



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

October 08, 2025

DIVISION MEMORANDUM
NO. 606, s. 2025

**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	October 10, 2025	8:00am – 8:20am	All Qualified Applicants
Computer-based Competency Examination		8:20am – 9:20am	All Qualified Applicants
Online Behavioral Event Interview		9:20am – 11:00am	Admin. Functions Finance Functions
Online Open Ranking		11:00am – 11:30am	

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

QUALIFICATION STANDARDS	
FOR ADMINISTRATIVE ASSISTANT (ADMIN. FUNCTIONS)	
A. ADAS II /SG 8	
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
A. ADAS III /SG 9	
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
FOR ADMINISTRATIVE ASSISTANTS (FINANCE)	
A. ADAS II/SG 8 (DISBURSING OFFICER)	
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	



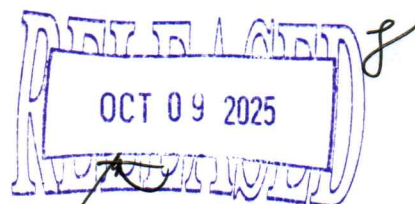
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Education	Bachelor's Degree relevant in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of at least 2 years with at least nine (9) units in accounting 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)
A. ADAS III /SG 9 (SENIOR BOOKKEEPER)	
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)

3. All qualified applicants shall receive an invitation to attend the Online Orientation, Examination, Interview and Open Ranking via e-mail.
4. 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.
5. Applicants who will be using smart phones are required to download the MS Teams application.
6. Attached is the selection line-up of applicants for the said positions.
7. Immediate dissemination of this Memorandum is desired.

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

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Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA
INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II & III (FINANCE)

Salary Grade and Monthly Salary: SG 8 & SG 9

Qualification Standards:

Education

Completion of two years studies in college

Experience

1 year of relevant experience

Eligibility

Career Service (Sub-Professional) First Level Eligibility

Trainings

4 hours of relevant training

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADASII&III-FINANCE-001	BS INFORMATION TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	NO ELIGIBILITY	DISQUALIFIED
2	ADASII&III-FINANCE-002	BSBA MAJOR IN ACCOUNTING	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
3	ADASII&III-FINANCE-003	BS ACCOUNTANCY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
4	ADASII&III-FINANCE-004	BS ACCOUNTING INFORMATION SYSTEM	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
5	ADASII&III-FINANCE-005	BS ACCOUNTING INFORMATION SYSTEM	NO MOV ATTACHED	NO MOV ATTACHED	NO MOV ATTACHED	DISQUALIFIED
6	ADASII&III-FINANCE-006	BEED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
7	ADASII&III-FINANCE-007	BS ACCOUNTANCY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
8	ADASII&III-FINANCE-008	BACHELOR IN OFFICE ADMINISTRATION	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
9	ADASII&III-FINANCE-009	BS ACCOUNTING TECHNOLOGY, MBA(33 UNITS)	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
10	ADASII&III-FINANCE-010	BS COMMERCE	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
11	ADASII&III-FINANCE-011	BSED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
12	ADASII&III-FINANCE-012	BS ACCOUNTING TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
13	ADASII&III-FINANCE-013	BSBA FINANCIAL MANAGEMENT	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	PD 907	DISQUALIFIED
14	ADASII&III-FINANCE-014	BSBA FINANCIAL MANAGEMENT	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
15	ADASII&III-FINANCE-015	BS ACCOUNTING TECHNOLOGY	NO TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	DISQUALIFIED
16	ADASII&III-FINANCE-016	BSED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	PD 907	QUALIFIED
17	ADASII&III-FINANCE-017	BS PSYCHOLOGY W/ 18 PROF EDUC UNITS	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED
18	ADASII&III-FINANCE-018	BSED	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	RA 1080 (LET)	DISQUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
19	ADASHII&III-FINANCE-019	BSBA	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	CSP	DISQUALIFIED
20	ADASHII&III-FINANCE-020	BS CRIMINOLOGIST	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	RA 1080 (CRIMINOLOGIST)	DISQUALIFIED
21	ADASHII&III-FINANCE-021	BS MATHEMATICS	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
22	ADASHII&III-FINANCE-022	BS TOURISM	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CS-SUBPRO	QUALIFIED
23	ADASHII&III-FINANCE-023	BSBA	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
24	ADASHII&III-FINANCE-024	BS COMPUTER ENGINEERING	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
25	ADASHII&III-FINANCE-025	BACHELOR OF ARTS IN FILIPINO	NO TRAINING	NO MOV ATTACHED	PD 907	DISQUALIFIED
26	ADASHII&III-FINANCE-026	BS ACCOUNTANCY	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
27	ADASHII&III-FINANCE-027	BSBA FINANCIAL MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	PD 907	QUALIFIED

Prepared and certified correct by:
(Sgd.) DEXTER E. PANGILINAN
Human Resource Management Officer



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REGION III
SCHOOLS DIVISION OF PAMPANGA

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II & III (ADMIN)

Salary Grade and Monthly Salary: SG 8 & SG 9

Qualification Standards:

Education

Completion of two years studies in college

Experience

1 year of relevant experience

Eligibility

Career Service (Sub-Professional) First Level Eligibility

Trainings

4 hours of relevant training

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADASII&III-ADMIN-001	BS COMMERCE	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CS-SUBPROF	QUALIFIED
2	ADASII&III-ADMIN-002	BS PSYCHOLOGY	NO MOV ATTACHED	NO MOV ATTACHED	CSSP	DISQUALIFIED
3	ADASII&III-ADMIN-003	DIPLOMA IN COMPUTER STUDIES	NO RELEVANT TRAINING (ATTACHED TRAININGS WERE BEYOND 5 YEARS)	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
4	ADASII&III-ADMIN-004	BS HRM	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
5	ADASII&III-ADMIN-005	BS INFORMATION TECHNOLOGY	NO TRAINING	NO MOV ATTACHED	CSP	DISQUALIFIED
6	ADASII&III-ADMIN-006	BS PSYCHOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	RA 1080	DISQUALIFIED
7	ADASII&III-ADMIN-007	BS PSYCHOLOGY W/ 18 PROF EDUC UNITS	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
8	ADASII&III-ADMIN-008	BEED	NO TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	DISQUALIFIED
9	ADASII&III-ADMIN-009	BSED	NO TRAINING	NO MOV ATTACHED	LET	DISQUALIFIED
10	ADASII&III-ADMIN-010	BS COMPUTER SCIENCE	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
11	ADASII&III-ADMIN-011	BS INDUSTRIAL TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	NO ELIGIBILITY	DISQUALIFIED
12	ADASII&III-ADMIN-012	BSBA MARKETING MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	NO ELIGIBILITY	DISQUALIFIED
13	ADASII&III-ADMIN-013	BSED	NO RELEVANT TRAINING	NO EXPERIENCE	LET	DISQUALIFIED
14	ADASII&III-ADMIN-014	BS INFORMATION MANAGEMENT	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
15	ADASII&III-ADMIN-015	BS MANAGEMENT ACCOUNTING	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
16	ADASII&III-ADMIN-016	BSBA BUSINESS MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
17	ADASII&III-ADMIN-017	BS ACCOUNTANCY	NO MOV ATTACHED	LESS THAN 1 YEAR EXPERIENCE ON COE	CSP	DISQUALIFIED
18	ADASII&III-ADMIN-018	BSED	NO TRAINING	NO MOV ATTACHED	LET	DISQUALIFIED
19	ADASII&III-ADMIN-019	BS INDUSTRIAL ENGINEERING	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
20	ADASII&III-ADMIN-020	BEED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
21	ADASII&III-ADMIN-021	BS PSYCHOLOGY W/ 18 PROF EDUC UNITS	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	LET	DISQUALIFIED
22	ADASII&III-ADMIN-022	BS HRM	NO MOV ATTACHED	WITH 1 YEAR OF RELEVANT EXPERIENCE	NO CERTIFICATE OF ELIGIBILITY	DISQUALIFIED
23	ADASII&III-ADMIN-023	BS ACCOUNTING TECHNOLOGY, MBA (33 UNITS)	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
24	ADASII&III-ADMIN-024	BS INFORMATION TECHNOLOGY	NO MOV ATTACHED	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	DISQUALIFIED
25	ADASII&III-ADMIN-025	BSED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
26	ADASII&III-ADMIN-026	BS INFORMATION TECHNOLOGY	NO TRAINING	NO MOV ATTACHED	CSP	DISQUALIFIED
27	ADASII&III-ADMIN-027	BACHELOR OF EARLY CHILDHOOD EDUCATION	WITH 4 HOURS OF RELEVANT TRAINING	LESS THAN 1 YEAR AS ADA VI	CSSP	DISQUALIFIED
28	ADASII&III-ADMIN-028	BSBA	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
29	ADASII&III-ADMIN-029	BSBA MARKETING MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	NO EXPERIENCE	CSP	DISQUALIFIED
30	ADASII&III-ADMIN-030	COMPUTER PROGRAMMING	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
31	ADASII&III-ADMIN-031	BS ACCOUNTING TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED

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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
32	ADASII&III-ADMIN-032	BEED	NO TRAINING	NO RELEVANT EXPERIENCE	LET	DISQUALIFIED
33	ADASII&III-ADMIN-033	BACHELOR OF EARLY CHILDHOOD EDUCATION	NO TRAINING	NO MOV ATTACHED	LET	DISQUALIFIED
34	ADASII&III-ADMIN-034	BSBA MARKETING MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	BARANGAY OFFICIAL ELIGIBILITY	QUALIFIED
35	ADASII&III-ADMIN-035	BUSINESS AND INFORMATION MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
36	ADASII&III-ADMIN-036	BS CRIMINOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	RA 1080	QUALIFIED
37	ADASII&III-ADMIN-037	BS INFORMATION TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
38	ADASII&III-ADMIN-038	BS CRIMINOLOGY	NO RELEVANT TRAINING	NO EXPERIENCE	RA 1080	DISQUALIFIED
39	ADASII&III-ADMIN-039	TECHNICAL DRAFTING	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
40	ADASII&III-ADMIN-040	BS COMPUTER SCIENCE	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
41	ADASII&III-ADMIN-041	BSED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	RA 1080 (LET)	QUALIFIED
42	ADASII&III-ADMIN-042	BS TOURISM MANAGEMENT, MPA	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
43	ADASII&III-ADMIN-043	BACHELOR OF ARTS IN FILIPINO ITH 18 PROF EDUC UNITS	NO TRAINING	NO EXPERIENCE	PD 907	DISQUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
44	ADASII&III-ADMIN-044	BSBA	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
45	ADASII&III-ADMIN-045	BSBA WITH 18 PROF EDUC UNITS	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
46	ADASII&III-ADMIN-046	BSBA MAJOR IN FINANCIAL MANAGEMENT	NO TRAINING	NO MOV ATTACHED	BARANGAY OFFICIAL ELIGIBILITY	DISQUALIFIED
47	ADASII&III-ADMIN-047	BS COMPUTER ENGINEERING	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
48	ADASII&III-ADMIN-048	BS PSYCHOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	NO RELEVANT EXPERIENCE	RA 1080 PD 907	DISQUALIFIED
49	ADASII&III-ADMIN-049	BS ED	NO TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	DISQUALIFIED
50	ADASII&III-ADMIN-050	BSBA MARKETING MANAGEMENT	NO RELEVANT TRAINING & NO MOV ATTACHED	NO RELEVANT EXPERIENCE & NO MOV ATTACHED	CSSP	DISQUALIFIED
51	ADASII&III-ADMIN-051	BS HOME TECHNOLOGY MAJOR IN EDUCATION	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	LET	DISQUALIFIED
52	ADASII&III-ADMIN-052	BS INFORMATION TECHNOLOGY	NO RELEVANT TRAINING	LESS THAN 1 YEAR EXPERIENCE ON COE	CSP	DISQUALIFIED
53	ADASII&III-ADMIN-053	ASSOCIATE IN AIRCRAFT MAINTENANCE TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
54	ADASII&III-ADMIN-054	BS CUSTOMS ADMINISTRATION	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
55	ADASII&III-ADMIN-055	BSBA MARKETING MANAGEMENT	NO TRAINING	NO MOV ATTACHED	PD 907	DISQUALIFIED



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No.	Application Code	Education	Training	Experience	Eligibility	Remarks
56	ADASII&III-ADMIN-056	BSBA FINANCIAL MANAGEMENT	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
57	ADASII&III-ADMIN-057	BEED	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	NO MOV ATTACHED	DISQUALIFIED
58	ADASII&III-ADMIN-058	BS COMPUTER SCIENCE	NO MOV ATTACHED	NO MOV ATTACHED	CSP	DISQUALIFIED
59	ADASII&III-ADMIN-059	BEED	NO MOV ATTACHED	NO MOV ATTACHED	LET	DISQUALIFIED
60	ADASII&III-ADMIN-060	ASSOCIATE IN COMPUTER TECHNOLOGY	WITH 4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	CSSP	DISQUALIFIED
61	ADASII&III-ADMIN-061	NO TOR ATTACHED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	CSP	DISQUALIFIED
62	ADASII&III-ADMIN-062	BEED	WITH 4 HOURS OF RELEVANT TRAINING	WITH 1 YEAR OF RELEVANT EXPERIENCE	RA 1080 (LET)	QUALIFIED

Prepared and certified correct by:

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