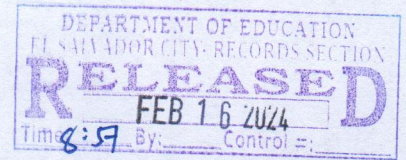




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



16 Feb 2024

DIVISION MEMORANDUM
 No. 076, s. 2024


**NOTICE ON INITIAL EVALUATION RESULT:
 ADMINISTRATIVE OFFICER II (HRMO 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 Officer II	OSEC-DECSB-ADOF2-660148-2021

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,
 Forging Partners**



INITIAL EVALUATION RESULT (IER)/ SELECTION LINE UP

Position: **ADMINISTRATIVE OFFICER II**

Salary Grade and Monthly Salary: SG 11 P 27,000

Qualification Standards:

Education: Bachelor's degree relevant to the job

Training: None required

Experience: None required

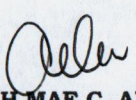
Eligibility: Career Service (Professional) - Second Level eligibility

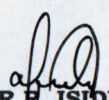
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & Years		
1	2023-ADOF2A-0001	BS Electromechanical Technology	None	None	Career Service Professional	Qualified
2	2023-ADOF2A-0002	Bachelor of Elementary Education	None	None	RA 1080 (Teacher)	Qualified
3	2023-ADOF2A-0003	BS Business Administration major in Banking and Finance/ ProfEd	Data Privacy Protection Competency Framework - 20hrs	1. ADAS2 - 4yrs 2. ADAS3 - 3yrs	PD 907 (Honor Graduate Eligibility)	Qualified
4	2023-ADOF2A-0004	Bachelor of Elementary Education	7 Habits of Highly Effective People Program- 20 hours	Call Center Agent- 3y 10m	RA 1080 (Teacher)	Qualified
5	2023-ADOF2A-0005	BS in Business Administration major in Entrepreneurial Marketing	1. Basic Occupational Safety and Health Training for Safety Officer I - 10hrs 2. Basic Labor Relations for non HR Managers and Personnel - 8hrs	1. Admin Clerk - 1y 5m 2. Roving Branch In-charge - 3y 4m	Career Service Professional	Qualified
6	2023-ADOF2A-0006	BS Commerce major in Management Accounting	1. EPAHP RCT Meeting - 8hrs 2. Introduction to Digitalization Batch 7 - 8hrs 3. Training on Positive Discipline for Pantawid Pamilya Staff - 32hrs	Admin Asst. 2 - 5y 10m	RA 1080 (Teacher)/ Career Service Professional	Qualified
7	2023-ADOF2A-0007	BS Business Administration/ ProfEd	Basic Labor Relations for non HR Managers and Personnel - 8hrs	Admin Clerk - 4y 1m	RA 1080 (Teacher)	Qualified
8	2023-ADOF2A-0008	BS Business Administration major in Human Resource Development Management	1. Basic Computer Literacy Seminar - 8hrs 2. Fundamental of Cooperative and Good Governance Seminar - 8hrs	None	Career Service Professional	Qualified
9	2023-ADOF2A-0009	AB Philosophy	None	Admin Asst. II - 4m	Career Service Professional	Qualified
10	2023-ADOF2A-0010	BS Electro-Mechanical Technology	1. Seminar-Workshop on BRAM and Disposal Procedure and Archives - 8hrs 2. Orientation and Workshop on Payroll Worksheet Preparation, Personnel Actions and Benefits Administration - 8hrs 3. GAD Seminar - 8hrs	Admin Officer II - 1y 5m	Career Service Professional	Qualified

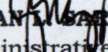
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & Years		
11	2023-ADOF2A-0011	AB Economics/ ProfEd	1. Be Better: Unleashing my Inner Self for Others (Values Formation) - 16hrs 2. Finding Happiness in the Workplace - 24hrs 3. Heart and Cancer Awareness Month - 8hrs 4. Empowerment and Re-affirmation of Paternal Abilities - 24hrs	1. Admin Officer II - 3y 1m 2. Sales and Operations Manager 1y 3. Admin Assistant - 2y 6m 4. Accounting Staff - 1y 2m	RA 1080 (Teacher)/ Career Service Professional	Qualified
12	2023-ADOF2A-0012	AB ENGLISH	at least 141hrs training	at least 2yrs work Experience	Career Service Professional (2nd Level)	Qualified
13	2023-ADOF2A-0013	BA Theology	Trainings submitted were beyond 5 years	at least 1yrs 3m exp	RA 1080 (Teacher)	Qualified
14	2023-ADOF2A-0014	BS Commerce - Accounting	at least 80hrs training	at least 7 years work experience	Career Service Professional	Qualified
15	2023-ADOF2A-0015	Bachelor of Elementary Education - General Education	Orientation Workshop for Division Screening Committee Member for the Hiring of Teacher I Positions - 8hrs	ADAS2- 11mos ADAS3- 1yr & 3mos	PD 907 (Honor Graduate Eligibility)	Qualified
16	2023-ADOF2A-0016	BS Business Administration - Major in Financial Management	None	None	Career Service Professional	Qualified
17	2023-ADOF2A-0017	Bachelor in Elementary Education - SPED	National Online Training on Writing Education Action Research - 16hrs	Admin Aide (LGU-COS) - 1y 6m	RA 1080 (Teacher)	Qualified
18	2023-ADOF2A-0018	BS Public Administration	Seminar-Workshop in coaching officiating and sports Management - 16hrs	Barangay Council Member - 5 yrs	RA 7160 (Barangay Official Eligibility)	Qualified
19	2023-ADOF2A-0019	BS Business Administration major in Financial Management	1. Introduction to Business Writing - 8hrs 2. Introduction to MS Excel - 8hrs	None	Career Service Professional	Qualified
20	2023-ADOF2A-0020	BS in Biology / ProfEd/ Masters in Educational Management 30 units	1. Data Privacy and Protection Competency Framework - 20 hrs 2. U-Engage 3.0 - 8hrs 3. Seminar-Workshop on Preparation of FY2023 Budget - 24hrs	ADAS2 - 2018-present - 6y 1m	RA1080 (Teacher)	Qualified
21	2023-ADOF2A-0021	BS Business Administration major in Financial Management	1. Bookkeeping with Quickbooks online - 15hrs 2. Cybersecurity Awareness Training - 8hrs	None	Career Service Professional	Qualified
22	2023-ADOF2A-0022	BS Business Administration major in Financial Management	Career Development Online Seminar - 80hrs	1. Accounting Staff - 4y 7m 2. JO Staff - 4y 2m	Career Service Professional	Qualified

Prepared and certified correct by:


FELANIE MARIE A. LIM
 Administrative Officer IV


LEAH MAE C. AKUT
 Administrative Assistant III


ELEONOR R. ISIDERIO
 Administrative Officer IV


RIZAN L. GARDANE
 Administrative Officer IV

Date: FEB 16 2024