



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. 0176, 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
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

**SCHEDULE OF OPEN ASSESSMENT FOR THE QUALIFIED APPLICANTS FOR
EDUCATION PROGRAM SUPERVISOR POSITION**

| No. | Application Code | Position Applied | Schedule |
|-----|------------------|------------------------------|----------|
| 1 | 1407LLP | Administrative Assistant III | |
| 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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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

HRMPSB COPY

September 11, 2024

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II**

Salary Grade and Monthly Salar (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 | Bartquin, 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 Salar (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) 2017-2-2024; | 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: S

NEO CARLO R. MAGNO

Administrative Officer IV / HRMO II



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September 11, 2024

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salar (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 | Sororio, 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/CHRMP) | 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) 2017-2024; | 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 Salar (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 | | |
| 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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Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salar (SG 9) 22219

Qualification Standards:

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| 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 | | |
| 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-8666LCG | 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