



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

September 10, 2024

Division Memorandum

No. 076, s. 2024

**SCHEDULE OF OPEN ASSESSMENT FOR THE QUALIFIED APPLICANTS FOR
ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**, Assistant Schools Division Superintendent
AILENE B. AÑONUEVO, SGOD Chief Education Supervisor
RAUL E. GACUS, Administrative Officer V
NEO CARLO R. MAGNO, Administrative Officer IV
ANA LIZA M. MENDOZA, Senior Education Program Specialist, NEU President
CARMINA D. RETES, Administrative Officer II, Secretariat
QUALIFIED APPLICANTS
ALL CONCERNED

1. Please be informed of the schedule of open assessment for the qualified applicants for Administrative Assistant III and Administrative Assistant II positions on September 12, 2024, 1:00 pm – 5:00 pm, at the Panabo City Division Office – Training Center. Applicants are advised to bring their pertinent documents in hard copy.
2. Attached is the list of qualified applicants for Education Program Supervisor position.
3. Immediate and wide dissemination of this Memorandum is desired.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

SEP 13 2024

RECORDS SECTION SDO PANABO CITY
BY 

Encl.: as stated
OSDS/bpmj/cdr



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph



Republic of the Philippines
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Region XI
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**SCHEDULE OF OPEN ASSESSMENT FOR THE QUALIFIED APPLICANTS FOR
EDUCATION PROGRAM SUPERVISOR POSITION**

No.	Application Code	Position Applied	Schedule
1	1407LLP	Administrative Assistant III	September 12, 2024 1:00 pm – 5:00 pm
2	2792CTC	Administrative Assistant III	
3	7820JPF	Administrative Assistant III	
4	9400ZPS	Administrative Assistant III	
5	5105CDE	Administrative Assistant III	
6	1040MGL	Administrative Assistant III	
7	0508KPB	Administrative Assistant III	
8	4777RMT	Administrative Assistant III	
9	6674KDU	Administrative Assistant III	
10	7562JAT	Administrative Assistant III	
11	8773JNP	Administrative Assistant III	
12	9420ROE	Administrative Assistant III	
13	6887GVM	Administrative Assistant III	
14	8666LCG	Administrative Assistant III	
15	8513IDT	Administrative Assistant III	
16	1407LLP	Administrative Assistant II	
17	7829JAB	Administrative Assistant II	
18	7820JPF	Administrative Assistant II	
19	5105CDE	Administrative Assistant II	
20	0552JFP	Administrative Assistant II	
21	6674KDU	Administrative Assistant II	
22	7562JAT	Administrative Assistant II	
23	7397FRC	Administrative Assistant II	
24	9420ROE	Administrative Assistant II	
25	6887GVM	Administrative Assistant II	
26	3252EBA	Administrative Assistant II	
27	1040MGL	Administrative Assistant II	
28	4777RMT	Administrative Assistant II	
29	2792CTC	Administrative Assistant II	



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September 11, 2024

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II**

Salary Grade and Monthly Salary (SG 8) 20534

Qualification Standards:

Education	Completion of two (2) years studies in college
Training	4 hours of relevant training
Experience	1 Year of relevant experience
Eligibility	Career Service (Subprofessional)/First Level Eligibility

No.	Applicant Name & Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
1	PEDREGOSA, LAIZA LEQUIN-1407LLP	BACHELOR OF SCIENCE IN ACCOUNTANCY	International Leadership Training in the Digital Workplace 2024	more than 4 hours	Accounting Staff in DICT since 2013	more than 1 year	CS Professional	Qualified
2	BUGHAO, JAZZTENE ABINA-7829JAB	Bachelor of Science in Accountancy	Bookkeeping - Basic Accounting	more than 4 hours	ADAS II - DepEd DDN - Sept 19, 2016 - Feb 28, 2019	more than 1 year	CS Professional	Qualified
3	GACUS, ELLEN JANE-6382EJG	No attachments	No attachments		No attachments		No attachments	Disqualified
4	Flores, Jun Ryan Pacheco-7820JPF	BSed major in Filipino	Computer Systems Servicing NCII (2020)	more than 4 hours	Teacher since 2021-2023	more than 1 year	LET	Qualified
5	Escobar, Chariz Mae Danila-5105CDE	BSBA	Philippine Identification System Pre-Registration Team 9/30/2024 - 10/2/2024	more than 4 hours	Branch Cashier 2015-2018; etc.	more than 1 year	CS Professional	Qualified
6	PATULOT, JEFFREY FAMOR-0552JFP	BSIT	Public Service Values, Dec. 1-2, 2021;	more than 4 hours	ADA I - LGU Panabo - 2020-2023; etc.	more than 1 year	CS Professional	Qualified
7	UYANGUREN, KIM DAIRO-6674KDU	BEED	Advance Computer Skills Training (May 15-24, 2023)	more than 4 hours	Staff (Queenie's Durian Candy) 2018-2023; Asst Manager (Queenie's Durian Candy) 2023-present;	more than 1 year	LET	Qualified
8	Bartiquin, Jassen Mae Cabatas-6988JCB	BS in Accounting Technology	None	None	Accounting Staff at Unifrutti 2016-Present	more than 1 year	CS Professional	Disqualified
9	TUSIAS, JEJIE ROSE ASUMBRADO-7562JAT	BS in Commerce major in Mgt Accounting	Digital Financial Literacy Aug 10, 2024	more than 4 hours	Admin Aide (COS - DepEd) Feb 2024-present; Daycare Worker 2019-2023; RF Custodian of Accounting Dept. 2009-2016	more than 1 year	LET	Qualified
10	Cuantioso, Fredelyn Roluma-7397FRC	BEED	Bookkeeping	more than 4 hours	Office Support Staff Jan 2023 - Jan 2024	1 year	LET	Qualified
11	ESCOTO, REGINE OMIT-9420ROE	Bachelor of Science in Fisheries	Seminar-Workshop on Syllabus Making Aug. 10-11, 2023; Seminar on Teaching Strategies Aug. 8, 2023	more than 4 hours	Instructor (COS) 2023 - present; Science Research Technician (COS) 2017-2023	more than 1 year	LET	Qualified
12	Obuta, Ramonchito Antoniano-6944RAO	BEED - No TOR	Bookkeeping	more than 4 hours	Admin Staff 2022-2024; HR Staff 2020-2022	No COE	LET	Disqualified
13	MORFE, GERALDINE VELASQUEZ-6887GVM	BSed	Seminar - Workshop on the Implementation of Financial Management and Operations Manual April 15-17, 2024	more than 4 hours	ADAS I Jan 16, 2023 - present	more than 1 year	LET	Qualified



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INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II**

Salary Grade and Monthly Salary (SG 8) 20534

Qualification Standards:

Education	Completion of two (2) years studies in college
Training	4 hours of relevant training
Experience	1 Year of relevant experience
Eligibility	Career Service (Subprofessional)/First Level Eligibility

No.	Applicant Name & Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
14	ARMENTA, EDELYN BETONIO-3252EBA	Computer Programming NC IV - TESDA Vocational 2-Year Course	Bookkeeping - Basic Accounting	more than 4 hours	Admin. Assistant at Canibad Beach Resort from 2020-2024; etc.	more than 1 year	CS Professional	Qualified
15	Rallos, Kenneth Servandil-7649KSR	Bachelor of TLE	The Teacher as Professional; Basic First Aide;	more than 4 hours	Agent at RMS Collect Phils. INC from Oct. 2023-Aug. 20, 2024	less than 1 yr	LET	Disqualified
16	LANA, MARY GRACE GAMAYOT-1040MGL	BSBA; Computer Secretarial & Office Management	Anti-Money Laundering / Counter-Terrorist Financing / Proliferation Financing Webinar (Oct 28, 2023)	more than 4 hours	Clerk (SVNHS) July 8, 2024 - present; Cashier (Producers Bank) 2017-2024;	more than 1 year	CS Professional	Qualified
17	TABIGUE, RUPERTO JR. MALABAR-4777RMT	BS Accountancy	Developing a Culture of Innovative and Resilient Leadership (Aug 19, 2024) - 40 hrs	more than 4 hours	Liaison Officer/Payroll In-charge/Inventory Clerk (2005-present)	more than 1 year	CSC Second Level	Qualified
18	SALADAS, CHADEE MARC TORRES-2792CTC	AB Classica Philosophy	Orientation on the Accomplishment of Working Papers for Salary Differentials and NOSA (Aug. 21, 2024); Effective Communication, Customer Service, Time-Management and Organizational skills, Ethical Conduct and Professionalism (Dec 20-21, 2024)	more than 4 hours	Administrative Aide (COS) since 2019	more than 1 year	CS Professional	Qualified
19	Timbreza, Gerard Diez-3877GDT	BSIT	Information Security Training	4 hours	HRMO III 2011-present	No COE	LET	Disqualified

Prepared by:

for:

NEO CARLO R. MAGNO

Administrative Officer IV / HRMO II



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INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salary (SG 9) 22219

Qualification Standards:

Education	Completion of two (2) years studies in college
Training	4 hours of relevant training
Experience	1 Year of relevant experience
Eligibility	Career Service (Subprofessional)/First Level Eligibility

No.	Applicant Name & Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
1	PEDREGOSA, LAIZA LEQUIN-1407LLP	BACHELOR OF SCIENCE IN ACCOUNTANCY	International Leadership Training in the Digital Workplace 2024	more than 4 hours	Accounting Staff in DICT since 2013	more than 1 year	CS Professional	Qualified
2	Escaño, Ivan Mariano III Germo-7276IGE	Bachelor of Science in Psychology	Customer Care Service Training (May 6, 2023);	more than 4 hours	Guidance Coordinator; Religion / ESP Teacher & Sports Coordinator 2014-2024	No COE attached	LET	Disqualified
3	SALADAS, CHADEE MARC TORRES-2792CTC	AB Classica Philosophy	Orientation on the Accomplishment of Working Papers for Salary Differentials and NOSA (Aug. 21, 2024); Effective Communication, Customer Service, Time-Management and Organizational skills, Ethical Conduct and Professionalism (Dec 20-21, 2024)	more than 4 hours	Administrative Aide (COS) since 2019	more than 1 year	CS Professional	Qualified
4	Flores, Jun Ryan Pacheco-7820JPF	BSED major in Filipino	Computer Systems Servicing NCII (2020)	more than 4 hours	Teacher since 2021-2023	more than 1 year	LET	Qualified
5	Soroño, Zyrhene Rose Pacol-9400ZPS	BSED	Basic Customer Service Skills (Sept 21-22, 2022)	more than 4 hours	Administrative Aide I 2022-present (Admin/Secretariat/PRAISE/CHRMF)	more than 1 year	LET	Qualified
6	Escobar, Chariz Mae Danila-5105CDE	BSBA	Administrative Seminar for Non-Teaching Personnel (April 26, 2024)	more than 4 hours	Branch Cashier 2015-2018; etc.	more than 1 year	CS Professional	Qualified
7	LANA, MARY GRACE GAMAYOT-1040MGL	BSBA; Computer Secretarial & Office Management	Anti-Money Laundering / Counter-Terrorist Financing / Proliferation Financing Webinar (Oct 28, 2023)	more than 4 hours	Clerk (SVNHS) July 8, 2024 - present; Cashier (Producers Bank) 2017-2-2024;	more than 1 year	CS Professional	Qualified
8	Bernil, Karen Perez-0508KPB	BEED	Basic Computer Literacy	more than 4 hours	Teacher (2022-2024)	more than 1 year	LET	Qualified
9	TABIGUE, RUPERTO JR. MALABAR-4777RMT	BS Accountancy	Developing a Culture of Innovative and Resilient Leadership (Aug 19, 2024) - 40 hrs	more than 4 hours	Liaison Officer/Payroll In-charge/Inventory Clerk (2005-present)	more than 1 year	CSC Second Level	Qualified
10	Bartiquin, Jassen Mae Cabatas-6988JCB	BS in Accounting Technology	None	None	Accounting Staff at Unifrutti 2016-Present	more than 1 year	CS Professional	Disqualified



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Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salary (SG 9) 22219

Qualification Standards:

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Training	4 hours of relevant training
Experience	1 Year of relevant experience
Eligibility	Career Service (Subprofessional)/First Level Eligibility

No.	Applicant Name & Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
11	Timbreza, Gerard Diez-3877GDT	BSIT	Information Security Training	4 hours	HRMO III 2011-present	No COE	LET	Disqualified
12	UYANGUREN, KIM DAIRO-6674KDU	BEED	Advance Computer Skills Training (May 15-24, 2023)	more than 4 hours	Staff (Queenie's Durian Candy) 2018-2023; Asst Manager (Queenie's Durian Candy) 2023-present;	more than 1 year	LET	Qualified
13	TUSIAS, JEJIE ROSE ASUMBRADO-7562JAT	BS in Commerce major in Mgt Accounting	Digital Financial Literacy Aug 10, 2024	more than 4 hours	Admin Aide (COS - DepEd) Feb 2024-present; Daycare Worker 2019-2023; RF Custodian of Accounting Dept. 2009-2016	more than 1 year	LET	Qualified
14	Porcadilla, Jonalyn Naive-8773JNP	BEED	RAEL 2023; Orientation on the Accomplishment of Working Papers for Salary Differentials and NOSA Aug 21, 2024	more than 4 hours	ADAS II - DepEd - 2022-present; Office Aide April 2021 - Aug 2022; Human Resource Personnel 2019-2021 at JAS & JAR;	more than 1 year	LET	Qualified
15	ESCOTO, REGINE OMIT-9420ROE	Bachelor of Science in Fisheries	Seminar-Workshop on Syllabus Making Aug. 10-11, 2023; Seminar on Teaching Strategies Aug. 8, 2023	more than 4 hours	Instructor (COS) 2023 - present; Science Research Technician (COS) 2017-2023	more than 1 year	LET	Qualified
16	Obuta, Ramonchito Antoniano-6944RAO	BEED - No TOR	Bookkeeping	more than 4 hours	Admin Staff 2022-2024; HR Staff 2020-2022	No COE	LET	Disqualified
17	MORFE, GERALDINE VELASQUEZ-6887GVM	BSED	Seminar - Workshop on the Implementation of Financial Management and Operations Manual April 15-17, 2024	more than 4 hours	ADAS I Jan 16, 2023 - present	more than 1 year	LET	Qualified
18	Bigay, Vanessa Cederia-2386VCB	Bus. Administration major in Finance	Bookkeeping	more than 4 hours	ADAS II -DepEd-Feb. 27, 2024; Audit Staff - Techno Trade Resources Inc. R. Castillo Davao City (2/1/2020-2023); Accounting Clerk 2018-2020	more than 1 year	LET	Disqualified *No performance rating 2017 Omnibus Rules on Appointments and other Human Resource Actions, Rule IX, Sec. 95. "An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer."



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Salary Grade and Monthly Salary (SG 9) 22219

Qualification Standards:

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Training 4 hours of relevant training
Experience 1 Year of relevant experience
Eligibility Career Service (Subprofessional)/First Level Eligibility

No.	Applicant Name & Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
19	ANDRADE, JENYBELLE PANAGUITON-1172JPA	BSBA major in Mgt Accounting	Seminar on R.A. 11976 of the Ease of Paying Taxes Aug. 15, 2024	more than 4 hours	ADAS II -DepEd-Feb. 21, 2024; Accounting Staff 2012-2024	more than 1 year	LET	Disqualified *No performance rating 2017 Omnibus Rules on Appointments and other Human Resource Actions, Rule IX, Sec. 95. "An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer."
20	GALABO, LITTY JOY CABAJAR-8666LCCG	BSIT	Advance Computer Skills Training (March 1-20, 2023)	more than 4 hours	Spare Parts Supervisor 2013-2023 (w/ COE - refer to the PSB if relevant); Inventory Clerk Analyst 2013 (No COE); Cashier 2012 (No COE);	more than 1 year	LET	Qualified
21	TAGWALAN, IMELDA DIGAL-8513IDT	BS in Commerce	Seminar-Workshop / Orientation on Web-Based MOOE Monitoring System on April 28-29, 2022	more than 4 hours	ADAS II 2020 - present	more than 1 year	CS Professional	Qualified

Prepared by:

NEO CARLO R. MAGNO

Administrative Officer IV / HRMO II