DEPARTMENT OF EDUCATION
EL SALVADOR CITY RECORDS SECTION
RELEASED
JUN 1 9 2024
Time 4:00 By: Control #:

19 Jun 2024
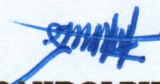
DIVISION MEMORANDUM
No.___234___, s. 2024

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 → *Career Opportunities* → *Selection Line-Up.*

Position	Item Number
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-660058-2017

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 (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

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

ELSA SAVIOR

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 studes in college

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

Eligibility: Career Service (Subprofessional) First Level Eligibility

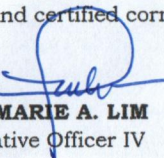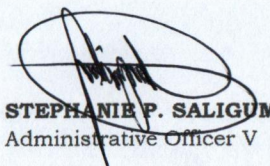| No.	Application Code	Education	Training Title & No. of Hours	Experience Details & No. of Years	Eligibility	Remarks (Qualified or Disqualified)
1	2024-ADAS3B-0001	BS in Biology / ProfEd/ Masters in Educational Management 30 units	1. Data Privacy and Protection Competency Framework - 20 hrs 2. U-Engage 3.0 - 8hrs 3. Seminar-Workshop on Preparation of FY2023 Budget - 24hrs	1. ADAS2 - 2018-present - 6y 1m	RA1080 (Teacher)	QUALIFIED
2	2024-ADAS3B-0002	Bachelor of Science in Accountancy	1. Standard First Aid and Basic Life Support for DRRM Coordinators and Non-teaching Personnel - 32 Hours	1. ADAS II - 11M 2. Treasury Supervisor - 1Y 3. Project-Based Accounting and Treasury In-charge - 3M 4. Internal Auditor - 2Y 11M	Career Service Professional	QUALIFIED
3	2024-ADAS3A-0003	Bachelor of Elementary Education - SpEd	1. Cookery NCII - 320 Hours	1. Teacher - 3Y	RA 1080 (Teacher)	DISQUALIFIED
4	2024-ADAS3A-0004	Bachelor of Science in Accounting Technology Master in Business Management (Units)	1. Computer Literacy Training - 80 Hours 2. Bookkeeping - 8 Hours	1. ADAS II - 1Y 7M	Career Service Professional	QUALIFIED
5	2024-ADAS3A-0005	Bachelor of Secondary Education - English	PPST-Based Dynamic Teaching for Skills Exploration - 3 Hours	None	RA 1080 (Teacher)	DISQUALIFIED
6	2024-ADAS3A-0006	Bachelor of Science in Accountancy	None	None	Career Service Professional	DISQUALIFIED
7	2024-ADAS3A-0007	Bachelor of Science in Accountancy	No training within 5 yrs	1. Accounting Clerk - 11M 2. Accounting Clerk - 3Y 1M 3. Accounting Staff - 1Y 4M	Career Service Professional	DISQUALIFIED

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III**

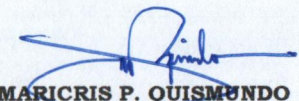Salary Grade and Monthly Salary: SG 09, P 21,211

Qualification Standards

Education: Completion of two years studes in college

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

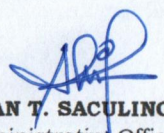Eligibility: Career Service (Subprofessional) First Level Eligibility

No.	Application Code	Education	Training Title & No. of Hours	Experience Details & No. of Years	Eligibility	Remarks (Qualified or Disqualified)
8	2024-ADAS3A-0008	Bachelor of Science in Business Administration Major in Financial Management	Disaster Readiness and Response Training	1. Administrative Support Staff - 6Y	RA 1080 (Teacher)	DISQUALIFIED
9	2024-ADAS3A-0009	Bachelor of Science in Business Administration Major in Financial Management	No support documents submitted	No support documents submitted	Career Service Sub-Professional	DISQUALIFIED

Prepared and certified correct by:

FELANIE MARIE A. LIM
Administrative Officer IV
Date:

STEPHANIE P. SALIGUMBA
Administrative Officer V

MARICRIS P. QUISMUNDO
Sr. Education Program Specialist (Alternate)

ALAN T. SACULINGAN
Administrative Officer IV