



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

12 May 2023

DIVISION MEMORANDUM  
No. 222, s. 2023

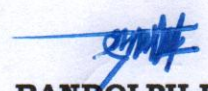
**UPDATED NOTICE ON POSTED SELECTION LINE-UP:  
ADMINISTRATIVE ASSISTANT II (DISBURSEMENT OFFICER)**

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 II	OSEC-DECSB-ADAS2-660144-2016

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 May 30, 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.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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



## INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II**

Salary Grade and Monthly Salary: SG 8 P 19,744

Qualification Standards:

Education	<u>Completion of two-year studies in college</u>
Training	<u>4 hours of relevant training</u>
Experience	<u>1 year of relevant experience</u>
Eligibility	<u>Career Service (Sub-professional)/ First Level Eligibility</u>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2023-ADAS2A-0001	BS IN BUSINESS MANAGEMENT BS IN INFORMATION TECHNOLOGY PROFED	1. SEAMEO INNOTECH MASSIVE OPEN ONLINE COURSE -TEACH ON: KEEPING THE PASSION ALIVE 2. SMAW NC II 3. LACTATION MANAGEMENT ORIENTATION	40 268 4	1. SALES RECEPTIONIST 2. TERRITORY COORDINATOR 3. IT ASSISTANT/ SALES DATA COORDINATOR 4. ACCOUNTS/ CASHIER/ PHIC CLERK	5M 3M 5Y 6Y 6M	RA 1080 (TEACHER)	QUALIFIED
2	2023-ADAS2A-0002	BACHELOR OF SECONDARY EDUCATION MAJOR IN TECHNICAL LIVELIHOOD EDUCATION	NO SUPPORT DOCUMENTS OF TRAININGS ATTENDED AS INDICATED IN THE PDS	N/A	NO SUPPORT DOCUMENTS FOR WORK EXPERIENCE AS INDICATED IN THE PDS	N/A	RA 1080 (TEACHER)	DISQUALIFIED
3	2023-ADAS2A-0003	BACHELOR OF SECONDARY EDUCATION MAJOR IN TECHNICAL LIVELIHOOD EDUCATION	1. BREAD AND PASTRY PRODUCTION NC II 2. COOKERY NC II	141 640	TEACHER	2Y 8M	RA 1080 (TEACHER)	DISQUALIFIED
4	2023-ADAS2A-0004	BACHELOR IN ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION	1. INFECTION PREVENTION AND CONTROL IN SCHOOLS 2. 2023 SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS 3. SLAC SESSION CREATING INNOVATION AND CRAFTING CONCEPT PAPER	6 8 8	1. ADMIN AIDE	8M	RA 1080 (TEACHER)	DISQUALIFIED
5	2023-ADAS2A-0005	BACHELOR OF SCIENCE IN ACCOUNTANCY	1. PICPA FUNDAMENTAL ETHICAL PRINCIPLES 2. PICPA BMBE: BIR REGISTRATION AND AVAILMENT OF TAX BENEFITS 3. PICPA START-UP BASIC ENTREPRENEURSHIP FOR SMES AND ONLINE BUSINESSES	2 2 2	1. COST ANALYST 2. FINANCE ANALYST	3Y 3M 2Y 4M	CAREER SERVICE PROFESSIONAL	QUALIFIED
6	2023-ADAS2A-0006	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT  MASTER IN GOVERNMENT MANAGEMENT (42 UNITS)	1. CAPACITY BUILDING FOR HEALTH WORKERS AND OTHER STAKEHOLDERS IN FACILITATING THE REGISTRATION OF BIRTH, DEATHS/FETAL DEATHS 2. PSA INFORMATION, EDUCATION AND COMMUNICATION CAMPAIGN	8 8	JOB ORDER/ ADMIN AIDE	2Y	CAREER SERVICE PROFESSIONAL	QUALIFIED
7	2023-ADAS2A-0007	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT  COMPLETED ACADEMIC REQUIREMENTS TOWARDS MASTER OF ARTS IN EDUCATION	1. BASIC ACCOUNTING SEMINAR 2. SEAMEO THURSDAY TEACHER TRAINING INTERACTIVE WEBINAR (INT'L) 3. CRICED CONSTRUCTIVISM IN EDUCATION: PERSPECTIVES FROM INTERNATIONAL BACCALAUREATE 4. 2023 PCSS FOR BASIC EDUCATION TRAINING FOR CEAP REGION 10 SCHOOLS	8 2 7.5 24	1. SCHOOL BOOKKEEPER/ HRMO 2. ASSISTANT VICE PRESIDENT - LEGAL AFFAIRS	2Y 7M 13Y	RA 1080 (Teacher)	QUALIFIED
8	2023-ADAS2A-0008	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN BANKING AND FINANCE  MASTER OF BUSINESS MANAGEMENT (9 UNITS)	1. ORIENTATION ON ISO-QMS 9001:2015 2. REVISED IRR OF RA 9184 (THE GOVERNMENT PROCUREMENT ACT) 3. PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM 4. GETTING TO KNOW "HUMAN RESOURCE" 5. USEFUL WEB APPLICATION TO MAKE ONLINE CLASSES FUN AND INTERACTIVE 6. JUANA KNOWS: EMPOWERING WOMEN IN THE WORKPLACE - SAFE SPACES ACT (RA 11313) 7. GENDER AND SENSITIVITY TRAINING	8 16 16 8 2 16 24	1. ADMIN ASSISTANT I (JO) 2. JO 3. RECORDS CLERK	1Y 2M 3Y 8M 6Y 10M	CAREER SERVICE PROFESSIONAL/ CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED

## INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II**

Salary Grade and Monthly Salary: SG 8 P 19,744

Qualification Standards:

Education	<u>Completion of two-year studies in college</u>
Training	<u>4 hours of relevant training</u>
Experience	<u>1 year of relevant experience</u>
Eligibility	<u>Career Service (Sub-professional)/ First Level Eligibility</u>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
9	2023-ADAS2A-0009	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION	1. RE-ORIENTATION AND HANDS ON TRINING ON PROCUREMENT SYSTEM (PROCSYS) AND FINALIZATION OF PROJECT MANAGEMENT PLAN (PPMP) 2. BIDS AND AWARDS COMMITTEE RE-ORIENTATION SEMINAR 3. PROCUREMENT PLANNING & PROCESSES AND PURCHASE REQUEST GENERATION & MONITORING THRU E-PROCSYS 4. BASIC ORIENTATION PROGRAM FOR ALL OFFICE-BASED JOB ORDERS 5. TWO-DAY BASIC PROCUREMET LAW RE-ORIENTATION SEMINAR 6. BEREAVEMENT COUNSELING	16 8 16 8 16 16	ADMINISTRATIVE AIDE VI (BAC A1)	3Y 1M	RA 1080 (TEACHER)	QUALIFIED
10	2023-ADAS2A-0010	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN B	NO SUPPORT DOCUMENTS OF TRAININGS ATTENDED AS INDICATED IN THE PDS	N/A	NO SUPPORT DOCUMENTS FOR WORK EXPERIENCE AS INDICATE IN THE PDS	N/A	CAREER SERVICE PROFESSIONAL	DISQUALIFIED
11	2023-ADAS2A-0011	BACHELOR OF SCIENCE IN ACCOUNTANCY	1. FUNDAMENTALS OF BUDGETING AND VARIANCE ANALYSIS 2. BRANCH STANDARD OPERATING PROCEDURE WITH CORRESPONDING AUDIT PROCEDURE 3. ADMINISTRATIVE ASSISTANT TRAINING - PRIMA EXCELLENCE	5 16 80	1. TREASURY SUPERVISOR 2. INTERNAL AUDITOR	1Y 3Y 10M	CAREER SERVICE PROFESSIONAL	QUALIFIED
12	2023-ADAS2A-0012	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	1. MICROSOFT DIGITAL LITERACY: WORK WITH COMPUTERS; PARTICIPATE SAFELY AND RESPONSIBLY ONLINE; CREATE DIGITAL CONTENT; COMMUNICATE ONLINE 2. PLANNING FOR MONITORING AND EVALUATION 3. DIGITALJOBSPH TECHNICAL TRAINING - GENERAL VIRTUAL ASSISTANCE COURSE	8 8 480	1. CUSTOMER SERVICE REPRESENTATIVE 2. SALES REPRESENTATIVE 3. PROMOTIONS COORDINATOR	5M 3M 3Y 5M	CAREER SERVICE PROFESSIONAL	QUALIFIED
13	2023-ADAS2A-0013	BACHELOR OF ELEMENTARY EDUCATION	1. 10 DAYS SPECIALIZED TRAINING FOR SKILLS DEVELOPMENT IN TEACHING-RALATED TOPICS	80	1. ADMINISTRATIVE ASSISTANT 2. RECRUITMENT OFFICER	1Y 3M 1Y 5M	RA 1080 (TEACHER)	QUALIFIED
14	2023-ADAS2A-0014	BACHELOR OF SECONDARY EDUCATION MAJOR IN TECHNICAL LIVELIHOOD EDUCATION  MASTER OF ARTS IN EDUCATION MANAGEMENT (9 UNITS)	NO SUPPORT DOCUMENTS OF TRAININGS ATTENDED AS INDICATED IN THE PDS	N/A	1. STORE MANAGER TRAINEE	10M	RA 1080 (TEACHER)	DISQUALIFIED
15	2023-ADAS2A-0015	BACHELOR OF ELEMENTARY EDUCATION	NO SUPPORT DOCUMENTS OF TRAININGS ATTENDED AS INDICATED IN THE PDS	N/A	NO SUPPORT DOCUMENTS FOR WORK EXPERIENCE AS INDICATED IN THE PDS	N/A	RA 1080 (TEACHER)	DISQUALIFIED
16	2023-ADAS2A-0016	BACHELOR OF ELEMENTARY EDUCATION	1.INTENSIVE TRAINING IN ENGLISH 2. ENTREPRENEURSHIP SESSION FOR OVERSEAS FILIPINO WORKERS 3. 3-DAY IT TRAINING ON BASIC COMPUTER LITERACY AND PRODUCTIVITY	54 8 24	1. ASSISTANT DINING SUPERVISOR 2. SERVICE CREW	5M 4M	RA 1080 (TEACHER)	DISQUALIFIED

## INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II**

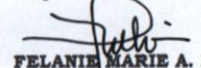
Salary Grade and Monthly Salary: SG 8 P 19,744

Qualification Standards:

Education Completion of two-year studies in college  
 Training 4 hours of relevant training  
 Experience 1 year of relevant experience  
 Eligibility Career Service (Sub-professional)/ First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
17	2023-ADAS2A-0017	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	NO SUPPORT DOCUMENTS OF TRAININGS ATTENDED AS INDICATED IN THE PDS	N/A	1. ACCOUNTING STAFF	1Y 10M	CAREER SERVICE PROFESSIONAL	DISQUALIFIED
18	2023-ADAS2A-0018	BACHELOR OF ELEMENTARY EDUCATION	1. 5-DAY SCHOOL-BASED IN-SERVICE TRAINING (INSET) 2. ALS COVID FORUM ON MENTAL WELLNESS 3. OFFLINE RESOURCES FOR REMOTE TEACHING AND LEARNING 4. SCHOOL-BASED IN-SERVICE TRAINING	40 2 2 16	1. OFFICE CLERK (JO)	4Y 8M	RA 1080 (TEACHER)	QUALIFIED

Prepared and certified correct by:

  
**FELANIE MARIE A. LIM**  
 Admin Officer II, HRMO II Designate  
 Date: \_\_\_\_\_