

JUL 17 2025

DIVISION MEMORANDUM

No. 419, s. 2025

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE SUPPORT STAFF II (DRRM) POSITION UNDER CONTRACT OF SERVICE STATUS AND REVISED SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW

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:

- Division Memorandum No. 367 s. 2025:** Recruitment and Selection of Applicants for Administrative Support Staff II for Disaster-Preparedness Programs, Projects, and Activities Under Contract of Service (COS) Status
- Supplemental Guidelines on the OUOPS Memorandum No. 2024-04-01088:** Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds
- 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)

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 Conference Room** according to the schedule provided below:

Vacant Position	Place of Assignment	Application Codes	Schedule
Administrative Support Staff II - DRRM (Contract of Service)	Schools Division Office of Sagay City - SGOD	DRRMASS-2025001 DRRMASS-2025002 DRRMASS-2025003 DRRMASS-2025004 DRRMASS-2025005	July 17, 2025 2:00 pm

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 : 3
To be indicated in the **Perpetual Index** under the following subjects:

HIRING RECRUITMENT SELECTION

FN: HRPERSONNEL/RSP/IERMEMO

INITIAL EVALUATION RESULT

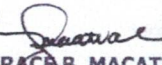
Qualification Standards of the Position
Position: Administrative Support Staff II
Place of Assignment: SGOD - DDRM
Salary: Php 20,000 (Base Salary); Php 2,000 (Premium)
Education: Completion of at least two years in college; or Senior High School Graduate with relevant specialization
Training: 8 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: None

Application Code	Education	Training/ Certificates (relevant to the administrative position)			Experience (relevant to the administrative position)			IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
DRRMASS-2025001	Associate in Marine Transportation	Completed at least 8 hours of relevant trainings which include: - Gender Awareness and Gender & Development Seminar - Security Works & Function Seminar Crisis Management & Emergency Response Training	May 19, 2024 May 5, 2024 April 22, 2024	8 8 8	Security Officer Shift In Charge	July 1, 2005 - July 2, 2024	19 years	None submitted	Qualified
DRRMASS-2025002	BS in Entertainment and Multimedia Computing (78 units - Undergraduate)	Completed at least 8 hours of relevant trainings which include: - Participating in Start Up Basics - BSIT Webinar Series on Information Technology - Training Workshop for Secondary School Heads and SGC on the Roll-Out of School Governance Council Functionality - DepEd Sagay Sports Fest	October 18 - 20, 2021 February 5, 2022 January 25 - 27, 2023 September 30 - October 4, 2022	24 8 24 40	Office Staff (Contract of Service) Office Staff	August 20, 2020 - September 2, 2023 May 7, 2018 - June 19, 2020	3 years, 13 days 2 years, 1 month, 12 days	None submitted	Qualified
DRRMASS-2025003	BS in Engineering Technology - Automotive Technology	Completed at least 8 hours of relevant trainings which include: - Medical First Responder Training - Community Action for Disaster Response - Standards First Aid and Basic Life Support Training	October 20 - 30, 2024 July 11-13, 2024 July 3-7, 2024	80 24 40	Emergency Medical Responder	December 2018 - July 4, 2025 (Present)	6 years, 7 months	None submitted	Qualified
DRRMASS-2025004	BS in Information Technology	Completed at least 8 hours of relevant trainings which include: - Basic First Aid Training - Mandatory Training Program (Decentralization and Local Governance, Code of Conduct and Ethical Standards) - Seminar Workshop on SK Planning and Budgeting	March 10-20 2021 January 16, 2024 February 2, 2024	80 8 8	Administrative Support Staff (COS)	June 12, 2024 - July 4, 2025 (present)	1 year and 21 days	4.83	Qualified
DRRMASS-2025005	BSed Major in Mathematics	Completed at least 8 hours of 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 - July 4, 2025 (present) August 1, 2024 - March 9, 2025 July 28, 2022 - June 9, 2023	3 months, 7 days 7 months, 8 days 10 months, 12 days	None submitted	Qualified

INITIAL EVALUATION RESULT

Qualification Standards of the Position
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Education: Completion of at least two years in college; or Senior High School Graduate with relevant specialization
Training: 8 hours of relevant training
Experience: 1 year of relevant experience
Eligibility: None

Application Code	Education	Training/ Certificates (relevant to the administrative position)			Experience (relevant to the administrative position)			IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years		
DRRMASS-2025006	Bachelor in Public Administration	Completed at least 8 hours of relevant trainings which include:			School Clerk	January 2, 2025 – June 30, 2025	6 months	None submitted	Disqualified *non-compliant with the required QS for experience
		- Effective Communication: Communicating with Confidence	January 24, 2024	8					
		- Basic Office Automation system seminar	January 25, 20254	8					
DRRMASS-2025007	BSED Major in Mathematics	Completed at least 8 hours of relevant trainings which include:			COS - Statistical Researcher	July 15, 2024 - October 23, 2024	3 months, 8 days	None submitted	Disqualified *non-compliant with the required QS for experience
		- Basic Computer Literacy	January 2 - 11, 2025	80					
		- Training for Census of Population and Community-Based Monitoring System	July 8 - 12, 2024	40					
DRRMASS-2025008	BS in Business Administration Major in Marketing Management	Completed at least 8 hours of relevant trainings which include: - Competencies: Aligning HR Systems	October 22, 2025	8	None submitted	-	-	None submitted	Disqualified *non-compliant with the required QS for experience
DRRMASS-2025009	Bachelor of Arts Major in Philosophy	None submitted	-	-	Administrative Support Staff (COS)	March 26, 2025 - June 16, 2025 (present)	2 months, 21 days	4.750	Disqualified *non-compliant with the required QS for training and experience
					Administrative Support Staff (COS)	May 5, 2024 - December 31, 2024	7 months, 26 days		
DRRMASS-2025010	BS in Information Technology	None submitted	-	-	Admin Specialist	March 21, 2024 - February 4, 2025	10 months, 14 days	VS (3.9995)	Disqualified *non-compliant with the required QS for training and experience
DRRMASS-2025011	Bachelor of Arts in English Language Studies	No relevant trainings submitted	-	-	None submitted	-	-	None submitted	Disqualified *non-compliant with the required QS for training and experience
DRRMASS-2025012	BS in Information Technology	No relevant trainings submitted	-	-	School Registrar and Cashier	March 4, 2013 - May 10, 2022	9 years 2 months 6 days	4.75	Disqualified *non-compliant with the required QS for training

Prepared by: 
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Reviewed by: 
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Administrative Officer IV
Human Resource Management Officer II

Date of Initial Evaluation: 15 JUL 2025

Date Posted: 16 JUL 2025