



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

13 Sep 2024

DIVISION MEMORANDUM  
No. 364, s. 2024


**NOTICE ON INITIAL EVALUATION RESULT:  
ADMINISTRATIVE AIDE VI**

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 AIDE VI	OSEC-DECSB-ADA6-660032-2014

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](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

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



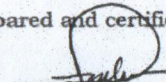
## INITIAL EVALUATION RESULT (IER)

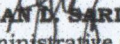
Position: **Administrative Aide VI (CLERK III)**  
 Salary Grade and Monthly Salary: **SG 6 P 18,255**  
 Qualification Standards:


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-ADA6C-0001	AB ENGLISH	at least 141hrs training	at least 1 yr work Experience	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	2024-ADA6C-0002	BACHELOR IN ELEMENTARY EDUCATION	1. NONE	1. JOB ORDER (OFFICE CLERK) - 7MONTHS	RA 1080 (TEACHER)	QUALIFIED
3	2024-ADA6C-0003	BACHELOR IN ELEMENTARY EDUCATION	1. 80-HOUR WEEKEND TRAINING-WORKSHOP ON ICT INTEGRATION IN EDUCATION THROUGH SYNCHRONOUS AND ASYNCHRONOUS APPROACH - 80HRS	1. JOB ORDER (ADMIN AIDE IV) - 2Y 5M	RA 1080 (TEACHER)	QUALIFIED
4	2024-ADA6C-0004	BACHELOR OF ELEMENTARY EDUCATION - SPED	1. NC 2 COOKERY	1. TEACHER - 3Y	RA 1080 (TEACHER)	QUALIFIED
5	2024-ADA6C-0005	BACHELOR OF SCIENCE IN INFORMAION TECHNOLOGY	1. PRODUCTIVITY POWER-UP: NAVIGATING THE DIGITAL WORKSPACE - 6HRS 2. CAREER BOOST WITH POWER BI - 4HRS	1. SITE LEAD - 2M 2. IT STAFF - 8M	CAREER PROFESSIONAL	QUALIFIED
6	2024-ADA6C-0006	BACHELOR OF SCIENCE IN MANUFACTURING ENGINEERING TECHNOLOGY MAJOR IN MECHANICAL DESIGN AND FABRICATION	1. HEALTH INTERNATIONAL SAFETY - 16HRS 2. PESLA - 8HRS 3. DOST SEMINAR - 6HRS 4. PRODUCTIVITY IMPROVEMENT RHOUGH 5S PRACTICE - 8HRS	1. NONE	PD 907 HONOR GRADUATE ELIGIBILITY	QUALIFIED

Prepared and certified correct by:

  
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 Administrative Officer IV

  
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 Administrative Officer IV

  
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 Administrative Officer IV

  
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 Administrative Officer IV

Date: