



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

OCT 03 2025

DIVISION MEMORANDUM

No. 608, s. 2025

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS NON-TEACHING 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. 529 s. 2025:** Recruitment and Selection of Applicants for the 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 Conference Room** according to the schedule provided below:

Vacant Position	Written Test and Work Samples Test	Behavioral Events Interview and Open Ranking
Legal Assistant I	October 14, 2025 9:00 am – 5:00 pm Division Office Conference Room	October 14, 2025 9:00 am – 5:00 pm Division Office Conference Room
Administrative Assistant II		
Administrative Assistant III		
Project Development Officer I		
Dentist II	October 15, 2025 9:00 am – 12:00 nn Division Office Conference Room	October 15, 2025 1:00 pm – 5:00 pm Division Office Conference Room
Administrative Officer II (Procurement)		
Administrative Officer IV (Procurement)	October 16, 2025 9:00 am – 5:00 pm Division Office Conference Room	October 16, 2025 9:00 am – 5:00 pm Division Office Conference Room

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 : 15
 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: Legal Assistant I

Place of Assignment: OSDS – Legal Office

Salary Grade: 10

Education: Bachelor's Degree

Training: None required

Experience: None required

Eligibility: Career Service (Professional) Second Level Eligibility

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the position applied for)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
LA-2025001	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 - September 10, 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	9 months, 6 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	No 1-year cycle of IPCRF in the current position	Qualified
LA-2025002	Bachelor of Arts in English	Completed relevant trainings which include: Orientation Workshop for School GAD Focal Point System Members, Division and School Based Non teaching Personnel on Gender Analysis Tool and GAD Planning and Budgeting Orientation for Work and Financial Plan Cluster Appraisal Team for CY 2025 Division Stakeholders Convergence and State of Education Address Workshop on PRC Accreditation of Professional Development Programs for Teachers and School Heads	March 25, 2025 November 26, 2024 October 29, 2024 September 17, 2024	8 8 8 8	Administrative Assistant II	September 9, 2024 - September 10, 2025 (present)	1 year	Career Service Professional	4.603	Qualified
LA-2025003	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 - September 10, 2025 (present)	2 years, 1 month, and 24 days	RA 1080 (Teacher)	4.750	Qualified
LA-2025004	Master of Science in Criminal Justice (39 units) 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
LA-2025005	Bachelor in Public Administration	None submitted	-	-	None submitted	-	-	Career Service Professional	Magna Cum Laude	Qualified
LA-2025006	BS in Psychology	None submitted	-	-	Examiner Associate	September 30, 2024 - February 27, 2025	5 months	Career Service Professional	Magna Cum Laude	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:

22 SEP 2025

Date Posted:

23 SEP 2025

Republic of the Philippines
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DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Project Development Officer I (PDO I)

Place of Assignment: Clustered Schools within SDO Sagay City

Salary Grade: 11

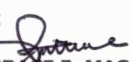
Education: Bachelor's Degree relevant to the job

Training: None required

Experience: None required

Eligibility: Career Service (Professional) Second Level Eligibility

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the position applied for)			Eligibility	ICPRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
PDOI-2025014	Master in Public Administration (33 units)	Completed relevant trainings which include:			Administrative Assistant III	February 3, 2025 - September 10, 2025 (present)	7 months, 7 days	RA 1080 (Criminologist) Career Service Professional	No 1-year cycle of ICPRF in the current position	Qualified
	BS in Criminology	Workshop-Conference for the Submission of Budget and Financial Accountability Reports	April 7, 2025 - July 7, 2025	16	Revenue Collection Clerk I	February 1, 2018 - February 2, 2025	7 years, 1 day			
		Workshop-Conference for CY 2026 Online Submission of Budget Proposals	April 29, 2025	8	Clerk II	May 16, 2016 - January 31, 2018	1 year, 8 months, 15 days			
PDOI-2025015	BS in Electrical Engineering	Completed relevant trainings which include:			Administrative Assistant II	November 14, 2024 - September 10, 2025 (present)	9 months and 27 days	Career Service Professional	No 1-year cycle of ICPRF in the current position	Qualified
		Capacity Building for Schools Division Non-Teaching Staff on Standard First Aid and BLS	December 16 - 18, 2024	16	E/I Technician	June 16, 2014 - September 29, 2014	3 months, 13 days			
		Developing Awareness on Halal Principles and Practices	August 25, 2025	8	Safety Officer	March 4, 2013 - May 30, 2014	1 year, 2 months, 26 days			
		Smart Technopreneurship	August 24, 2025	8	Technical Head	June 1, 2008 - March 2, 2013	4 years, 9 months, 1 day			
					Electrician/Teacher/School Principal at Private School	January 1999 - May 2006	7 years, 4 months			
PDOI-2025016	Master in Technology Management (36 units)	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	June 21, 2024 - September 10, 2025 (present)	1 year, 2 months, 20 days	Career Service Professional	4.430	Qualified
	Bachelor of Science in Engineering Technology	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			
PDOI-2025017	Bachelor of Arts Major in Philosophy with Supplementals	None submitted	-	-	Administrative Support Staff (COS)	March 26, 2025 - September 10, 2025 (present)	5 months and 15 days	RA 1080 (Teacher)	4.750	Qualified
					Administrative Support Staff (COS)	May 5, 2024 - December 31, 2024	7 months, 26 days			
PDOI-2025018	Bachelor in Public Administration	None submitted	-	-	None submitted	-	-	Career Service Professional	Magna Cum Laude	Qualified
PDOI-2025019	Bachelor of Technology and Livelihood Education Major in ICT	Completed relevant trainings which include:			None submitted	-	-	RA 1080 (Teacher)	PRC Rating of 75	Qualified
		Congressional Assistance, Response, and Education Program for Leadership Training and Workshop	March 27-28, 2025	16						
PDOI-2025020	BS in Psychology	None submitted	-	-	Examiner Associate	September 30, 2024 - February 27, 2025	5 months	Career Service Professional	Magna Cum Laude	Qualified

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Personnel Section

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

Date of Initial Evaluation: **22 SEP 2025**

Date Posted: **23 SEP 2025**

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 Assistant II

Place of Assignment: Schools within SDO Sagay City

Salary Grade: 8

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-2025098	Associate in Computer Science	Completed at least 4 hours of relevant trainings which include: Upskilling and Reskilling of Administrative Personnel Induction Training for Newly Hired Non-Teaching Personnel	 November 13, 2024 November 11-12, 2024	 8 16	Administrative Aide VI Library Aide/Clerk Messenger/ Clerk	August 14, 2024 - September 10, 2025 (present) January 10, 2010 - August 13, 2024 August 15, 2007 - August 30, 2009	1 year, 1 month 7 months, 3 days 2 years, 15 days	Career Service Sub-Professional	4.433	Qualified
ADAS-2025099	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 Computer Systems Servicing NC II Training	 February 2, 2022 July 4, 2022 - August 19, 2022	 8 280	Administrative Staff/Facilitator	June 3, 2020 - December 10, 2023	3 years, 6 months, 7 days	RA 1080 (Teacher)	5.000	Qualified
ADAS-2025100	BS in Fisheries	Completed at least 4 hours of relevant trainings which include: Microsoft Digital Literacy Journalizing Transactions Preparing Financial Reports	 August 31, 2025 September 2, 2025 September 6, 2025	 8 8 8	Project Technical Aide VI Project Based Staff	June 13, 2024 - January 31, 2025 January 16, 2023 - June 12, 2024	7 months, 18 days 1 year, 5 months	RA 1080 (Fisheries Technologist)	4.750	Qualified
ADAS-2025101	Bachelor of Technology Major in Mechatronics Technoloav	Completed at least 4 hours of relevant trainings which include: Distance Learning Program on Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)	 August 13, 2025	40	Purchasing Staff Finance and Admin Staff	November 18, 2024 - March 15, 2025 April 24, 2022 - November 16, 2024	4 months 2 years, 6 months, 23 days	Career Service Professional	4.420	Qualified
ADAS-2025102	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 - May 27, 2025 June 16, 2016 - April 27, 2019	3 years, 7 months 2 years, 10 months, 11 days	Career Service Sub-Professional	4.600	Qualified
ADAS-2025103	Bachelor of Engineering Technology Major in Electronics Engineering Technoloav	Completed at least 4 hours of relevant trainings which include: Basic Computer Literacy Bookkeeping (Basic Accounting)	 April 21 2025 - May 2, 2025 August 1-10, 2025	80 80	Shift Computer Technician	May 1, 2024 - September 10, 2025 (present)	1 year, 4 months, 9 days	RA 1080 (Electronics Technician)	4.333	Qualified
ADAS-2025104	BSED Major in Technology and Livelihood Education	Completed at least 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 / Administrative Aide VI	March 1, 2022 - September 10, 2025 (present)	3 years, 6 months, 9 days	RA 1080 (Teacher)	4.590	Qualified
ADAS-2025105	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include: Digitalization Program Inventory Management How to Make Standout Reports Using MS Excel Hosting Training Energetic, Youthful and Fun	 July 8, 2023 June 22, 2023 September 7, 2022 April 16, 2023	8 8 8 8	Assistant Restaurant Manager Accounting Clerk	June 8, 2022 - May 2, 2025 February 1, 2020 - March 24, 2020	2 years, 10 months, 24 days 1 month, 23 days	Career Service Professional	3.500	Qualified
ADAS-2025106	Computer Programming NC IV (Two-Year Course)	Completed more than 4 hours of relevant trainings which include:			Dental Assistant/ Secretary	April 2017 - March 31, 2025	7 years and 11 months	Career Service Sub-Professional	5.000	Qualified

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Qualification Standards of the Position

Position: Administrative Assistant II

Place of Assignment: Schools within SDO Sagay City

Salary Grade: 8


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			
		Participating in Workplace Communication	May 1, 2025	8						
		Assessing Market Opportunities	May 8, 2025	8						
		Maintaining Updated List/Record	May 9, 2025	8						
		Introduction to Front Office Services	July 16, 2025	8						
		Introduction to CSS	July 17, 2025	8						
		Setting Up Computer Networks	July 22, 2025	8						
		Setting Up Computer Servers	July 23, 2025	8						
		Maintaining Computer Systems and Networks	September 4, 2025	8						
ADAS-2025107	BS in Business Administration	Completed more than 4 hours of relevant trainings which include:			Customer Service Agent	January 19, 2023 January 29, 2025	2 years and 10 days	CS Professional Eligibility	None submitted	Qualified
		Bookkeeping Short Course	January 7, 2025	8	Travel Associate	December 12, 2019 - February 5, 2022	2 years, 1 month, and 24 days			
		Office Administration Short Course	January 28, 2025	8	Customer Service Advisor	February 23, 2022 - January 17, 2023	10 months and 25 days			
		Administrative Assistant Training	January 20, 2025	8						
		Administrative Support and Procedure	January 29-30, 2025	16						
		Introduction to Certified Information System Auditor	April 24, 2025	1						
		Learn to Microsoft Excel	April 10, 2025	1						
		Professional Certificate in Project Management	March 12, 2025	2.5						
		Payroll Accounting with Visually Effective Excel Dashboards	March 6, 2025	5.5						
		Office and Administrative Management	January 15, 2025	8						
ADAS-2025108	BS in Accounting Information System	Completed more than 4 hours of relevant trainings which include:			Admin Assistant	October 9, 2023 - July 31, 2025	1 year, 9 months, 22 days	Honor Graduate Eligibility	4.430	Qualified
		Bookkeeping Seminar: Basic Accounting	April 1-10, 2025	80						
ADAS-2025109	MAED Major in English and Literature (18 units) Bachelor of Arts in English	Completed more than 4 hours of relevant trainings which include:			Cashier	October 18, 2022 - June 30, 2024	1 year, 8 months, 12 days	RA 1080 (Teacher)	4.295	Qualified
		Computer Systems Servicing NC II Training	October 2 - December 27, 2023	280						
ADAS-2025110	Bachelor in Public Administration	None submitted	-	-	None submitted	-	-	Career Service Professional	Magna Cum Laude	Disqualified *non-compliant to the required QS for trainings and experience
ADAS-2025111	Bachelor of Arts in English	No trainings acquired within the last 5 years	-	-	Advisor II (Customer Service)	September 7, 2020 - January 4, 2024		Career Service Professional	None submitted	Disqualified *non-compliant to the required QS for trainings
ADAS-2025112	Bachelor of Physical Education	Completed more than 4 hours of relevant trainings which include:			None submitted	-	-	RA 1080 (Teacher)	None submitted	Disqualified *non-compliant to the required QS for experience
		Public Administration and Office System Management Seminar	August 1-10, 2025	80						
		Effective Administration and Office Management	July 15-24, 2025	80						
ADAS-2025113	BS in Criminology	None submitted	-	-	Cashier	June 5 - October 20, 2024	4 months	RA 1080 (Criminologist)	None submitted	Disqualified *non-compliant to the required QS for trainings

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Administrative Assistant III
Personnel Section

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

Date of Initial Evaluation: 22 SEP 2025

Date Posted: 23 SEP 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 Assistant III

Place of Assignment: OSDS-Personnel Section, OSDS-Budget Office, 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 covering 1 year in the present position	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
ADAS-2025062	Master in Public Administration (33 units)	Completed relevant trainings which include:			Administrative Assistant III	February 3, 2025 - September 10, 2025 (present)	7 months, 7 days	RA 1080 (Criminologist)	No 1-year cycle of IPCRF in the current position	Qualified
	BS in Criminology	Workshop-Conference for the Submission of Budget and Financial Accountability Reports	April 7, 2025 - July 7, 2025	16	Revenue Collection Clerk I	February 1, 2018 - February 2, 2025	7 years, 1 day	Career Service Professional		
		Workshop-Conference for CY 2026 Online Submission of Budget Proposals	April 29, 2025	8	Clerk II	May 16, 2016 - January 31, 2018 July 1, 2015 - April 7, 2016	1 year, 8 months, 15 days 9 months, 6 days			
ADAS-2025063	Bachelor of Engineering Technology	Completed more than 4 hours of relevant trainings which include:			Administrative Assistant II	June 16, 2025 - September 10, 2025 (present)	3 months	Career Service Professional	No 1-year cycle of IPCRF in the current position	Qualified
	Major in Automotive Engineering Technology	Microsoft Digital Literacy/Participate Safely and Responsibly Online	July 29, 2025	8	Administrative Aide VI	April 11, 2023 - June 15, 2025	2 years, 2 months, 4 days			
		Introduction to Bookkeeping	August 5, 2025	8	Administrative Staff	December 5, 2022 - February 27, 2023	2 months, 22 days			
		Working in a Gender Diverse Environment	August 1, 2025	8		January 10 - August 26, 2022	7 months, 16 days			
		Exercising Sustainable Development in the Workplace	July 31, 2025	8	Government Internship Program	August 29, 2022 - December 2, 2022	3 months, 3 days			
		Participating in Workplace Communication	July 30, 2025	8						
ADAS-2025064	BS in Hotel and Restaurant Management	Completed more than 4 hours of relevant trainings which include:			Administrative Assistant II	June 16, 2025 - September 10, 2025 (present)	3 months	Career Service Sub-Professional	No 1-year cycle of IPCRF in the current position	Qualified
		Posting Transactions	September 6, 2025	8	Administrative Aide VI	September 30, 2024 - June 15, 2025	8 months, 16 days			
		Journalizing Transactions	September 2, 2025	8	Population Prog. Worker	October 3, 2011 - December 30, 2021	10 years, 2 months, 27 days			
		School-Based Capacity Building for Teachers on Expanded Career Progression	August 29, 2025	8	Laborer (Job Order)	April 1, 2008 - September 30, 2011	3 years, 5 months, 29 days			
ADAS-2025065	BS in Commerce Major Business Management	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	March 26, 2025 - September 10, 2025 (present)	5 months, 15 days	Career Service Sub-Professional	No 1-year cycle of IPCRF in the current position	Qualified
		Local Learning Experience of School Based Feeding program Coordinator on the Establishment of the Central Kitchen	April 1-3, 2025	24	Administrative Support Staff II	May 16, 2024 - March 25, 2026	1 year, 10 months, 9 days			
					Job Order Clerk	February 16, 2015 - May 15, 2024	9 years, 2 months, 29 days			
ADAS-2025066	BS in Biology with Professional Education units	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	March 26, 2025 - September 10, 2025 (present)	5 months, 15 days	RA 1080 (Teacher)	No 1-year cycle of IPCRF in the current position	Qualified
		Practicing Data Privacy in the Workplace	September 7, 2025	8	Contract of Service Admin Clerk	June 3, 2024 - March 25, 2025	9 months, 22 days			
		Introduction to Bookkeeping	September 6, 2025	8	Analyst	August 15, 2008 - November 15, 2019	11 years, 3 months			
		Pag-IBIG Employees and Fund Coordinators	June 26, 2025	8	Cashier	April - August 14, 2008	4 months, 13 days			
ADAS-2025067	BS in Computer Science	Completed more than 4 hours of relevant trainings which include:			Administrative Assistant II	September 27, 2024 - September 10, 2025 (present)	11 months and 14 days	Career Service Sub-Professional	4.510	Qualified

Republic of the Philippines
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Qualification Standards of the Position

Position: Administrative Assistant III

Place of Assignment: OSDS-Personnel Section, OSDS-Budget Office, 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 covering 1 year in the present position	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Introduction to Bookkeeping	September 9, 2025	8	Administrative Aide VI	April 11, 2023 - September 26, 2024	1 year, 5 months, and 15 days			
		Financial Planning Module	September 2, 2025	8	Job Order Clerk at CPDO	January 19, 2015 - December 31, 2022	7 years, 11 months, and 12 days			
ADAS-2025068	BEED - General Education	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	July 1, 2022 - September 10, 2025 (present)	3 years, 2 months, and 9 days	Career Service Professional	4.130	Qualified
		Finance Quarterly Capability Training and Year-End Performance Review	November 24-25, 2022	16	Administrative Aide II	June 1, 2017 - December 31, 2022	5 years, 7 months			
		Mid-year Capability Building of Finance Staff	August 18, 2023	8						
		Year-End Reskilling of Finance Staff	December 7, 2023	8						
		Upskilling of Finance Staff	March 25, 2024	8						
		Symposium on Civil Registration	February 29, 2024	8						
ADAS-2025069	BS in Business Administration Major in Financial Management with Supplementals in Education	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	March 27, 2025 - September 10, 2025 (present)	5 months, 14 days	RA 1080 (Teacher)	No 1-year cycle of IPCRF in the current position	Qualified
		Orienting Oneself to Environmentally Sustainable Work Standards	September 9, 2025	8	Branch Assistant	November 16, 2019 - March 26, 2025	5 years, 4 months, 10 days			
		Financial Planning Module	September 8, 2025	8						
		Wifi 101 and Digital Thumbprint Program	September 7, 2025	8						
		Exercising Sustainable Development in the Workplace	September 6, 2025	8						
		Working in a Gender Diverse Environment	September 5, 2025	8						
		Data Privacy in the Workplace	September 4, 2025	8						
		Receiving and Responding to Workplace Communication	September 3, 2025	8						
		Participating in Workplace Communication	September 2, 2025	8						
		Individual Account Premium Reconciliation Seminar	May 27, 2025	8						
ADAS-2025070	Computer Programming NC IV (Two-Year Course)	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	April 11, 2023 - September 10, 2025 (present)	2 years, 5 months	Career Service Sub-Professional	None submitted	Qualified
		National Training of Trainers DepEd Computerization program (DCP) Adoption	July 8, 2024	150	Administrative Aide VI	July 20, 2022 - April 10, 2023	8 months, 21 days			
ADAS-2025071	BS in Information Technology	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	June 24, 2024 - September 10, 2025 (present)	1 year, 2 months, 17 days	RA 1080 (Teacher)	4.670	Qualified
		Project SAGIP	July 25-26, 2025	16	Medical Records Clerk	March 1, 2015 - June 15, 2024	9 years, 3 months, 14 days	Career Service Professional		
		Capacity Building for School and Division non Teaching Staff on Standard First Aid and Basic Life Support	December 16-18, 2024	24						
		School Based In Service Training	November 28-29, 2024	16						
		Fostering Gender Responsive Education Professional Development for Teaching and Non Teaching Staff	October 11-12, 2024	16						
ADAS-2025072	Computer Programming NC IV (Two-Year Course)	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	September 27, 2024 - September 10, 2025 (present)	11 months, 14 days	Career Service Sub-Professional	4.467	Qualified
		Capacity Building for School and Division Non-Teaching Staff on Standard First Aid and BLS	December 16-17, 2024	16	Administrative Aide VI	April 11, 2023 - September 26, 2024	1 year, 5 months, 15 days			
		Coordination Meeting cum Workshop on the Preparation and Consolidation of CY 2025 Financial Reports	April 14-16, 2025	24	External Audit Officer/Sales Personnel	October 6, 2012 - April 10, 2023	10 years, 6 months, 4 days			
		Year End Performance Review and Capability Training of Finance Personnel	December 6-7, 2024	16						

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DIVISION OF SAGAY CITY
INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Assistant III

Place of Assignment: OSDS-Personnel Section, OSDS-Budget Office, 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 covering 1 year in the present position	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
ADAS-2025073	Master in Technology Management (36 units) Bachelor of Science in Engineering Technology	Completed at least 4 hours of 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 - September 10, 2025 (present) March 11, 2023 - June 20, 2024 January 6, 2021 - April 21, 2023	1 year, 2 months, 20 days 1 year, 3 months, 9 days 2 years, 3 months, 15 days	Career Service Professional	4.430	Qualified
ADAS-2025074	BS in Hotel and Restaurant Management Major in Cruise Ship Services	Completed relevant trainings which include: Year End Review and CB of Finance Personnel Conduct of Quality Assurance of Developed Support Reading Materials	 December 6 - 7, 2024 December 16 - 18, 2024	 16 24	Administrative Assistant II Jod Order at Personnel Section Staff at City EEMO Email Marketing Specialist School Registrar Assistant	October 16, 2024 - September 10, 2025 (present) June 3, 2024 - October 15, 2024 February 16, 2022 - February 6, 2023 May 28, 2023 - June 3, 2024 June 1, 2020 - March 31, 2021	10 months, 25 days 4 months and 12 days 11 months and 21 days 1 year and 6 days 10 months	Career Service Professional	No 1-year cycle of IPCRF in the current position	Qualified
ADAS-2025075	Associate in Computer Science	Completed at least 4 hours of relevant trainings which include: Upskilling and Reskilling of Administrative Personnel Induction Training for Newly Hired Non-Teaching Personnel	 November 13, 2024 November 11-12, 2024	 8 16	Administrative Aide VI Library Aide/Clerk Messenger/ Clerk	August 14, 2024 - September 10, 2025 (present) January 10, 2010 - August 13, 2024 August 15, 2007 - August 30, 2009	1 year, 1 month 7 months, 3 days 2 years, 15 days	Career Service Sub-Professional	4.433	Qualified
ADAS-2025076	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 - September 10, 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	9 months, 6 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	No 1-year cycle of IPCRF in the current position	Qualified
ADAS-2025077	BS in Marine Transportation	Completed more than 4 hours of relevant trainings which include: Microsoft Digital Literacy Introduction to IT Acquisition Introduction to Bookkeeping Setting Up Computer Networks/Introduction to CSS Practicing Data Privacy in the Workplace	 May 30, 2025 September 3, 2025 September 8, 2025 July 10, 2025 July 24, 2025	 8 8 8 8 8	Encoder/Office Staff Encoder/Office Staff Encoder/Office Staff Bookkeeper Technical Support Representative	February 1, 2023 - September 10, 2025 (present) March 15, 2021 - June 3, 2022 August 13, 2018 - August 23, 2019 March 28, 2022 - May 5, 2023 April 12, 2016 - February 9, 2017	2 years, 7 months, 9 days 1 year, 2 months, 19 days 1 year, 10 days 1 year, 1 month, 7 days 9 months, 28 days	Career Service Professional	4.850	Qualified
ADAS-2025078	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include: Digitalization Program	 July 8, 2023	 8	Assistant Restaurant Manager Accounting Clerk	June 8, 2022 - May 2, 2025 February 1, 2020 - March 24, 2020	2 years, 10 months, 24 days 1 month, 23 days	Career Service Professional	3.500	Qualified

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INITIAL EVALUATION RESULT

Qualification Standards of the Position

Position: Administrative Assistant III

Place of Assignment: OSDS-Personnel Section, OSDS-Budget Office, 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 covering 1 year in the present position	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Inventory Management	June 22, 2023	8						
		How to Make Standout Reports Using MS Excel	September 7, 2022	8						
		Hosting Training Energetic, Youthful and Fun	April 16, 2023	8						
ADAS-2025079	BS in Accounting Information System	Completed more than 4 hours of relevant trainings which include:			Admin Assistant	October 9, 2023 - July 31, 2025	1 year, 9 months, 22 days	Honor Graduate Eligibility	4.430	Qualified
		Bookkeeping Seminar: Basic Accounting	April 1-10, 2025	80						
ADAS-2025080	MAED Major in English and Literature (18 units) Bachelor of Arts in English	Completed more than 4 hours of relevant trainings which include:			Cashier	October 18, 2022 - June 30, 2024	1 year, 8 months, 12 days	RA 1080 (Teacher)	4.295	Qualified
		Computer Systems Servicing NC II Training	October 2 - December 27, 2023	280						
ADAS-2025081	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include:			Office Clerk	October 28, 2021 - May 27, 2025	3 years, 7 months	Career Service Sub-Professional	4.600	Qualified
		Customer Service Excellence Seminar	August 22, 2024	8	Accounting Assistant	June 16, 2016 - April 27, 2019	2 years, 10 months, 11 days			
ADAS-2025082	BSED Major in Technology and Livelihood Education	Completed at least 4 hours of relevant trainings which include:			Assistant Information Officer / Administrative Aide VI	March 1, 2022 - September 10, 2025 (present)	3 years, 6 months, 9 days	RA 1080 (Teacher)	4.590	Qualified
		SALN Overview	February 5, 2025	3						
		Public Service Values Program	October 21, 2024	8						
		Training Workshop on DRRM Communications	December 28 - 29, 2023	16						
		Training Workshop on News Writing, Photo and Video Editing	September 13 - 16, 2022	32						
ADAS-2025083	BS in Accountancy	Completed at least 4 hours of relevant trainings which include:			Sales Associate	September 1, 2022 - August 13, 2024	1 year, 11 months, 12 days	Honor Graduate Eligibility	4.550	Qualified
		Effective Administration and Office Management	August 15-24, 2025	80						
		Public Administration and Office System Management Seminar	July 15-14, 2025	80						
ADAS-2025084	Master of Science in Criminal Justice (39 units) BS in Criminology	Completed relevant trainings which include:			Remote Team Member / Virtual Assistant	May 24, 2021 - May 13, 2025	3 years, 11 months, 19 days	RA 1080 (Criminologist)	5.000	Qualified
		Orientation on NLRC Programs and Administrative Matters	July 19-20, 2023	7	Administrative Aide VI	May 8, 2023 - August 9, 2023	3 months, 1 day			
ADAS-2025085	BS in Fisheries	Completed at least 4 hours of relevant trainings which include:			Project Technical Aide VI	June 13, 2024 - January 31, 2025	7 months, 18 days	RA 1080 (Fisheries Technologist)	4.750	Qualified
		Microsoft Digital Literacy	August 31, 2025	8	Project Based Staff	January 16, 2023 - June 12, 2024	1 year, 5 months			
		Journalizing Transactions	September 2, 2025	8						
		Preparing Financial Reports	September 6, 2025	8						
ADAS-2025086	Bachelor of Technology Major in Mechatronics Technology	Completed at least 4 hours of relevant trainings which include:			Purchasing Staff	November 18, 2024 - March 15, 2025	4 months	Career Service Professional	4.420	Qualified
		Distance Learning Program on Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)	August 13, 2025	40	Finance and Admin Staff	April 24, 2022 - November 16, 2024	2 years, 6 months, 23 days			
ADAS-2025087	Master of Arts in Education Major in English and Literature (9 units) Bachelor in English Education	Completed at least 4 hours of relevant trainings which include:			Real Time Analyst	July 17, 2023 - September 10, 2025 (present)	2 years, 1 month, and 24 days	RA 1080 (Teacher)	4.750	Qualified
		Basic Computer Literacy Training	July 8 - 18, 2024	80						
ADAS-2025088	BS in Business Administration Major in Human Resources Management	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant	August 8, 2023 - October 8, 2023	2 months	Career Service Professional	None submitted	Qualified

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DIVISION OF SAGAY CITY
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Qualification Standards of the Position

Position: Administrative Assistant III

Place of Assignment: OSDS-Personnel Section, OSDS-Budget Office, 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 covering 1 year in the present position	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Leadership Training 2.0 High Performance Habits for the Modern Filipino Leader	September 5, 2025	3		October 23, 2021 - May 31, 2022	7 months, 8 days			
		Office and Administrative Management Training	June 2, 2025	8	Computer Encoder	January 2013 - June 2019	6 years, 5 months			
		Fire Safety Orientation	April 30, 2025	8						
		Employees Compensation Program Webinar	September 13, 2023	8						
		Inclusive Rebound: Leveraging Worker Engagement towards Productivity Growth and Rewards	November 10, 2022	8						
		Fire Safety Seminar & Emergency Fire Drill	March 29, 2022	8						
		Safety and Health Seminar for Workers	May 20, 2022	8						
		Basic Occupational Safety and Health Training	April 18-22, 2022	40						
		Standard First Aid Training	November 25-26, 2021	16						
ADAS-2025089	Bachelor of Arts in English	Completed at least 4 hours of relevant trainings which include:			Administrative Assistant II	September 9, 2024 - September 10, 2025 (present)	1 year	Career Service Professional	4.603	Qualified
		Orientation Workshop for School GAD Focal Point System Members, Division and School Based Non teaching Personnel on Gender Analysis Tool and GAD Planning and Budgeting	March 25, 2025	8						
		Orientation for Work and Financial Plan Cluster Appraisal Team for CY 2025	November 26, 2024	8						
		Division Stakeholders Convergence and State of Education Address	October 29, 2024	8						
		Workshop on PRC Accreditation of Professional Development Programs for Teachers and School Heads	September 17, 2024	8						
ADAS-2025090	Bachelor of Engineering Technology Major in Electronics Engineering Technoloav	Completed at least 4 hours of relevant trainings which include:			Shift Computer Technician	May 1, 2024 - September 10, 2025 (present)	1 year, 4 months, 9 days	RA 1080 (Electronics Technician)	4.333	Qualified
		Basic Computer Literacy	April 21 2025 - May 2, 2025	80						
		Bookkeeping (Basic Accounting)	August 1-10, 2025	80						
ADAS-2025091	BS in Biology	Completed at least 4 hours of relevant trainings which include:			Receptionist/ Secretary	January 2022 - May 1, 2025	3 years, 4 months	Career Service Professional	4.990	Qualified
		SSS In-Depth Information Seminar	March 16-17, 2022	16						
		Compliance Seminar on Financial Management	April 8, 2025	8						
ADAS-2025092	Master of Education Major in TLE (9 units) Bachelor of Technical Teacher Education Major in Electrical Technology	Completed relevant trainings which include:			Administrative Staff/Facilitator	June 3, 2020 - December 10, 2023	3 years, 6 months, 7 days	RA 1080 (Teacher)	5.000	Qualified
		Basic Entrepreneursip Seminar	February 2, 2022	8						
		Computer Systems Servicing NC II Training	July 4, 2022 - August 19, 2022	280						
ADAS-2025093	BS in Business Administration Major in Financial Management	Completed relevant trainings which include:			Accounting Clerk II	June 9, 2024 - September 10, 2025 (present)	1 year, 3 months, 1 day	Career Service Professional	5.000	Qualified
		Inclusive Education For School Administration, Teachers and Non Teaching Personnel: An Advance Leadership Training Seminar	July 1-3, 2025	24	Accounting Staff	May 1, 2018 - June 8, 2024	6 years, 1 month, 8 days			
ADAS-2025094	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include:			Office Clerk	October 28, 2021 - September 10, 2025 (present)	3 years, 10 months, and 13 days	Career Service Sub-Professional	4.60	Qualified

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Qualification Standards of the Position

Position: Administrative Assistant III

Place of Assignment: OSDS-Personnel Section, OSDS-Budget Office, 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

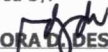
Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the administrative position)			Eligibility	IPCRF Rating covering 1 year in the present position	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Customer Service Excellence Seminar	August 22, 2024	8	Accounting Assistant	June 16, 2016 - April 27, 2019	2 years, 10 months, 11 days			
ADAS-2025095	Bachelor of Arts in English	No trainings acquired within the last 5 years	-	-	Advisor II (Customer Service)	September 7, 2020 - January 4, 2024		Career Service Professional	None submitted	Disqualified *non-compliant to the required QS for trainings
ADAS-2025096	Bachelor in Public Administration	None submitted	-	-	None submitted	-	-	Career Service Professional	Magna Cum Laude	Disqualified *non-compliant to the required QS for trainings and experience

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: 22 SEP 2025

Date Posted: 23 SEP 2025

Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY
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Qualification Standards of the Position

Position: Administrative Officer II

Place of Assignment: OSDS – Procurement Unit

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 position applied for)			Eligibility	ICPRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2025098	Master of Business Administration (30 units) BS in Accounting Technology	Completed relevant trainings which include:			Administrative Officer II	May 10, 2024 - September 10, 2025 (present)	1 year, 4 months, and 3 days	Career Service Professional	4.660	Qualified
		Capability Building of Teachers, Non-Teaching Personnel, and Stakeholders on the Celebration of Womens Month	March 21, 2025	8	Administrative Assistant III	February 1, 2023 - May 9, 2024	1 year, 3 months, and 8 days			
		Reorientation on the Adoption of the Revised Electronic School Form	January 28, 2025	8	Administrative Assistant II	November 24, 2020 - January 31, 2023	2 years, 2 months, and 8 days			
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel	November 13, 2024	8	Accounting Specialist	March 1, 2016 - August 10, 2020	4 years, 5 months, and 13 days			
		Sustaining a Safe Learning Environment with Focus on Protection of Women and Children	September 14, 2024	8	Accounting Assistant	December 8, 2015 - February 29, 2016	2 months, and 23 days			
		Wellness Program for Non-Teaching Personnel	August 20, 2024	8						
AOII-2025099	Masters in Public Management (36 units) Diploma in Research and Development Management BS in Statistics	Completed relevant trainings which include:			Administrative Assistant III	November 21, 2022 - September 10, 2025 (present)	2 years, 9 months, and 20 days	Career Service Professional	4.900	Qualified
		Webinar Orientation on the 2025 OROHRA	August 6-7, 2025	8	Administrative Assistant II (BAC Secretariat)	August 6, 2021 - November 20, 2022	1 year, 3 months, and 14 days			
		Assessors' Training and Deepening Classroom Observation and Portfolio Assessment	June 23-27, 2025	40	Administrative Aide VI (BAC Secretariat)	February 15, 2021 - August 5, 2021	5 months and 21 days			
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel	November 13, 2024	32	Administrative Aide VI	October 14, 2019 - February 14, 2021	1 year, 4 months, and 1 day			
		Training for School & Division Non-Teaching Staff on Standard First Aid and BLS	April 26-28, 2023							
		Training for School & Division Non-Teaching Staff on Standard First Aid and BLS	July 17-19, 2025	24						
		Gender Sensitivity Training	February 12 - March 15, 2024	16						
		Mid-Year Performance Review for Administrative and General Services	July 6-7, 2023	16						
AOII-2025100	BS in Business Administration Major in Financial Management	Completed relevant trainings which include:			Administrative Assistant III (BAC Secretariat)	April 23, 2024 - September 10, 2025 (present)	1 year, 4 months, and 18 days	PD 907 (Honor Graduate Eligibility)	4.600	Qualified
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Administrative Assistant II	April 11, 2023 - April 22, 2024	1 year, 11 days			
		Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	July 17 - 19, 2024	24	Administrative Aide VI	November 2, 2021 - April 10, 2023	1 year, 5 months, 8 days			
		Need for Cybersecurity and Protecting Data and Privacy	December 20 and 27, 2024	16	Marketing/Admin Staff	September 9, 2017 - March 25, 2020	2 years, 6 months, 16 days			
AOII-2025101	BS in Business Administration Major in Financial Management	Completed relevant trainings which include:			Administrative Assistant III	January 2, 2025 - September 10, 2025 (present)	8 months and 8 days	Career Service Professional	No 1-year cycle of ICPRF in the current position	Qualified
		Individual Account Premium Reconciliation Seminar	May 27, 2025	8	Administrative Assistant II	March 3, 2022 - January 1, 2025	2 years, 9 months, and 29 days			
		National Assembly and Capacity Development Seminar of DepEd Bookkeepers	April 23-25, 2025	24						

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Qualification Standards of the Position

Position: Administrative Officer II

Place of Assignment: OSDS – Procurement Unit

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 position applied for)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOII-2025102	Master in Public Administration (33 units) BS in Criminology	Completed relevant trainings which include: Workshop-Conference for the Submission of Budget and Financial Accountability Reports Workshop-Conference for CY 2026 Online Submission of Budget Proposals	 April 7, 2025 July 7, 2025 April 29, 2025	 16 8	Administrative Assistant III Revenue Collection Clerk I Clerk II	February 3, 2025 - September 10, 2025 (present) February 1, 2018 - February 2, 2025 May 16, 2016 - January 31, 2018 July 1, 2015 - April 7, 2016	7 months, 7 days 7 years, 1 day 1 year, 8 months, 15 days 9 months, 6 days	RA 1080 (Criminologist) Career Service Professional	No 1-year cycle of IPCRF in the current position	Qualified
AOII-2025103	Master of Business Administration (12 units) BS in Commerce Major in Business Administration	Completed relevant trainings which include: Year End Performance Review and Capability Training of Finance Personnel Training on Promoting Mental Health Awareness and Race Aqaisnt Suicide	December 6-7, 2024 March 13, 2024	16 4	Administrative Assistant III Administrative Assistant II Secretary of the Board of Directors Business and Client Relations Assistant	August 14, 2024 - September 10, 2025 (present) May 21, 2018 - August 13, 2024 February 18, 2023 - July 8, 2024 January 27, 2003 - June 1, 2018	1 year, 1 month 6 years, 2 months, 23 days 1 year, 4 months, 20 days 15 years, 4 months, 5 days	Career Service Professional	None submitted	Qualified
AOII-2025104	BS in Electrical Engineering	Completed relevant trainings which include: Capacity Building for Schools Division Non-Teaching Staff on Standard First Aid and BLS Developing Awareness on Halal Principles and Practices Smart Technoprneurship	December 16-18, 2024 August 25, 2025 August 24, 2025	16 8 8	Administrative Assistant II E/I Technician Safety Officer Technical Head Electrician/Teacher/School Principal at Private School	November 14, 2024 - September 10, 2025 (present) June 16, 2014 - September 29, 2014 March 4, 2013 - May 30, 2014 June 1, 2008 - March 2, 2013 January 1999 - May 2006	9 months and 27 days 3 months, 13 days 1 year, 2 months, 26 days 4 years, 9 months, 1 day 7 years, 4 months	Career Service Professional	No 1-year cycle of IPCRF in the current position	Qualified
AOII-2025105	BS in Psychology	None submitted	-	-	Examiner Associate	September 30, 2024 - February 27, 2025	5 months	Career Service Professional	Magna Cum Laude	Qualified
AOII-2025106	BEED - General Education	Completed relevant trainings which include: Basic Computer Literacy	July 19 - 30, 2025	80	No relevant experience submitted	-	-	RA 1080 (Teacher)	Performance rating was not relevant to the position applied for PRC Rating of 75	Qualified

Prepared by:

RHODORA D. DESAMPARADO

Administrative Officer IV

Human Resource Management Officer II

Date of Initial Evaluation: **22 SEP 2025**

Date Posted: **23 SEP 2025**

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 Officer IV

Place of Assignment: OSDS – Procurement Unit

Salary Grade: 15

Education: Bachelor's Degree relevant to the job

Training: 4 hours of relevant training

Experience: 1 year relevant experience

Eligibility: Career Service Professional Eligibility (2nd Level)

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the position applied for)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
AOIV-2025009	Master in Public Administration	Completed more than 4 hours of relevant trainings which include:			Administrative Officer II	October 16, 2020 - September 10, 2025 (present)	4 years, 10 months, and 25 days	Career Service Professional	4.86	Qualified
		BS in Commerce Major in Management	Online Learning Session on Women's Right and Priviledges in the Workplace	March 24, 2025	2	Administrative Assistant III	June 2, 2014 - October 15, 2020			
	Reorientation on the Adoption of the Revised Electronic School Form (eSF7)		January 28, 2025	8	Clerk I	September 3, 2001 - June 1, 2014	12 years, 8 months, 29 days			
	Capacity Building of AOs on Special Leave Benefits and Safe Spaces Act		November 21 22, 2024	16						
	Upskilling and Reskilling of Legal, ICT, and Administrative Personnel		November 13, 2024	8						
	Fostering Responsive Gender Education for Teaching and Non-Teaching Personnel		July 26 - 27, 2024	16						
	Training for School and Division Non-Teaching Staff on Standard First Aid and BLS		July 17 -19, 2024	24						
	Induction Training for Newly Hired Non-Teaching Personnel		May 12 - 14, 2022	24						
	DepEd System of Ranking Positions Consolidation Workshop		June 9 - 11, 2021	24						
	Appointments Processing in the Public Sector	August 16 - 18, 2023	24							
AOIV-2025010	Master in Public Administration	Completed more than 4 hours of relevant trainings which include:			Administrative Officer II	November 12, 2020 - September 10, 2025 (present)	4 years, 9 months, and 29 days	Career Service Professional	4.80	Qualified
		BS in Commerce Major in Management Accounting	Strategic HR OD Series: Green HR Overview	March 13, 2024	8	Administrative Officer I	July 1, 2015 - November 11, 2020			
	Capacity Building of AOs on Special Leave Benefits and Safe Spaces Act		November 21 22, 2024	16	Administrative Assistant III	March 18, 2008 - June 30, 2015	7 years, 3 months, 12 days			
	Upskilling and Reskilling of Legal, ICT, and Administrative Personnel		November 13, 2024	8	Clerk	October 23, 2003 - March 17, 2008	4 years, 4 months, 23 days			
	Training for School and Division Non-Teaching Staff on Standard First Aid and BLS		July 17 -19, 2024	24						
	Upskilling and Reskilling of Legal, ICT, and Administrative Personnel		April 26 - 28, 2023	24						
	Seminar and Workshop on the Preparation of Documents and Forms for Inventory of Records and Government Property and Equipments		December 21 22, 2022	16						
	Webinar on Leave Administration	August 15 - 16, 2022	16							
AOIV-2025011	BS in Business Administration	Completed more than 4 hours of relevant trainings which include:			Administrative Officer II	July 25, 2022 - September 10, 2025 (present)	3 years, 1 month, and 17 days	Career Service Professional	4.770	Qualified
		Training Workshop on Fundamentals of Educational Research and Statistics	February 21- 22, 2025	16	Administrative Assistant III	March 18, 2019 - July 24, 2022	3 years, 4 months, and 6 days			
		Reorientation on the Adoption of the Revised Electronic School Form	January 28, 2025	8						
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel	November 13, 2024 April 26-28, 2023	32						

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DIVISION OF SAGAY CITY
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Qualification Standards of the Position

Position: Administrative Officer IV

Place of Assignment: OSDS – Procurement Unit

Salary Grade: 15

Education: Bachelor's Degree relevant to the job

Training: 4 hours of relevant training

Experience: 1 year relevant experience

Eligibility: Career Service Professional Eligibility (2nd Level)

Application Code	Education	Training/ Certificates (relevant to the administrative position acquired within the last 5 years)			Experience (relevant to the position applied for)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8						
		Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	July 17 - 19, 2024	24						
		Whole Brain Self Mastery and Mindfulness Training for Educators	December 12-15, 2022	32						
		Finance Quarterly Capability Training	November 24-25, 2022	16						
		Webinar on Leave Administration	August 15-16, 2022	16						
AOIV-2025012	BS in Business Administration Major in Financial Management	Completed more than 4 hours of relevant trainings which include:			Administrative Assistant III (BAC Secretariat)	April 23, 2024 - September 10, 2025 (present)	1 year, 4 months, and 18 days	PD 907 (Honor Graduate Eligibility)	4.600	Qualified
		Wellness Program for Non-Teaching Personnel: "Enhancing the Skills of Working Efficiently in the Workplace"	August 20, 2024	8	Administrative Assistant II	April 11, 2023 - April 22, 2024	1 year, 11 days			
		Training for Schools Division Non-Teaching Staff on Standard First Aid and BLS	July 17 - 19, 2024	24	Administrative Aide VI	November 2, 2021 - April 10, 2023	1 year, 5 months, 8 days			
		Need for Cybersecurity and Protecting Data and Privacy	December 20 and 27, 2024	16	Marketing/ Admin Staff	September 9, 2017 - March 25, 2020	2 years, 6 months, 16 days			
AOIV-2025013	Masters in Public Management (36 units)	Completed more than 4 hours of relevant trainings which include:			Administrative Assistant III	November 21, 2022 - September 10, 2025 (present)	2 years, 9 months, and 20 days	Career Service Professional	4.900	Qualified
	Diploma in Research and Development Management	Webinar Orientation on the 2025 ORAOHRA	August 6-7, 2025	8	Administrative Assistant II (BAC Secretariat)	August 6, 2021 - November 20, 2022	1 year, 3 months, and 14 days			
	BS in Statistics	Assessors' Training and Deepening Classroom Observation and Portfolio Assessment	June 23-27, 2025	40	Administrative Aide VI (BAC Secretariat)	February 15, 2021 - August 5, 2021	5 months and 21 days			
		Upskilling and Reskilling of Legal, ICT, and Administrative Personnel	November 13, 2024 April 26-28, 2023	32	Administrative Aide VI	October 14, 2019 - February 14, 2021	1 year, 4 months, and 1 day			
		Training for School & Division Non-Teaching Staff on Standard First Aid and BLS	July 17-19, 2025	24						
		Gender Sensitivity Training	February 12 - March 15, 2024	16						
		Mid-Year Performance Review for Administrative and General Services	July 6-7, 2023	16						

Prepared by:

RHODORA D. DESAMPARADO

Administrative Officer IV

Human Resource Management Officer II

Date of Initial Evaluation: 22 SEP 2025

Date Posted: 23 SEP 2025