



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

February 12, 2024

DIVISION MEMORANDUM  
 NO. **104**, s. 2024

**SELECTION AND RECRUITMENT OF ADMINISTRATIVE ASSISTANT II  
 AND ADMINISTRATIVE ASSISTANT III POSITIONS**

TO : SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the schedule of activities for the recruitment, selection and hiring of Administrative Assistant II and Administrative Assistant III positions, this Division, as follows:

Activities	Date	Time	Participants
Orientation of Applicants	February 19, 2024	9:00am – 9:30am	All Qualified Applicants
Computer-based Competency Examination		9:45am – 10:45am	All Qualified Applicants
Online Behavioral Event Interview	February 28, 2024	8:00am – 3:00pm	Admin. Functions Finance Functions
Online Open Ranking		3:00pm – 5:00pm	

2. The Qualification Standards of the said position are indicated in the table below.

<b>QUALIFICATION STANDARDS</b>	
<b>FOR ADMINISTRATIVE ASSISTANT (ADMIN. FUNCTIONS)</b>	
<b>A. ADAS II /SG 8</b>	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
<b>A. ADAS III /SG 9</b>	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
<b>FOR ADMINISTRATIVE ASSISTANTS (FINANCE)</b>	
<b>A. ADAS II/SG 8 (DISBURSING OFFICER)</b>	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
C. Preferred Qualifications	



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
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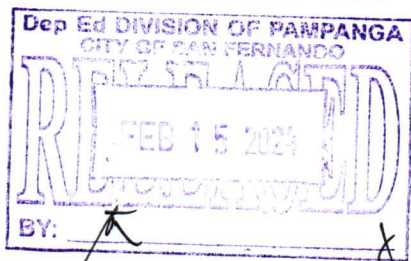
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Education	Bachelor's Degree relevant in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of at least 2 years with at least nine (9) units in accounting subjects
Experience	1-year relevant experience accounting activities/tasks
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)
<b>A. ADAS III /SG 9 (SENIOR BOOKKEEPER)</b>	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
C. Preferred Qualifications	
Education	Bachelor's Degree relevant in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of at least 2 years with at least nine (9) units in accounting subjects
Experience	1-year relevant experience accounting activities/tasks
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

- All qualified applicants shall receive an invitation to attend the Online Orientation, Examination, Interview and Open Ranking via e-mail.
- In order to attend the Online Examination, Interview and Open Ranking, applicants are required to have the following: desktop/laptop computer or smart phone, headset with microphone, and internet connection.
- Applicants who will be using smart phones are required to download the MS Teams application.
- Attached is the selection line-up of applicants for the said positions.
- Immediate dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD, CESO V**  
 Schools Division Superintendent

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**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Assistant II and III**

**Salary Grade and Monthly Salary: SG 8 & 9**

**Qualification Standards:**

**Education**

**Completion of two-years studies in college**

**Experience**

**1 year relevant experience**

**Eligibility**

**Career Service (Sub-Professional) First Level Eligibility**

**Trainings**

**4 hours of relevant training**

No.	Application Code	Name	Education	Training	Experience	Eligibility	Remarks	Function	Batch No
1	ADMIN-001	ACOPA, JOSEPHYN IBAY	BSC	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	HGE	QUALIFIED	ADMIN	1
2	ADMIN-002	ANGELES, ELLEN DY	BSC	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	1
3	ADMIN-003	AQUINO, CARMINA CUNANAN	BSED MAJOR IN ENGLISH	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	1
4	ADMIN-004	ARCE, FILAMER GIGANTE	BSA	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	1
5	ADMIN-005	BANGAL, ELLA JANE CALONIA	BS MARKETING WITH METHODS OF TEACHING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET & FIRE OFFICER ELIGIBLE	QUALIFIED	ADMIN	1
6	ADMIN-006	BONIFACIO, JESTER PAUL GARCIA	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	1
7	ADMIN-007	BRIONES, JOHN DARWIN MACAPAGAL	2-YR INDUSTRIAL TECH MAJOR IN MECHANICAL TECH	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	1
8	ADMIN-008	CABALLERO, LADY KATE SUBA	BSED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA1080	QUALIFIED	ADMIN	1
9	ADMIN-009	CALUPAZ, MARY JOY SAMPANG	BSED MAJOR IN FILIPINO	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	1
10	ADMIN-010	CANLAS, JUSTIN PAUL AMBROCIO	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	1
11	ADMIN-011	CAVINTA, KAREN MENDOZA	BS ACCOUNTANCY	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	2



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12	ADMIN-012	CLARIN, BLESSY LAXAMANA	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	2
13	ADMIN-013	CRUZ, MARGIE SORIA	BS HRM	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	2
14	ADMIN-014	DAVID, KNOWELL CARLO TAPANG	BS INFORMATION TECHNOLOGY	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	2
15	ADMIN-015	DE MESA, ROSE ANN BAUTISTA	BPUBAD	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	2
16	ADMIN-016	DELA CRUZ, MARIA ANGELICA BONDOC	BSBA FINMA	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	PD 907	QUALIFIED	ADMIN	2
17	ADMIN-017	ESGUERRA, LOVELY PEDROSO	BSED MAJOR IN ENGLISH	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	2
18	ADMIN-018	FABIAN, JOANNA GRACE TUGON	BS IT	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	2
19	ADMIN-019	FELICISIMO, JOY AGUSTIN	BSHRM	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	2
20	ADMIN-020	GARCIA, KATRINA MARIE OOPPENA	BS IT	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	2
21	ADMIN-021	HERNANDEZ, BREI JEREMY SANTIAGO	BSEE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA1080	QUALIFIED	ADMIN	3
22	ADMIN-022	HERNANDEZ, ROLANDO ALGA	BACHELOR OF TECHNICAL VOCATIONAL	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	3
23	ADMIN-023	LOPEZ, KATHRINA RAYMUNDO	BSBA	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	BOE	QUALIFIED	ADMIN	3
24	ADMIN-024	LUMANOG, JACQUELINE MARIANO	BEED (UNDERGRADUATE)	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	BOE	QUALIFIED	ADMIN	3
25	ADMIN-025	MAGLAQUE, MICHELLE PINEDA	BSED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	3
26	ADMIN-026	MANALASTAS, MARK BRYAN DUQUEZA	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	3



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27	ADMIN-027	MANARANG, REGINA DE GUZMAN	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	3
28	ADMIN-028	MANGANTI, MANILYN MAGPAYO	BSED MAJOR IN FILIPINO	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET (NO ID/CERT ATTACHED)	QUALIFIED	ADMIN	3
29	ADMIN-029	MANINANG, ALIANA MAE AGUINALDO	BS ACCT. INFO. SYSTEM	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	3
30	ADMIN-030	MAQUESIAS, ALDRINE YABUT	BS COMPUTER SCIENCE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	3
31	ADMIN-031	MARINAY, JOVYLEE N/A	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	4
32	ADMIN-032	MENDOZA, CAMILLE QUIAMBAO	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA1080	QUALIFIED	ADMIN	4
33	ADMIN-033	MISIERA, VINCENT NICOLE SOTTO	BSCIE (UNDERGRADUATE)	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	4
34	ADMIN-034	RAMOS, RACHEL SAMIA	BS COMMERCE WITH TEACHING METHODS	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	4
35	ADMIN-034	REGALA, JULIE ANN BIHAG	BS INFORMATION TECHNOLOGY	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	4
36	ADMIN-036	RODRIGUEZ, JONATHAN PARE	BS ACCTG TECH WITH METHODS OF TEACHING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	4
37	ADMIN-037	ROQUE, CYNDY LONTOC	BSED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	HGE	QUALIFIED	ADMIN	4
38	ADMIN-038	SANCHEZ, SHARINA SANCHEZ	BSBA OPMAN	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	4
39	ADMIN-039	SUING, ALYSSA NINA MANINANG	BS INFO TECH	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	4
40	ADMIN-040	TANSECO, MARICAR MAÑALAC	BSBA	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	4
41	ADMIN-041	TOLENTINO, RICHELLE DUNGO	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	5
42	ADMIN-042	USI, ANGELIKA SUNGA	BSED MAJOR IN TVL	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	5



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43	ADMIN-043	YABUT, MICHAELA MANDAP	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	RA1080	QUALIFIED	ADMIN	5
44	ADMIN-044	ZABALA, KIELLE MALIG	BSIT	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	ADMIN	5
45	ADMIN-045	ZAMAR, BRUMMEL BELTRAN	BA MATHEMATICS	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	5
46	ADMIN-046	ZAPATA, MARY JOYCE FELICIANO	BSBA	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	ADMIN	5
47	ADMIN-047	ZITA, IRISH JEM ESTEMBER	BSSD MAJOR IN TVL	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	ADMIN	5
48	ADMIN-048	AREOLA, PAOLO CESAR ESTACIO	BSC IN COMPSCI & IS	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
49	ADMIN-049	ARGARIN, AIRA CUYUGAN	BACHELOR OF PE	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET - 1872105	DISQUALIFIED	ADMIN	
50	ADMIN-050	BAQUIRAN, JOLINA IMPERIAL	BSED	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
51	ADMIN-051	BERNARDO, ARNOLD DEL ROSARIO	2YR COMPUTER HARDWARE SERVICING	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	DISQUALIFIED	ADMIN	
52	ADMIN-052	BONIFACIO, CARLA FRANCISCO	BEED	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LLET	DISQUALIFIED	ADMIN	
53	ADMIN-053	BONIFACIO, JAYCEL ABLAZA	BEED	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
54	ADMIN-054	CABAEAL, KAREN MANANSALA	BEED	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
55	ADMIN-055	CASTRO, THRINA RIVERA	BSSD MAJOR IN FILIPINO	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
56	ADMIN-056	CLAUDIO, RAMIL SERRANO	BS COMPUTER ENGINEERING	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
57	ADMIN-057	CRUZ, JEWEL MAE VISDA	BSSD MAJOR IN ENGLISH	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
58	ADMIN-058	CUNANAN, WINNIE JOY LACAP	BEED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
59	ADMIN-059	DEMETRIA, ARGIELYN KATE MENESES	BS MANUFACTURING ENGINEERING AND	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	DISQUALIFIED	ADMIN	
60	ADMIN-060	ENTERESO, NORMAN ARINGO	BSED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
61	ADMIN-061	FAUSTINO, SYRHA RAMELO	BSSD MAJOR IN MATHEMATICS	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	



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62	ADMIN-062	FERRERAS, KIMBERLY RUTH VALENCIA	BS NURSING	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
63	ADMIN-063	FRANCISCO, JAHLEEL ANN ORIAS	BSED MAJOR IN ENGLISH	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
64	ADMIN-064	GUEVARRA, NINO ALFONSO	BSED MAJOR IN MAPEH	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
65	ADMIN-065	HERNANDEZ, EMILITA VILLANUEVA	BEED	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
66	ADMIN-066	IGNACIO, CRISTINA SILVA	BEED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
67	ADMIN-067	KABILING, MERLY ANN LLONA	BSED MAJOR IN FILIPINO	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
68	ADMIN-068	LACANLALE, FERNANDO SANTOS	BAPSY	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
69	ADMIN-069	LACAP, APPLE JOY PASCUA	BEED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
70	ADMIN-070	MAGLALANG, ERNESTO SIBUG	BSED MAJOR IN ENGLISH	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	CSSP	DISQUALIFIED	ADMIN	
71	ADMIN-071	MALONZO, MARLON YUNUN	BSED MAJOR IN MATH	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
72	ADMIN-072	MANALASTAS, VENESSA CASTRO	BSC IN BUSINESS MANAGEMENT	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
73	ADMIN-073	MANUEL, MYLA RIVERA	BSED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
74	ADMIN-074	MATAGA, MEA ADELAINA NABUNG	BS ACCOUNTANCY	NO TRAINING	NO EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
75	ADMIN-075	MONTANEZ, NATHANIEL MAMANGUN	BEED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
76	ADMIN-076	MORALES, SEAN LERRY LUSUNG	BS MANAGEMENT ACCOUNTING	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
77	ADMIN-077	NICDAO, CHARISSE GARCIA	BEED	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
78	ADMIN-078	PINEDA, ANGELOU DE LEON	BS IT	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	NONE	DISQUALIFIED	ADMIN	
79	ADMIN-079	PINEDA, MAICA DIZON	BACHELOR OF TECHNICAL TEACHERS EDUC	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
80	ADMIN-080	ROQUE, JOWELL SERRANO	BSBA BUSMAN	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	



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81	ADMIN-081	SENIT, LORIE ANN CODILLA	BEED	NO TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
82	ADMIN-082	SERRANO, CHERRY JANE SALAC	2YEAR OFFICE MANAGEMENT TECH	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	DISQUALIFIED	ADMIN	
83	ADMIN-083	SUNGA, SHARMAINE MALLARI	BEED	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	RA1080	DISQUALIFIED	ADMIN	
84	ADMIN-084	TORNO, JOLLINA BAUTISTA	BEED	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	
85	ADMIN-085	TURLA, ERICA PATATAG	BS IT WITH METHODS OF TEACHING AND MPA	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET - 1948322	DISQUALIFIED	ADMIN	
86	ADMIN-086	VIRAY, FERDINAND GONZALES	BS BA	NO TRAINING	1 YEAR RELEVANT EXPERIENCE	LET (NO CERT ON RATINGS)	DISQUALIFIED	ADMIN	
87	ADMIN-087	YABUT, ERICK BONIFACIO	BEED	4 HOURS RELEVANT TRAINING	LESS THAN 1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	ADMIN	

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN  
Human Resource Management Officer



**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Assistant II and III**

**Salary Grade and Monthly Salary: SG 8 & 9**

**Qualification Standards:**

**Education**            **Completion of two-years studies in college**  
**Experience**           **1 year relevant experience**  
**Eligibility**            **Career Service (Sub-Professional) First Level Eligibility**  
**Trainings**             **4 hours of relevant training**

No.	Application Code	Education	Training	Experience	Eligibility	Remarks	Function	Batch No.
1	FIN-001	BS ACCT. TECH	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	FINANCE	1
2	FIN-002	BS MATHEMATICS	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	PD 907	QUALIFIED	FINANCE	1
3	FIN-003	BS INTERNAL AUDITING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	FINANCE	1
4	FIN-004	BEED	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	FINANCE	1
5	FIN-005	BS ACCTG. TECH	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	QUALIFIED	FINANCE	1
6	FIN-006	BS INTERNAL AUDITING	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	FINANCE	1
7	FIN-007	BS COMMERCE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSP	QUALIFIED	FINANCE	1
8	FIN-008	BSC	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	FINANCE	1
9	FIN-009	BSBA MANAGEMENT	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CSSP	QUALIFIED	FINANCE	1
10	FIN-010	BS ACCTG TECH	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	CSP	DISQUALIFIED	FINANCE	
11	FIN-011	BEED	NO RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	LET	DISQUALIFIED	FINANCE	
12	FIN-012	BS MANAGEMENT ACCOUNTING	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	CSP	DISQUALIFIED	FINANCE	
13	FIN-013	BEED	NO RELEVANT TRAINING	LESS THAN 1 YEAR RELEVANT EXPERIENCE	RA1080	DISQUALIFIED	N/A	
14	FIN-014	BS SOCIAL WORK	4 HOURS RELEVANT TRAINING	NO RELEVANT EXPERIENCE	BOE	DISQUALIFIED	FINANCE	

Prepared and certified correct by:

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 (Sgd.) DEXTER E. PANGILINAN  
 Human Resource Management Officer