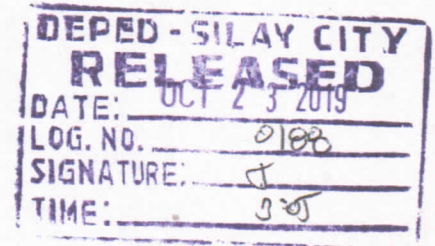




TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned



Cynthia G. Demavivas
FROM : CYNTHIA G. DEMAIVIVAS, CESO V
Schools Division Superintendent

SUBJECT : LIST OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT II POSITIONS as of PRE QUALIFICATIONS PROCESS

DATE : October 23, 2019

This office hereby announces the selection line-up for Administrative Assistant II position per results of the preliminary evaluation of the qualifications.

For your information and guidance.

Date and Time of Posting:

Division Website : _____

Three Conspicuous Places: OCT 23 2019 3:10 pm

**LIST OF QUALIFIED APPLICANTS FOR PROMOTION
TO ADMINISTRATIVE ASSISTANT II POSITIONS**

Name of Applicant: RUBY S. VILLAROSA				
Position Applied: Administrative Assistant II (SG8)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	BEED major in General Education minor ECE, March, 2012	1 year, 1 month and 1 day as ADAS II	102 hours "Basic Computer Literacy Training Course"	LET = 80.60%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				

Name of Applicant: ANNIE ROSE A. CARBONELL				
Position Applied: Administrative Assistant II (SG8)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Commerce major in Management Information System, March, 1996	8 years, 9 months and 27 days as Collection Assistant	8 hours "2019 TAX CAMPAIGN"	CSP = 80.27%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				

Name of Applicant: BAMBIE O. ARTESANO				
Position Applied: Administrative Assistant II (SG8)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Commerce major in Management Accounting, March, 2002	9 years and 8 months as Senior Accounting Assistant II	88 hours "Basic Rural Banking Course"	P.D. 907
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				

Name of Applicant: KATRINA B. PEREGRINO				
Position Applied: Administrative Assistant II (SG8)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Associate in Office Administration, March, 2013	4 years, 10 months and 9 days as Purchasing Staff	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	CSSP = 81.07%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				

Name of Applicant: SHAIRA R. GASTON				
Position Applied: Administrative Assistant II (SG8)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Information System, March, 2016	2 years and 11 months as Audit Staff	4 hours "Update of the Accounting System"	CSP = 83.38%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				

Name of Applicant: ROLYN JOY D. YULATIC				
Position Applied: Administrative Assistant II (SG8)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Management Accounting, March, 2013	3 years, 4 months and 8 days as Client and Service Associate	8 hours "Basic Course of Technical Analysis"	CSP = 81.10%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				