



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

20 Oct 2023

DIVISION MEMORANDUM
No. 470, s. 2023


**NOTICE ON INITIAL EVALUATION RESULT:
ADMINISTRATIVE AIDE VI**

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 Aide VI	OSEC-DECSB-ADA6-660030-2014

2. Applicants enlisted that are tagged as “qualified” are invited for further evaluation. Qualified applicants are to wait for the interview schedule via email. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEO). 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.
4. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Aide VI**

Salary Grade and Monthly Salary: **SG 6 P 17,553**

Qualification Standards:

Education: Completion of two years studies in college

Training: None required

Experience: None required

Eligibility: Career Service (Sub-professional)/ First Level Eligibility

ITEM NUMBER: OSEC-DECSB-ADA6-660030-2014

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2023-ELSA-ADA6-0001	Bachelor of Science in Business Administration major in Management	Capability Training for Health Workers.. - 8hrs Inset - 40hrs		at least 2yrs 7m work experience		Career Service (Professional)	QUALIFIED
2	2023-ELSA-ADA6-0002	AB Theology	Trainings submitted were beyond 5 years		at least 1yrs 3months work experience		RA 1080 (Teacher)	QUALIFIED
3	2023-ELSA-ADA6-0003	Bachelor of Public Administration	Training in VAWC - 8hrs Liga ng mga Barangay - 24hrs Katarungang Pambarangay Refresher Training - 8hrs		at least 6yrs work experience		RA 7160 (Barangay Official Eligibility)	QUALIFIED
4	2023-ELSA-ADA6-0004	Bachelor of Elementary Education	No training attached.		at least 3 years and 9 months work experience		RA 1080 (Teacher)	QUALIFIED
5	2023-ELSA-ADA6-0005	Bachelor of Elementary Education major in General Education	Gender Analysis and Gender Audit - 8 hours Seminar Workshop GAD -16 hours TESDA- Introduction to CSS -8 hours TEDSDA- Working in a Gender-Diverse Environment -8 hours		at least 3 months work experience		RA 1080 (Teacher)	QUALIFIED
6	2023-ELSA-ADA6-0006	Bachelor of Secondary Education Major in English	PC Operations Tutorial - 80hrs		at least 1 yrs & 6 months Work Experience		RA 1080 (Teacher)	QUALIFIED
7	2023-ELSA-ADA6-0007	Bachelor of Elementary Education	Inset - 16hrs Division Workshop - 80hrs		at least 2 years and 3months Work Experience		RA 1080 (Teacher)	QUALIFIED
8	2023-ELSA-ADA6-0008	Bachelor of Elementary Education	International Training - Communication Skills - 80hrs		at least 3yrs 2months Work Experience		RA 1080 (Teacher)	QUALIFIED
9	2023-ELSA-ADA6-0009	BS Information Technology	None		at least 1yr and 8months Work Experience		Career Service (Sub-Professional)	QUALIFIED
10	2023-ELSA-ADA6-0010	BS in Business Administration - Major in Financial Management	None		At least 1yr 4months Work Experience		Career Service (Professional)	QUALIFIED
11	2023-ELSA-ADA6-0011	BS in Office Administration	None		None		PD 907 (Honor Graduate Eligibility)	QUALIFIED
12	2023-ELSA-ADA6-0012	No TOR Submitted	None		None		No Eligibility	DISQUALIFIED
13	2023-ELSA-ADA6-0013	BS in Home Economics	None		None		Career Service (Professional)	QUALIFIED
14	2023-ELSA-ADA6-0014	BS Information Technology	None		None		Career Service (Professional)	QUALIFIED
15	2023-ELSA-ADA6-0015	BS Business Administration - Marketing Management	None		None		Career Service (Professional)	QUALIFIED

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			Title	Hours	Details	Years		
16	2023-ELSA-ADA6-0016	BS in Business Administration - Major in Human Resource Management	None		None		None	DISQUALIFIED
17	2023-ELSA-ADA6-0017	Bachelor of Public Administration	None		None		None	DISQUALIFIED
18	2023-ELSA-ADA6-0018	AB History	None		None		None	DISQUALIFIED

Prepared and certified correct by:


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 Administrative Officer IV


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Date: