, Sagay NHS

Salary Grade: 6

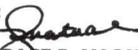
Education: Completion of two years studies in college

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 (relevant to the administrative position)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
ADA-2025036	Bachelor of Arts in English	None submitted	-	-	Store Treasurer	November 9, 2018 - October 29, 2023	4 years, 11 months, 20 days	Career Service Professional	4.92	Disqualified *non-compliant with the required QS for training
ADA-2025037	Bachelor of Arts in English	None submitted	-	-	Customer Service Advisor	September 7, 2020 - January 4, 2024	3 years, 3 months, 28 days	Career Service Professional	None submitted	Disqualified *non-compliant with the required QS for training
ADA-2025038	BS in Mechanical Engineering	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Disqualified *non-compliant with the required QS for experience and training
ADA-2025039	BS in Entrepreneurship	Completed more than 4 hours of relevant trainings which include: - Thriving Through Change and Self-Discoverv - Transactions to Relationships: Earning Customer Loyalty - Coaching Conversations That Count: Unlocking Growth in Every Dialogue	May 24, 2025 May 27, 2025 May 30, 2025	2 8 2	None submitted	-	-	Honor Graduate Eligibility (PD 907)	None submitted	Disqualified *non-compliant with the required QS for experience
ADA-2025040	Two-Year Computer Programming NC IV	No relevant trainings submitted	-	-	Job Order (City Planning and Development) Customer Service Representative	March 16, 2023 - June 2, 2025 (present) November 24, 2021 - March 16, 2022	2 years, 2 months, 17 days 3 months, 20 days	Career Service Sub-professional	None submitted	Disqualified *non-compliant with the required QS for training
ADA-2025041	BS in Information Systems	No trainings acquired within the last 5 years	-	-	Manpower Coordinator and Safety Officer	December 16, 2019 - June 2, 2025 (present)	5 years, 5 months, 17 days	Career Service Professional	None submitted	Disqualified *non-compliant with the required QS for training
ADA-2025042	BSED Major in Technology and Livelihood Education	Completed more than 4 hours of relevant trainings which include: - Microsoft Digital Literacy - Participating Safely and Responsibly Online/Work with Computers	September 3, 2024 September 2, 2024	8 8	None submitted	-	-	RA 1080 (Licensed Professional Teacher)	None submitted	Disqualified *non-compliant with the required QS for experience
ADA-2025043	Bachelor of Arts in English Language Studies	Completed more than 4 hours of relevant trainings which include: - International Seminar on Leadership and Office Administration - Computer Skills Development Training - Career Development and Office System Administration in Schools	April 15 - 24, 2025 April 1 - 10, 2025 March 15 - 24, 2025	80 80 80	Government Intern Writer (SUC Extension Services)	October 1, 2024 - December 20, 2024 June 10, 2024 - September 27, 2024	2 months, 19 days 3 months, 17 days	Career Service Professional	None submitted	Disqualified *non-compliant with the required QS for experience
ADA-2025044	BS in Computer Science	None submitted	-	-	Warehouse Officer-in-charge Inventory Management Head Audit Senior Staff	August 4, 2023 - April 14, 2024 April 17, 2023 - July 15, 2023 November 24, 2010 - April 16, 2023	8 months, 10 days 2 months, 28 days 12 years, 4 months, 23 days	Career Service Professional	None submitted	Disqualified *non-compliant with the required QS for training

Prepared by: 
LOUIENE GRACE B. MACATUAL
Administrative Assistant III
Personnel Section

Reviewed by: 
RHODORA D. DESAMPARADO
Administrative Officer IV
Human Resource Management Officer II

Date of Initial Evaluation: **23 JUN 2025**

Date Posted: **01 JUL 2025**