

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

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. 308, s. 2025:** Recruitment and Selection of Applicants for Various Vacant Non-Teaching Positions
  - b. **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
  - 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)
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 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	

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

HIRING                      RECRUITMENT                      SELECTION

FN: HRPERSONNEL/RSP/IERMEMO

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

Republic of the Philippines  
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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, 2004  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  
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**INITIAL EVALUATION RESULT**

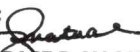
**Qualification Standards of the Position**  
**Position:** Administrative Aide VI  
**Place of Assignment:** OSDS – Admin Office, OSDS - Personnel Section, CID, Sagay NHS  
**Salary Grade:** 6  
**Education:** Completion of two years studies in college  
**Training:** 4 hours of relevant training  
**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 Champrion 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

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**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	<b>Disqualified</b> *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	<b>Disqualified</b> *non-compliant with the required QS for training
ADA-2025038	BS in Mechanical Engineering	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	<b>Disqualified</b> *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	<b>Disqualified</b> *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	<b>Disqualified</b> *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	<b>Disqualified</b> *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	<b>Disqualified</b> *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	<b>Disqualified</b> *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	<b>Disqualified</b> *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