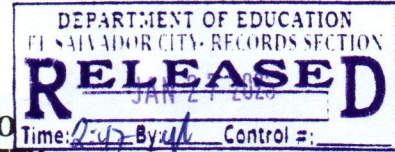




Republic of the Philippines  
 Department of Education  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



27 Jan 2025

DIVISION MEMORANDUM  
 No. 029, s. 2025


**NOTICE ON POSTED SELECTION LINE-UP:  
 ADMINISTRATIVE ASSISTANT I (SECRETARY I)**

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 I (Secretary I)	OSEC-DECSB-ADAS1-660028-2014

2. Applicants enlisted as “qualified” are invited for further evaluation on February 3, 2025, 1:00 PM at the Conference Room, Diamond Building. Applicants are advised to bring the original copies of their document during the deliberation. 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 (EEO). 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 Assistant I**

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

**Qualification Standards**

Education: Completion of two years studies in college

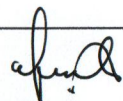
Training: None Required

Experience: None Required

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	2025-ADAS1A-0001	BACHELOR OF SECONDARY EDUCATION MAJOR IN PHYSICAL SCIENCES	1. PC OPERATIONS TUTORIAL - 80 HOURS	1. TEACHER - 4YRS	RA 1080 (TEACHER)	QUALIFIED
2	2025-ADAS1A-0002	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN GENERAL EDUCATION	1. BASIC COMPUTER LITERACY - 80 HOURS 2. DIVISION TRAINING ON THE UPDATES OF RIRR AND ORIENTATION OF FUNCTIONS OF THE BACSEC - 8 HOURS	1. CLERK 3 - MONTHS	RA 1080 (TEACHER)	QUALIFIED
3	2025-ADAS1A-0003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	1. INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION - 80 HOURS 2. CAREER DEVELOPMENT OF OFFICE SYSTEM ADMINISTRATION IN SCHOOLS - 80 HOURS 3. COMPUTER SKILLS DEVELOPMENT	1. ADMIN STAFF - 6Y	RA 1080 (TEACHER)	QUALIFIED
4	2025-ADAS1A-0004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	1. FULL DISCLOSURE POLICY PORTAL DILG-USER'S ONLINE TRAINING - 8 HOURS	1. CUSTOMER SERVICE REPRESENTATIVE - 6M 2. JOB ORDER - 7M 3. SENIOR EXEC - 3Y 9M 4. SAVINGS TELLER - 1Y 5M 5. TELLER - 6M	CS SUB-PROFESSIONAL	QUALIFIED
5	2025-ADAS1A-0005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT  MASTER IN GOVERNMENT MANAGEMENT - CAR	NONE	1. ADMINISTRATIVE ASSISTANT I - 2Y 9M	CS PROFESSIONAL	QUALIFIED
6	2025-ADAS1A-0006	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	NONE	NONE	CS PROFESSIONAL/ PD 907	QUALIFIED
7	2025-ADAS1A-0007	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	Trainings beyond 5years	1. Project Engineer - 1Y 2M	RA 1080 (TEACHER)	QUALIFIED

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### INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant I**

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

Qualification Standards

Education: Completion of two years studies in college

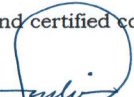
Training: None Required

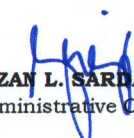
Experience: None Required

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		
8	2025-ADAS1A-0008	BACHELOR OF ELEMENTARY EDUCATION	1. TEFL - 120 HOURS 2. BPP NC2 - 320 HOURS	1. ADMINITRATIVE AIDE - 4M	RA (1080) TEACHER	QUALIFIED
9	2025-ADAS1A-0009	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	1. FINANCIAL LITERACY - 8 HRS 2. A SYMPOSIUM: MAPPING THE FUTURE OF REGULATED MONEY-LENDING INDUSTRY: PERSPECTIVES FROM KEY STAKEHOLDERS - 8HRS	1. ADMINISTRATIVE AIDE VI - 6M	CS SUB-PROFESSIONAL	QUALIFIED
10	2025-ADAS1A-0010	BACHELOR OF SCIENCE AND BIOLOGY  MASTER OF ARTS IN EDUCATION - MAJOR IN SCIENCE EDUCATION - 18 UNITS	1. LEADERSHIFT - 16HOURS 2. BASIC LIFE SUPPORT & FIRST AID TRAINING - 24 HOURS 3. ISO 9001 "2015" QS - 7 HOURS 4. KAIZEN 5S+1 - 21 HOURS 5. STANDARD FIRST AID & CPR/AED COURSE - 32 HOURS	1. MICROBIOLOGIST/ PACKAGING TECHNOLOGIST - 3Y, 1 MONTH 2. MICROBIOLOGICAL LABORATORY SECTION HEAD - 8Y, 9MONTHS 3. MICROBIOLOGIST - 3Y, 11MONTHS	PROFESSIONAL FOOD TECHNOLOGIST - RA1080	QUALIFIED
11	2025-ADAS1A-0011	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	NONE	1. CUSTOMER SERVICE AGENT - 2Y 1M 2. CUSTOMER RELATIONS DEPARTMENT SERVICE - 1Y 3M	CS PROFESSIONAL	QUALIFIED


Prepared and certified correct by:

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

  
**RIZAN L. SARDANE**  
Administrative Officer IV

  
**ELEONOR R. ISIDERIO**  
Administrative Officer IV

  
**ALAN T. SACULINGAN**  
Administrative Officer IV

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