



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

28 Feb 2023

DIVISION MEMORANDUM  
No. 118, s. 2023


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

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](http://www.depedelsalvadorcity.net) → Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Assistant III	OSEC-DECSB-ADAS3-660184-2018

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](mailto: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 27, 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.

  
**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 27, 2023**

(Date)

**DEPARTMENT OF EDUCATION- EL SALVADOR CITY DIVISION**

Name of Agency/Office

Vacant Position: **ADMINISTRATIVE ASSISTANT III (SECRETARY II)**

Item Number: OSEC-DECSB-ADAS3-660184-2018


NAME	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>PRESCRIBED QUALIFICATION</b>	<b>Completion of two years studies in college</b>	<b>4 hours of relevant training</b>	<b>1 year of relevant experience</b>	<b>Career Service (Subprofessional) First Level Eligibility</b>
ALJEAN S. EXCLAMADOR	Bachelor's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
EVERLYN M. CAÑETE	Completed Academic Requirements towards a Master's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
JOSELITO R. HERMOSO	Completed Academic Requirements towards a Master's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
LOVELY JOY CATANE	Bachelor's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional
MALOU S. SUSMERAN	Bachelor's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional
NORMAN B. VICARIATO	Bachelor's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
QUENNIE L. ARRIESGADO	Bachelor's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Sub-Professional
SHENA MARIE M. BACULIO	Completed Academic Requirements towards a Master's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)

\*\*\*\*\*nothing follows\*\*\*\*\*

Prepared by:

  
**JEFFREY M. MARTINEZ**  
 Administrative Officer V

Noted by:

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