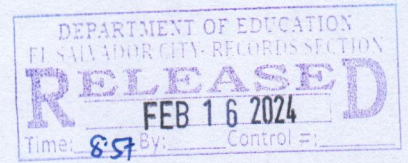




**Republic of the Philippines**  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



**16 Feb 2024**

DIVISION MEMORANDUM  
 No. 078, s. 2024


**NOTICE ON INITIAL EVALUATION RESULT:  
 ADMINISTRATIVE AIDE VI (CLERK III)**

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.

<b>Position</b>	<b>Item Number</b>
Administrative Aide VI	OSEC-DECSB-ADA6-660033-2014

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](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  
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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 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

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of hours	Details & Years		
1	2024-ADA6A-0001	Bachelor in Elementary Education - SPED	National Online Training on Writing Education Action Research - 16hrs	Admin Aide (LGU-COS) - 1y 6m	RA 1080 (Teacher)	QUALIFIED
2	2024-ADA6A-0002	Bachelor of Secondary Education - English	None	None	RA 1080 (Teacher)	QUALIFIED
3	2024-ADA6A-0003	Bachelor of Elementary Education	ICT Integration in Education through Synchronous and Asynchronous Approach - 80hrs	1. Admin Aide IV (DAR) - 9m 2. Instructional Manager - 4y 2m	RA 1080 (Teacher)	QUALIFIED
4	2024-ADA6A-0004	BS Business Administration major Financial Management	Int'l Seminar on Leadership and Office Administration - 80hrs	1. Cashier - 1y 6m 2. Accounting Staff - 1y 4ms	Career Service Professional	QUALIFIED
5	2024-ADA6A-0005	BS Business Administration major in Financial Management	Administrative Assistant Training - 80hrs	None	PD 907 (Honor Graduate Eligibility)	QUALIFIED
6	2024-ADA6A-0006	Bachelor of Secondary Education - Filipino	ICT Integration in Education - 80hrs	1. Instructional Manager (ALS) - 2m 2. Admin Aide (TNESC) - 1yr 3. Clerk (ECCS) - 1yr 9m	RA 1080 (Teacher)	QUALIFIED
7	2024-ADA6A-0007	BS Business Administration major in Financial Management	1. Introduction to Business Writing - 8hrs 2. Introduction to MS Excel - 8hrs	None	Career Service Professional	QUALIFIED
8	2024-ADA6A-0008	BS Business Administration major in Financial Management	1. Bookkeeping with Quickbooks online - 15hrs 2. Cybersecurity Awareness Training - 8hrs	None	Career Service Professional	QUALIFIED
9	2024-ADA6A-0009	BS Education - English	None	None	RA 1080 (Teacher)	QUALIFIED
10	2024-ADA6A-0010	BS Business Administration major in Banking and Finance	None	Accounting Clerk - 2y 8m	Career Service Professional	QUALIFIED
11	2024-ADA6A-0011	Bachelor of Elementary Education - GenEd	1. Gender Analysis and Gender Audit - 8hrs 2. Offline Resources for Remote Teaching and Learning - 8hrs 3. Inset - 16hrs	Office Clerk - 4y 8m	RA 1080 (Teacher)	QUALIFIED
12	2024-ADA6A-0012	BS Information Technology	None	Inventory Clerk - 4y 7m	Career Service Professional	QUALIFIED
13	2024-ADA6A-0013	BS Public Administration	Seminar-Workshop in coaching officiating and sports Management - 16hrs	Barangay Council Member - 5 yrs	RA 7160 (Barangay Official Eligibility)	QUALIFIED

## 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

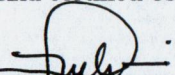
Training: None required

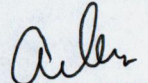
Experience: None required

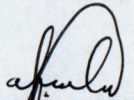
Eligibility: Career Service (Sub-professional)/ First Level Eligibility

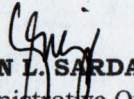
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of hours	Details & Years		
14	2024-ADA6A-0014	Bachelor of Elementary Education	Career Development Online Seminar - 80hrs	None	RA 1080 (Teacher)	QUALIFIED
15	2024-ADA6A-0015	BS Business Administration major in Financial Management/ Master in Government Management - 42 units	None	Admin Asst. 1 - 2y 10m	Career Service Professional	QUALIFIED
16	2024-ADA6A-0016	BS Information Technology	PC Operations and Office Procedure Virtual Training - 40hrs	1. Job Order (LGU) - 2y 2m 2. Customer Service Agent - 1y 3m 3. Customer Service Agent - 1y 5m	Career Service Sub-professional	QUALIFIED
17	2024-ADA6A-0017	Bachelor of Elementary Education	3days IT Training on Basic Computer Literacy and Productivity - 24hrs	1. Dining Supervisor - 5m 2. Service Crew - 5m	RA 1080 (Teacher)	QUALIFIED
18	2024-ADA6A-0018	BS Business Administration major in Financial Management	None	None	Career Service Professional	QUALIFIED
19	2024-ADA6A-0019	AB ENGLISH	at least 141hrs training	at least 2yrs work Experience	CAREER SERVICE PROFESSIONAL	QUALIFIED
20	2024-ADA6A-0020	BA Theology	ICT Integration in Education through Synchronous and Asynchronous Approach - 80hrs	at least 1yrs 3m exp	RA 1080 (Teacher)	QUALIFIED
21	2024-ADA6A-0021	BEED	Inset - 16hrs Division Workshop - 80hrs	at least 2 years and 3months Work Experience	RA 1080 (Teacher)	QUALIFIED
22	2024-ADA6A-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. SARDANE**  
 Administrative Officer IV

Date: FEB 16 2024