



25-25847

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

Office of the Schools Division Superintendent

January 13, 2025

Division Memorandum

No. 0017, s. 2025

**SCHEDULE OF OPEN ASSESSMENT, INTERVIEW, AND WRITTEN EXAMINATION
FOR THE QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT III
POSITION**

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
GLENN B. SEPARIS, Accountant III
KATHRYN GAE D. JAYOMA, Administrative Officer IV, Cashier
CARMINA D. RETES, Administrative Officer II, Secretariat
KIM D. UYANGUREN, Administrative Assistant III, Secretariat
QUALIFIED APPLICANTS

1. Please be informed of the schedule of open assessment, interview, and written examination for the qualified applicants for Administrative Assistant III position on January 15, 2025, 9:00 am – 12:00 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 Administrative Assistant III position.
3. Immediate and wide dissemination of this Memorandum is desired.


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

RELEASER

JAN 14 2025

Encl.: as stated
OSDS/bpmj/cdr

RECORDS SECTION SDO PANABO CITY

BY 



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



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**SCHEDULE OF OPEN ASSESSMENT, INTERVIEW, AND WRITTEN EXAMINATION
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POSITION**

No.	Application Code	Position Applied	Schedule
1	6887GVM	Administrative Assistant III	January 15, 2025 9:00 am – 12:00 pm
2	3270AGO		
3	8854MAP		
4	3484KTT		



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HRMPSB COPY

January 13, 2025

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.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		
1	6887GVM	BSED Eng (ComVal State College) w/ Diploma, TOR & CAV	PMIS Training-Workshop (24hrs) - Feb 15-17, 2023; Prof. Development for NTP - Dec 20-21, 2023	more than 4 hours	Budget AdAs I (DepEd Panabo) - Jan 16, 2023 to present (CoE & SR)	more than 1 year	RA 1080	Qualified
2	3270AGO	BS in Hospitality Management w/ TOR, Diploma & CAV	ADVANCED BOOKKEEPING AND FINANCIAL MANAGEMENT FOR PROFESSIONALS on January 7, 2024	more than 4 hours	DepEd AdAs III (DepEd Manila) from 7/1/2024 to present; AdAs VI from 5/22/2023 to 6/30/2024	1 year	CS Subprofessional	Qualified
3	8854MAP	BS Accountancy w/ CAV, Diploma & TOR	WEBINAR ON EASE OF PAYING TAXES (EOPT) ACT, May 30, 2024; COMMON ERRORS OF ACCOUNTANTS IN THE FIELD OF TAXATION, Apr. 21, 2023	more than 4 hours	Accounting Supervisor (Gavan Inc.) May 10, 2021 to present (May 13, 2024)	more than 1 year	CS Professional	Qualified
4	3484KTT	Bachelor of Elementary Education	International Seminar on Leadership and Office Administration 8/15-24/2024	more than 4 hours	Branch Head Secretary 7/17/2023 - 5/31/204; Admin. Asst 2018-Present;	more than 1 year	RA 1080	Qualified

Prepared by:

NEO CARLO R. MAGNO

Administrative Officer IV / HRMO II