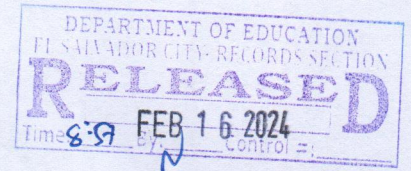




**Republic of the Philippines**  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



**16 Feb 2024**

DIVISION MEMORANDUM  
 No. 077, s. 2024

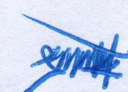
**NOTICE ON INITIAL EVALUATION RESULT:  
 ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

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 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](mailto:recruitment.elsalvadorcity@deped.gov.ph).
3. 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.
4. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent  
 fm

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](http://www.depedelsalvadorcity.net)  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**Transforming Schools,  
 Forging Partners**



### INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III**  
 Salary Grade and Monthly Salary: SG 09, P 21,211  
 Qualification Standards

Education: Completion of two years studies in college

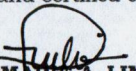
Training: 4 hours of relevant training

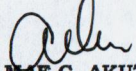
Experience: 1 year of relevant experience

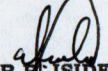
Eligibility: Career Service (Subprofessional) First Level Eligibility

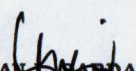
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2024-ADAS3A-0001	BS in Biology / ProfEd/ Masters in Educational Management 30 units	1. Data Privacy and Protection Competency Framework - 20 hrs 2. U-Engage 3.0 - 8hrs 3. Seminar-Workshop on Preparation of FY2023 Budget - 24hrs	ADAS2 - 6y 1m	RA1080 (Teacher)	Qualified
2	2024-ADAS3A-0002	BS Business Administration	1. Bids and Awards Committee Re-Orientation Seminar - 8hrs 2. Re-orientation and hands-on training on Procurement System and Finalization of PPMP - 16hrs 3. Basic Customer Service Skills Seminar - 8hrs	ADAS 1 - 1y 6m	Career Service Professional	Qualified
3	2024-ADAS3A-0003	BS Business Administration major in Financial Management	SAP Business One Basic Computer Skills and MS Excel Shortcuts - 8 hrs	Distributor Accounting Analyst - 5yrs	Career Service Sub-professional	Qualified
4	2024-ADAS3A-0004	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
5	2024-ADAS3A-0005	BS Information Technology	1. Capacity Building on Public Speaking - 8hrs 2. Orientation and Meeting of Property Custodians - 16hrs	ADA VI - 3yrs	Career Sub-professional	Qualified
6	2024-ADAS3A-0006	AB ENGLISH	at least 141hrs training	at least 2yrs work Experience	Career Service Professional	Qualified
7	2024-ADAS3A-0007	AB Theology	ICT Integration in Education through Synchronous and Asynchronous Approach - 80hrs	at least 1yrs 3m exp	RA 1080 (Teacher)	Qualified
8	2024-ADAS3A-0008	BS Commerce - Accounting	at least 80hrs training	at least 7 years work experience	Career Service Professional	Qualified
9	2024-ADAS3A-0009	BS Business Administration major in Financial Management	None	None	Career Service Professional	Disqualified

Prepared and certified correct by:

  
**FELANIE MARIE A. LIM**  
 Administrative Officer IV

  
**LEAH MAE C. AKUT**  
 Administrative Assistant III

  
**ELEONOR F. ISIDERIO**  
 Administrative Officer IV

  
**RIZAN L. SARDANE**  
 Administrative Officer IV

Date: FEB 16 2024