



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

13 Sep 2024

DIVISION MEMORANDUM
No. 863, s. 2024


**NOTICE ON INITIAL EVALUATION RESULT:
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)**

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 II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-660144-2016

2. Applicants will receive an email for their assigned applicant code. Further, only those 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



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)**

Salary Grade and Monthly Salary: SG 08, P 20,534

Qualification Standards

Education: Completion of two years studies in college

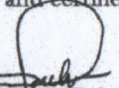
Training: 4 hours of relevant training

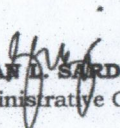
Experience: 1 year of relevant experience

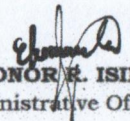
Eligibility: Career Service (Subprofessional) First Level Eligibility

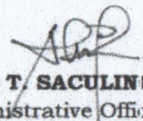
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2024-ADAS2A-0001	AB ENGLISH	at least 141hrs training	at least 1 yr work Experience	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	2024-ADAS2A-0002	BACHELOR OF ELEMENTARY EDUCATION - GENED	1. VIRTUAL TRAINING WORKSHOP ON ELECTRONIC PROCUREMENT SYSTEM DATA ENTRY - 8HRS 2. RE-ORIENTATION AND HANDS-ON TRAINING ON PROCUREMENT SYTEM AND FINALIZATION OF PPMP - 24HRS	1. ADAS3 - 1Y 3M	RA 1080 (TEACHER)	QUALIFIED
3	2024-ADAS2A-0003	BACHELOR OF SCIENCE IN AGRICULTURE	1. TRAINING OF TRAINERS (TRAINING ON TRAINING MANAGEMENT) - 32HRS 2. NTOT ON NURSERY ESTABLISHMENT MANAGEMENT AND ACCREDITATION - 40HRS	1. TECHNICAL SUPPORT STAFF - 2Y 6M	RA 1080 (AGRICULTURIST)	QUALIFIED

Prepared and certified correct by:


FELANIE MARIE A. LIM
 Administrative Officer IV
 Date:


RIZAN D. SARDANE
 Administrative Officer IV


ELEONOR K. ISIDERIO
 Administrative Officer IV


ALAN T. SACULIGAN
 Administrative Officer IV