



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

13 Feb 2023

DIVISION MEMORANDUM
No. 077, s. 2023

**NOTICE ON POSTED SELECTION LINE-UP:
ADMINISTRATIVE ASSISTANT I (SECRETARY I)**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that the Selection Line-up for the following position/s is already available and viewable at our Division Website: www.depedelsalvadorcity.net → Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-660028-2014

2. Applicants enlisted are invited for further evaluation. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. HRMPSB shall conduct the necessary evaluation/screening of applicants and deliberation then submit results to the Office of the Schools Division Superintendent **on or before March 02, 2023**.
4. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

for
VICTOR G. DE GRACIA, JR., PhD, CESO V
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
HIRING RECRUITMENT

SELECTION



SELECTION LINE-UP

February 10, 2023

(Date)

DEPARTMENT OF EDUCATION- EL SALVADOR CITY DIVISION

Name of Agency/Office

Vacant Position: **ADMINISTRATIVE ASSISTANT I**

Item Number: **OSEC-DECSB-ADAS1-660028-2014**

NAME	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
PRESCRIBED QUALIFICATION	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) / First Level Eligibility
ANDRIE CRIS L. SAGUING	Bachelor of Elementary Education	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
CHARMEIN P. JAKOSALEM	Bachelor of Elementary Education	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
DONNA MAE S. LARETA	Bachelor of Secondary Education Major in Filipino	None	None	RA 1080 (Teacher)
IVY JOY A. ENERIO	Bachelor of Science in Accountancy	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional
JESSA IVY O. PELECIO	Bachelor of Science in Office Administration	at least 4 hours of relevant training	None	PD 907 (Honor Graduate)
JESSA MAE L. TALASAN	Bachelor of Elementary Education	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
LOVELY JOY CATANE	Bachelor of Science in Accountancy	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional
MALOU . SUSMERAN	Bachelor of Science in Information Technology	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional
MARIELA B. PAISANO	Bachelor of Science in Business Administration Major in Financial Management	None	at least 1 year of relevant experience	CS Professional
MARY ANN F. JABUTAY	Bachelor of Secondary Education Major in English	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
NORMAN V. VICARIATO	Bachelor of Science in Information Technology	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
SEREXIA N. BAGUIO	Bachelor of Secondary Education Major in Technology & Livelihood Education	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
THERESE CHARMAINE Y. ESTAÑO	Master in Information Technology (2018)	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional

*****nothing follows*****

Prepared by:

JEFFREY M. MARTINEZ
Administrative Officer V

Noted by:

DIONESIO L. LIWAGON, JR., CESE
OIC-Assistant Schools Division Superintendent