

JUL 15 2025


DIVISION MEMORANDUM

No. 414, s. 2025

**INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS
FOR THE VACANT ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) POSITION**

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. 344, s. 2025:** Recruitment and Selection of Applicants for the Vacant Administrative Assistant IIII (Senior Bookkeeper) Position
 - 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. 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.
5. 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: 4
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 Assistant III
Place of Assignment: Clustered Schools within SDO Sagay City
Salary Grade: 9
Education: Completion of 2 years studies in college
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Application Code	Education	Training/ Certificates (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			
ADAS-2025046	Master in Technology Management (36 units) Bachelor of Science in Engineering Technology	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	June 21, 2024 - June 16, 2025 (present)	1 year	Career Service Professional	4.430	Qualified
		- Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	July 17 - 19, 2024	24	Administrative Aide VI	March 11, 2023 - June 20, 2024	1 year, 3 months, 9 days			
		- Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Technical Engineer	January 6, 2021 - April 21, 2023	2 years, 3 months, 15 days			
ADAS-2025047	Master in Socio Pastoral Ministry (Graduate) BS in Accounting Technology	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	September 19, 2024 - June 16, 2025 (present)	8 months, 28 days	Career Service Professional	4.380	Qualified
		- Capacity Building for School and Division Non-Teaching Staff on Standard First Aid and BSL	December 16 - 18, 2024	24	Administrative Assistant III (Substitute)	July 29, 2024 - September 18, 2024	1 month, 20 days			
		- Conflict Management Training	November 9, 16, and 30, 2024	18	Branch Supervisor	July 3, 2023 - July 15, 2024	1 year, 12 days			
		- Resource Mobilization Lecture	January 4 - 25, 2025	15	Branch Manager	July 7, 2022 - June 30, 2023	11 months, 23 days			
		- Social Jurisprudence Course	April 5 - 25, 2025	18	Transport and Delivery Services Employee	October 3, 2020 - December 31, 2021	1 year, 2 months, 28 days			
					Finance Corporation Employee	July 15, 2015 - January 31, 2019	3 years, 6 months, 16 days			
ADAS-2025048	Master in Public Administration (36 units) BS in Fisheries	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	September 27, 2024 - June 16, 2025 (present)	8 months, 20 days	PD 907 (Honor Graduate Eligibility)	4.700	Qualified
		- School Based DCP Adoption Program	February 18 - 22, 2025	40	Administrative Aide VI	February 14, 2023 - September 26, 2024	1 year, 7 months, 12 days			
					Job Order (City Veterinary Office)	August 19, 2011 - January 31, 2023	11 years, 5 months, 12 days			
ADAS-2025049	BSED Major in Physical Science	Completed at least 4 hours of relevant trainings which include:			Cashier	August 4, 2023 - June 16, 2025 (present)	1 year, 10 months, 12 days	RA 1080 (Teacher)	5.000	Qualified
		- Lead Workplace Communication	January 2 - 12, 2023	80	Office Staff	March 15, 2020 - October 31, 2022	2 years, 7 months, 16 days			
		- Computer Systems Servicing NC II Training	September 7 - December 7, 2022	280	Office Staff	July 5, 2016 - March 13, 2020	3 years, 8 months, 8 days			
ADAS-2025050	BSED Major in TLE	Completed at least 4 hours of 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
ADAS-2025051	Bachelor of Engineering Technology Major in Electronics Engineering Technology	Completed at least 4 hours of relevant trainings which include:			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
		- Inventory-Audit Strategy and Cycle Counts / Audit Sampling	September 2, 2024	8						
		- Introduction to System and Organization Control / Professional Skepticism and Fraud	August 16, 2024	8						
		- Audit Concepts and Fundamentals	August 19, 2024	8						
ADAS-2025052	BSED Major in Technology and Livelihood Education	Completed at least 4 hours of relevant trainings which include:			Assistant Information Officer	March 1, 2022 - June 16, 2025 (present)	3 years, 4 months, 15 days	RA 1080 (Teacher)	4.59	Qualified

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		- 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						
ADAS-2025053	BS in Tourism Management	Completed at least 4 hours of relevant trainings which include: - The Pillars of Publication and the Power of AI - Basic Tourism Statistics Training for Negros Occidental LGUs - Strong and Unified Leaders of Change and Progress Amidst Pandemic - Disaster Risk Reduction and Management for Tourism	May 17, 2025 July 12 - 14, 2022 November 19 - 20, 2021 July 15 - 16, 2021	8 24 16 16	Audio Visual Equipment Operator II Job Order at City Mayor's Office	October 16, 2024 - June 16, 2025 (present) August 1, 2019 - October 15, 2024	8 months 5 years 2 months and 14 days	Career Service Professional	4.375	Qualified
ADAS-2025054	BS in Computer Science	Completed at least 4 hours of relevant trainings which include: - Working in a Gender-Diverse Environment	March 22, 2024	8	TESDA Job Order Employee	November 23, 2023 - December 31, 2024	1 year, 1 month, and 8 days	Career Service Sub-Professional	None submitted	Qualified
ADAS-2025055	BS in Accounting Technology	None submitted	-	-	None submitted	-	-	Career Service Professional	None submitted	Disqualified *not compliant with the required QS for Training and Experience
ADAS-2025056	BSED Major in English	Completed at least 4 hours of relevant trainings which include: - Basic Computer Literacy	October 7 - 18, 2024	80	None submitted	-	-	RA 1080 (Teacher)	None submitted	Disqualified *not compliant with the required QS for Experience
ADAS-2025057	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 Training
ADAS-2025058	BSED Major in Filipino	No relevant trainings submitted	-	-	No relevant experience submitted	-	-	RA 1080 (Teacher)	None submitted	Disqualified *not compliant with the required QS for Training and Experience
ADAS-2025059	BSED Major in Filipino	Completed at least 4 hours of relevant trainings which include: - Basic Computer Literacy	September 4 - 14, 2024	80	None submitted	-	-	RA 1080 (Teacher)	None submitted	Disqualified *not compliant with the required QS for Experience
ADAS-2025060	BS in Criminology	Completed at least 4 hours of relevant trainings which include:			None submitted	-	-	RA 1080 (Criminologist)	None submitted	Disqualified

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		- Training for Computer Systems Servicing NC II	February 26 - May 11, 2025	280						*not compliant with the required QS for Experience
ADAS-2025061	BSED Major in TLE	None submitted	-	-	EPHILID Personnel	April 1, 2023 - June 30, 2023	3 months	RA 1080 (Teacher)	None submitted	Disqualified
					Registration Officer I	January 4, 2023 - March 31, 2023	2 months, 27 days			*not compliant with the required QS for Training and Experience
					Administrative Assistant III	September 28, 2022 - December 31, 2022	3 months, 3 days			

Prepared by: 
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Human Resource Management Officer II

Date of Initial Evaluation: 14 JUL 2025

Date Posted: 14 JUL 2025