

JUL 09 2025

DIVISION MEMORANDUM

 No. 405, s. 2025

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS

 FOR ADMINISTRATIVE OFFICER II POSITION 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. 331 s. 2025:** Recruitment and Selection of Applicants for Vacant Administrative Officer II 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 II	Old Sagay National High School; Various Schools within SDO Sagay City	AOII-2025023 to AOII-2025054	July 11, 2025 Written Exam and WST: 10 am – 12:00 nn Interview: 1:00 pm – 5:00 pm
		AOII-2025055 to AOII-2025083	July 14, 2025 Written Exam and WST: 10 am – 12:00 nn Interview: 1:00 pm – 5:00 pm

- 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: 9

 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 II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2025022	BSED Major in Mathematics	Completed relevant trainings which include:						RA 1080 (Teacher)	4.480	Qualified
		- Fund Coordinator's Forum 2024	November 26, 2024	8	Administrative Assistant III	June 18, 2024 - June 16, 2025 (present)	1 year			
		- GSIS AAOs and ERF Handlers Re-Orientation	November 21, 2024	8	Administrative Assistant II	February 22, 2023 - June 17, 2024	1 year, 3 months, 26 days			
		- Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	Novmber 13, 2024	8	Secretary/Admin Assistant in HR Marketing Dept.	September 20, 2018 - October 30, 2020	2 years, 1 month, 10 days			
		- Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Assistant Security Manager	March 10, 2014 - May 23, 2017	3 years, 2 months, 13 days			
		- Pre-Reconciliation Meeting with GSIS and DepEd	August 7, 2024	8						
		- Emergency First Aid and Basic Life Support	July 17-18, 2024	16						
AOII-2025023	BS in Business Administration Major in Marketing Management	- Capacity Building Workshop on DepEd and Pag-IBIG Transactions	June 20-21, 2024	16				Career Service Professional	4.680	Qualified
		Completed relevant trainings which include:								
		- Learn ChatGPT for Government Workers	June 4, 2025	4	Administrative Assistant III	June 21, 2024 - June 16, 2025 (present)	1 year			
		- Year End Performance Review and Capability Training of Finance Personnel	December 6 - 7, 2024	16	Administrative Assistant II	February 14, 2023 - June 20, 2024	1 year, 4 months, 6 days			
		- Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Administrative Aide VI	October 27, 2021 - February 13, 2023	1 year, 3 months, 17 days			
AOII-2025024	BSED Major in General Science	- Capacity Building for Schools Division Non-Teaching Staff on Standard First Aid and BLS	December 16 18, 2024	16				RA 1080 (Teacher)	4.420	Qualified
		Completed relevant trainings which include:								
		- AAOs and ERF Handlers Orientation	May 23, 2025	3	Administrative Assistant III	June 21, 2024 - June 16, 2025 (present)	1 year			
		- GSIS Conference on New Loan Offering	February 11, 2025	2	Administrative Assistant II	February 20, 2023 - June 20, 2024	1 year, 4 months			
		- GSIS AAOs and ERF Handlers Re-Orientation	November 21, 2024	8	Administrative Aide VI	September 14, 2020 - February 19, 2023	2 years, 5 months, 5 days			
		- Upskilling and Reskilling of Legal, ICT, and Administrative Personnel to Upgrade Individual and Team Performance	November 13, 2024	8	Team Leader Trainee	September 10, 2012 - December 2, 2017	5 years, 2 months, 22 days			
		- Agency Authorized Officers Re-Orientation Seminar	October 4, 2024	4						
		- Wellness Program for Non-Teaching Personnel: Enhancing the Skills of Working Efficiently in the Workplace	August 20, 2024	8						

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Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		- Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	July 17 - 19, 2024	24						
AOII-2025025	BS in Business Administration Major in Financial Management	Completed relevant trainings which include: - Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace" - Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	August 20, 2024 July 17 - 19, 2024	8 24	Administrative Assistant III Administrative Assistant II Administrative Aide VI Marketing/Admin Staff	April 23, 2024 - June 16, 2025 (present) April 11, 2023 - April 22, 2024 November 2, 2021 - April 10, 2023 September 9, 2017 - March 25, 2020	1 year, 1 month, 24 days 1 year, 11 days 1 year, 5 months, 8 days 2 years, 6 months, 16 days	PD 907 (Honor Graduate Eligibility)	4.600	Qualified
AOII-2025026	BS in Accountancy	None submitted	-	-	Administrative Assistant III Administrative Assistant II Office Staff Cash Associate Accounting Assistant	January 2, 2025 - June 16, 2025 (present) April 11, 2023 - January 1, 2025 November 18, 2021 - April 10, 2023 November 16, 2019 - April 15, 2020 November 26, 2018 - March 29, 2019	5 months, 14 days 1 year, 8 months, 21 days 1 year, 4 months, 23 days 5 months 4 months, 3 days	Career Service Professional RA 1080 (Teacher)	4.400	Qualified
AOII-2025027	Master in Public Administration BS in Computer Engineering	Completed relevant trainings which include: - Coordination Meeting cum Workshop on the Preparation and Consolidation of Financial Reports - Regional Workshop on the Preparation of CY 2024 Year-End Financial Reports	April 14 - 16, 2025 January 13 - 15, 2025	24 24	Administrative Assistant III Administrative Assistant I	January 2, 2025 - June 16, 2025 (present) November 28, 2022 - January 1, 2025	5 months, 14 days 2 years, 1 month, 4 days	Career Service Professional	4.580	Qualified
AOII-2025028	Bachelor of Business Administration Major in Management	None submitted	-	-	Administrative Assistant III Administrative Assistant I	January 2, 2025 - June 16, 2025 (present) February 24, 2015 - May 7, 2023	5 months, 14 days 8 years, 2 months, 13 days	Career Service Professional	4.370	Qualified
AOII-2025029	Bachelor in Elementary Education	None submitted	-	-	Administrative Assistant III Administrative Assistant II	January 2, 2025 - June 16, 2025 (present) October 10, 2019 - January 1, 2025	5 months, 14 days 5 years, 2 months, 22 days	RA 1080 (Teacher)	4.050	Qualified
AOII-2025030	Master in Technology Management (36 units) Bachelor of Science in Engineering Technology	Completed relevant trainings which include: - Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS - Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	July 17 - 19, 2024 August 20, 2024	24 8	Administrative Assistant II Administrative Aide VI Technical Engineer	June 21, 2024 - June 16, 2025 (present) March 11, 2023 - June 20, 2024 January 6, 2021 - April 21, 2023	1 year 1 year, 3 months, 9 days 2 years, 3 months, 15 days	Career Service Professional	4.430	Qualified
AOII-2025031	Bachelor of Science in Hospitality Management	Completed relevant trainings which include: - Learning and Interfacing on Water Safety and Rescue	May 2 - 6, 2025	24	Administrative Assistant III Administrative Assistant II	January 2, 2025 - June 16, 2025 (present) March 25, 2024 - January 1, 2025	5 months, 14 days 9 months, 7 days	PD 907 (Honor Graduate Eligibility)	4.530	Qualified

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Qualification Standards of the Position

Position: Administrative Officer II

Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City

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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		- Coordination Meeting cum Workshop on the Preparation of Financial Reports	April 14 - 16, 2025	24	Administrative Aide VI	July 31, 2023 - March 24, 2024	7 months, 24 days			
					Job Order at LGU (EEMO Sagay)	February 1, 2023 - July 30, 2023	5 months, 29 days			
					Virtual Admin Assistant	January 28, 2022 - January 31, 2023	1 year, 3 days			
					Trainer Intern	June 25, 2019 - March 27, 2020	9 months, 2 days			
					Customer Service Representative	November 15, 2016 - October 13, 2017	10 months, 28 days			
					Intake Representative	February 3, 2014 - July 2, 2015	1 year, 4 months, 29 days			
					Sales and Service Representative II	August 6, 2012 - August 16, 2013	1 year, 10 days			
					Customer Service Representative	November 22, 2010 - February 10, 2011	2 months, 19 days			
AOII-2025032	Master in Socio Pastoral Ministry (Graduate) BS in Accounting Technology	Completed relevant trainings which include: - Capacity Building for School and Division Non-Teaching Staff on Standard First Aid and BSL - Conflict Management Training - Resource Mobilization Lecture - Social Jurisprudence Course	December 16 - 18, 2024 November 9, 16, and 30, 2024 January 4 - 25, 2025 April 5 - 25, 2025	24 18 15 18	Administrative Assistant II Administrative Assistant III (Substitute) Branch Supervisor Branch Manager Transport and Delivery Services Employee Finance Corporation Employee	September 19, 2024 - June 16, 2025 (present) July 29, 2024 - September 18, 2024 July 3, 2023 - July 15, 2024 July 7, 2022 - June 30, 2023 October 3, 2020 - December 31, 2021 July 15, 2015 - January 31, 2019	8 months, 28 days 1 month, 20 days 1 year, 12 days 11 months, 23 days 1 year, 2 months, 28 days 3 years, 6 months, 16 days	Career Service Professional	4.380	Qualified
AOII-2025033	BS in Electrical Engineering	Completed relevant trainings which include: - Capacity Building for Schools Division Non-Teaching Staff on Standard First Aid and BLS	December 16 - 18, 2024	16	Administrative Assistant II E/I Technician Safety Officer Technical Head Electrician/Teacher/School Principal at Private School	November 14, 2024 - June 16, 2025 (present) June 16, 2014 - September 29, 2014 March 4, 2013 - May 30, 2014 June 1, 2008 - March 2, 2013 January 1999 - May 2006	7 months, 2 days 3 months, 13 days 1 year, 2 months, 26 days 4 years, 9 months, 1 day 7 years, 4 months	Career Service Professional	4.550	Qualified
AOII-2025034	Master in Public Administration (36 units) BS in Fisheries	Completed relevant trainings which include: - School Based DCP Adoption Program	February 18 - 22, 2025	40	Administrative Assistant II Administrative Aide VI Job Order (City Veterinary Office)	September 27, 2024 - June 16, 2025 (present) February 14, 2023 - September 26, 2024 August 19, 2011 - January 31, 2023	8 months, 20 days 1 year, 7 months, 12 days 11 years, 5 months, 12 days	PD 907 (Honor Graduate Eligibility)	4.700	Qualified
AOII-2025035	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	December 4, 2024 - June 16, 2025 (present) January 31, 2024 - July 8, 2024	6 months, 12 days 5 months, 8 days	Career Service Professional	4.480	Qualified

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Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
					Customer Service Representative	December 11, 2014 - September 13, 2015 November 18, 2018 - March 4, 2020 August 24, 2021 - March 9, 2022 May 20, 2014 - November 5, 2014	9 months, 2 days 1 year, 3 months, 15 days 6 months, 13 days 5 months, 16 days			
					Bookkeeper	March 28, 2022 - May 5, 2023	1 year, 1 month, 7 days			
					Technical Support Representative	April 12, 2016 - February 9, 2017	9 months, 28 days			
AOII-2025036	BS in Criminology	Completed relevant trainings which include: - Orientation on NLRC Programs and Administrative Matters	July 19-20, 2023	7	Remote Team Member / Virtual Assistant Administrative Aide VI	May 24, 2021 - May 13, 2025 May 8, 2023 - August 9, 2023	3 years, 11 months, 19 days 3 months, 1 day	RA 1080 (Criminologist)	5.000	Qualified
AOII-2025037	BSED Major in Mathematics	Completed relevant trainings which include: - Basic Computer Literacy - Training for Census of Population and Community-Based Monitoring System	January 2 - 11, 2025 July 8 - 12, 2024	80 40	COS - Statistical Researcher	July 15, 2024 - October 23, 2024	3 months, 8 days	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025038	BSED Major in Filipino	Completed relevant trainings which include: - Basic Computer Literacy	September 4 - 14, 2024	80	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025039	BS in Information Technology	Completed relevant trainings which include: - City Level Training, Coordination, and Field Visits on the Adoption of Philippine Standard Industrial Classification and Geographic Code - Ethics in the Workplace	July 17, 2024 September 12, 2024	8 4	Job Order (City Treasurer's Office)	December 15, 2015 - June 16, 2025 (present)	9 years, 6 months, 1 day	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025040	Bachelor of Elementary Education	Completed relevant trainings which include: - Consultation Meeting on Multisectoral Child Protection Against Sexual Abuse and Exploitation of Children - Regional Solo Parents Forum for Local Government Units	August 6 - 7, 2024 April 17, 2024	16 8	Job Order (City Social Welfare and Development) Sales Personnel	September 9, 2014 - June 16, 2025 (present) November 4, 2008 - March 4, 2012	10 years, 9 months, 7 days 3 years, 4 months	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025041	BS in Biology	Completed relevant trainings which include: - Compliance Seminar on Financial Management - In-Depth Information Seminar by SSS	April 8, 2025 March 16 - 17, 2022	8 16	Receptionist/ Secretary	January 3, 2022 - May 1, 2025	3 years, 3 months, 28 days	Career Service Professional	4.990	Qualified
AOII-2025042	Master of Arts in Education Major in Mathematics (24 units) Bachelor in Mathematics Education	Completed relevant trainings which include: - Training Workshop on the Preparation of Manuscripts for Publication in Refereed Journals	September 11 - 13, 2024	24	Project Technical Aide	July 1, 2024 - January 31, 2025	7 months	RA 1080 (Teacher) PD 907 (Honor Graduate Eligibility)	4.750	Qualified

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Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2025043	BSED Major in Mathematics	Completed relevant trainings which include: - Basic Computer Literacy	January 2 - 11, 2025	80	Administrative Support Staff (COS) Sales and Marketing Staff Operations Admin Assistant	March 27, 2025 - June 16, 2025 (present) August 1, 2024 - March 9, 2025 July 28, 2022 - June 9, 2023	2 months, 20 days 7 months, 8 days 10 months, 12 days	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025044	Bachelor of Arts in English Language Studies	Completed 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	Qualified
AOII-2025045	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 16, 2025 (present)	6 years, 11 months, 15 days	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025046	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 16, 2025 (present) March 15, 2020 - October 31, 2022 July 5, 2016 - March 13, 2020	1 year, 10 months, 12 days 2 years, 7 months, 16 days 3 years, 8 months, 8 days	RA 1080 (Teacher)	5.000	Qualified
AOII-2025047	Bachelor in Mathematics and Science Elementary Education	Completed relevant trainings which include: - NC II in Computer Systems Servicing	valid until June 13, 2030	280	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025048	BS in Criminology	Completed relevant trainings which include: - NC II in Computer Systems Servicing - Training Program (Decentralization and Local Governance, Meetings and Resolution, Planning and Budgeting, Code of Conduct)	valid until June 12, 2030 December 28, 2023	280 8	None submitted	-	-	RA 1080 (Criminologist)	83.200	Qualified
AOII-2025049	Bachelor in Mathematics Education	Completed relevant trainings which include: - Digital Literacy Training	July 8 - 10, 2024	24	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025050	Bachelor in Mathematics Education	Completed relevant trainings which include: - Digital Literacy Training	July 8 - 10, 2024	24	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025051	BS in Criminology	Completed relevant trainings which include: - Training for Computer Systems Servicing NC II	February 26 - May 11, 2025	280	None submitted	-	-	RA 1080 (Criminologist)	None submitted	Qualified
AOII-2025052	BSED Major in TLE	Completed relevant trainings which include: - Creative Writing Workshop	November 8 - 10, 2022	12	Book Nook Custodian	May 30, 2022 - June 16, 2025 (present)	3 years, 17 days	RA 1080 (Teacher)	4.590	Qualified
AOII-2025053	BS in Computer Science	Completed relevant trainings which include:			None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified

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Qualification Standards of the Position
Position: Administrative Officer II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		- Computer Literacy Training	January 24, 2024	90						
AOII-2025054	Bachelor of TLE Major in ICT	Completed relevant trainings which include: - Advanced Computer Skills Training - Internet Media and Information Literacy for Teaching and Non-Teaching Staff	December 1 - 10, 2023 February 23, 2022	80 2	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025055	Master of Education Major in TLE (9 units) Bachelor of Technical Teacher Education Major in Electrical Technology	Completed relevant trainings which include: - Basic Entrepreneurship Seminar - Registrars' Conference - Training on NC II Computer Systems Servicing	February 2, 2022 March 19, 2021 July 4, 2022 - August 19, 2022	8 8 280	Administrative Staff	2018 - 2024	6 years	RA 1080 (Teacher)	5.000	Qualified
AOII-2025056	BSED Major in Science	Completed relevant trainings which include: - Integrating E-Commerce with Social Media Platforms/Data Analytics for Smarter Decision-Making - Photoshop for Starters: Design Enhance and Create - Online Information Session on Graphic Design - Beginners Guide to Creating Interactive Electronic Projects - Strengthening Cyber Resilience - Getting Started with Canva AI Tools and Cybersecurity Essentials	February 22, 2025 February 21, 2025 March 6, 2025 February 20, 2025 March 12, 2025 April 25, 2025	8 4 4 3 3 8	Customer Service Representative	October 21, 2024 - December 21, 2024	2 months	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025057	Bachelor of Engineering Technology Major in Electronics Engineering Technology	Completed relevant trainings which include: - Inventory-Audit Strategy and Cycle Counts / Audit Sampling - Introduction to System and Organization Control / Professional Skepticism and Fraud - Audit Concepts and Fundamentals	September 2, 2024 August 16, 2024 August 19, 2024	8 8 8	Software Engineering Associate/Custom Software Associate	September 12, 2022 - March 24, 2024	1 year, 6 months, and 12 days	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025058	BSED Major in TLE	Completed relevant trainings which include: - Advance Computer Course	January 2, 2024	80	Store Manager Checker	June 1, 2024 - June 16, 2025 (present) November 30, 2020 - July 20, 2022	1 year, 15 days 1 year, 7 months, 20 days	RA 1080 (Teacher)	4.880	Qualified
AOII-2025059	Bachelor of TLE Major in ICT	Completed relevant trainings which include: - Advance Computer Course - Refresher Training on National ID Operations	December 16 - 27, 2024 January 28 - 29, 2025	80 16	Registration Assistant COS (Census of Population)	February 1, 2025 - March 31, 2025 July 15, 2024 - November 15, 2024	2 months 4 months	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025060	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 16, 2025 (present)	1 year, 11 months	RA 1080 (Teacher)	4.750	Qualified

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Qualification Standards of the Position

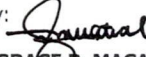
Position: Administrative Officer II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
Salary Grade: 11
Education: Bachelor's Degree relevant to the job
Training: None required
Experience: None required
Eligibility: Career Service Professional Eligibility (2nd Level-Professional)

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2025061	BS in Business Administration Major in Financial Management	Completed relevant trainings which include: - Advance Excel at Work - Fraud and Forgery Detection and Prevention - Retooling Sessions on Housing Loan and Related Services - Customer Service Excellence Webinar	 October 6, 2023 September 20, 2023 April 26, 28 and May 3, 2022 July 23, 2022	 8 7 12 4	None submitted	-	-	Career Service Professional	None submitted	Qualified
AOII-2025062	BSED Major in TLE	Completed relevant trainings which include: - Provincial Registration training - Provincial Registration training - Census of Population Training - Contact Center Services NC II Training	 November 23 - 24, 2020 February 8, 2021 August 10 - 15, 2020 April 22, 2024	 16 8 48 96	Registration Officer I Team Supervisor Laborer	February 22 - May 31, 2021 September 1 - October 15, 2020 October 8, 2024 - March 31, 2025		RA 1080 (Teacher)	None submitted	Qualified
AOII-2025063	Bachelor of Arts Major in Philosophy	None submitted	-	-	Administrative Support Staff (COS) Administrative Support Staff (COS)	March 26, 2025 - June 16, 2025 (present) May 5, 2024 - December 31, 2024	2 months, 21 days 7 months, 26 days	RA 1080 (Teacher)	4.750	Qualified
AOII-2025064	BS in Electronics Engineering	None submitted	-	-	Job Order (Office of the City Administrator) QC Technician	July 19, 2021 - June 16, 2025 (present) April 11, 2019 - August 23, 2019	3 years, 10 months, 28 days 4 months, 12 days	RA 1080 (Electronics Engineer)	None submitted	Qualified
AOII-2025065	BS in Business Administration Major in Marketing Management	None submitted	-	-	Section Supervisor - Sales Channel Branch Base Marketing Assistant Section Supervisor	July 3, 2023 - June 12, 2024 September 26, 2022 - June 24, 2023 October 4, 2021 - March 31, 2022	11 months, 9 days 8 months, 28 days 5 months, 27 days	Career Service Professional	None submitted	Qualified
AOII-2025066	BS in Psychology	None submitted	-	-	Teller	August 1, 2023 - April 4, 2025	1 year, 8 months, 3 days	RA 1080 (Psychometrist) PD 907 (Honor Graduate Eligibility)	None submitted	Qualified
AOII-2025067	BSED Major in TLE	None submitted	-	-	EPHILID Personnel Registration Officer I Administrative Assistant III	April 1, 2023 - June 30, 2023 January 4, 2023 - March 31, 2023 September 28, 2022 - December 31, 2022	3 months 2 months, 27 days 3 months, 3 days	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025068	Bachelor of Technology Major in Mechatronics Technology	None submitted	-	-	Purchasing Staff Finance and Admin Employee	November 18, 2024 - March 15, 2025 April 24, 2022 - November 16, 2024	3 months, 25 days 2 years, 6 months, 23 days	Career Service Professional	4.625	Qualified
AOII-2025069	BS in Fisheries	None submitted	-	-	Project Technical Aide CFAS Staff	June 13, 2024 - January 31, 2025 January 16, 2023 - June 12, 2024	7 months, 18 days 1 year, 4 months, 27 days	RA 1080 (Fisheries Technologist)	4.750	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 II
Place of Assignment: Old Sagay NHS, Various Schools within SDO Sagay City
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 (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2025070	BSED Major in Technology and Livelihood Education	No relevant trainings submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025071	BSED Major in Technology and Livelihood Education	None submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025072	BSED Major in English	None submitted	-	-	Operations Supervisor	September 16, 2022 - March 14, 2025	2 years, 5 months, 28 days	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025073	Bachelor of Public Administration	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Qualified
AOII-2025074	BSED Major in Mathematics	None submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025075	BSED Major in Filipino	No relevant trainings submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025076	Bachelor in Filipino Education	No relevant trainings submitted	-	-	None submitted	-	-	RA 1080 (Teacher)	None submitted	Qualified
AOII-2025077	BS in Computer Science	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Qualified
AOII-2025078	BS in Psychology	None submitted	-	-	None submitted	-	-	RA 1080 (Psychometrian)	None submitted	Qualified
AOII-2025079	Bachelor of Elementary Education	None submitted	-	-	Billing/Cashier	November 4, 2019 - September 2024	4 years, 10 months, 26 days	RA 1080 (Teacher)	4.000	Qualified
AOII-2025080	BS in Business Administration Major in Financial Management	No trainings acquired within the last 5 years	-	-	Accounting Clerk	March 19, 2018 - June 16, 2025 (Present)	7 years, 2 months, 28 days	Career Service Professional	5.000	Qualified
AOII-2025081	BS in Criminology	None submitted	-	-	None submitted	-	-	RA 1080 (Criminologist)	None submitted	Qualified
AOII-2025082	BS in Criminology	None submitted	-	-	None submitted	-	-	RA 1080 (Criminologist) Career Service Professional	None submitted	Qualified
AOII-2025083	BS in Management Accounting	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Qualified
AOII-2025084	BS in Information Technology	None submitted	-	-	Job Order (Laborer)	January 16, 2012 - October 30, 2024	12 years, 9 months, 14 days	Career Service Sub-Professional	4.170	Disqualified *not compliant with the required QS for Eligibility

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

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

Date of Initial Evaluation: 09 JUL 2025

Date Posted: 09 JUL 2025