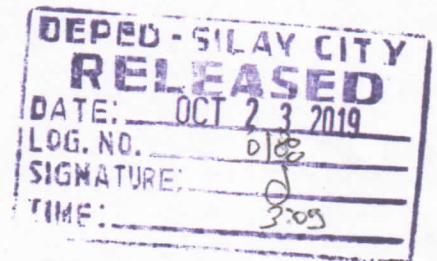


TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned



FROM : *[Signature]* - *[Signature]*
CYNTHIA G. DEMAVIVAS, CESO V
Schools Division Superintendent

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

DATE : October 23, 2019

This office hereby announces the selection line-up for Administrative Assistant III 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 APPLICANT FOR PROMOTION TO ADMINISTRATIVE ASSISTANT III POSITION

Name of Applicant: AILEEN MARIE B. AMADOR				
Position Applied: Administrative Assistant III (SG9)				
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, 2006	3 years, 9 months and 13 day as ADA 6 and ADAS III	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	CSP = 84.18%
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: ANN MARIE C. AQUINO				
Position Applied: Administrative Assistant III (SG9)				
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 Computer Science, March, 2003	3 years, 7 months and 2 days as ADA 6	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	CSP = 80.74%
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: ZELREI JUDE I. BILLONES				
Position Applied: Administrative Assistant III (SG9)				
	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 Marine Transportation, 109 units earned	1 year, 4 months and 5 days as ADAS II	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	CSSP=80.67%
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: BEVERLY H. DEASIS				
Position Applied: Administrative Assistant III (SG9)				
	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 Business Management, March, 1991	3 years, 7 months and 2 days as ADAS II	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	CSP = 81.30%
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: MARTHA MAY L. DIONEDA

Position Applied: Administrative Assistant III (SG9)

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 2011	2 years and 13 days as ADA 6	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	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: REA JOY L. ESPORAS

Position Applied: Administrative Assistant III (SG9)

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 Elementary Education major in General Education, March, 2014	2 years and 13 days as ADA 6	24 hours "12 th National Congress and Seminar-Workshop of the Department of Education National Employees' Union (DepEd – NEU)"	LET = 79.60%
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: LOVELY B. GABUYA				
Position Applied: Administrative Assistant III (SG9)				
	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 Medical Technology, March, 2011	2 years and 13 days as ADAS II	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	Med. Tech. = 74.20%
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: ROXANNE A. JARANILLA				
Position Applied: Administrative Assistant III (SG9)				
	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	BEED major in General Education w/ concentration in HELE	4 years, 8 months and 15 days as ADA 6 and ADAS II	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	LET = 76.20%
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: JULIANNE B. LIGNA				
Position Applied: Administrative Assistant III (SG9)				
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 Elementary Education major in General Education, April, 2013	3 years, 10 months and 2 days as ADA 6	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	LET = 77.80%
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: RUTH L. RAMOS				
Position Applied: Administrative Assistant III (SG9)				
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 Engineering major in Electronics and Communications Engineering, March, 2000	1 year, 2 months and 7 days as ADAS II	40 hours "Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service"	CSP = 82.70%
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: MARY CHIN L. SIOSON				
Position Applied: Administrative Assistant III (SG9)				
	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	BEED major in General Education w/ concentration in HELE, March, 2010	3 years, 10 months and 2 days as ADA 6	24 hours "12 th National Congress and Seminar-Workshop of the Department of Education National Employees' Union (DepEd – NEU)	LET = 75.00%
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: ANECITO A. VALDEZ				
Position Applied: Administrative Assistant III (SG9)				
	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	BEED major in General Education w/ concentration in HELE, March, 2010	2 years and 13 days as ADA 6	24 hours "Enterprise Human Resource Information System (EHRIS) Roll-out	LET = 76.20%
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: RONELYN B. VILLARIAS				
Position Applied: Administrative Assistant III (SG9)				
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 Secondary Education major in TLE, March, 2011	2 years, 8 months and 2 days as ADAS II	24 hours "Financial Literacy Workshop"	LET = 75.00%
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: GIRLIE L. VILLAROSA				
Position Applied: Administrative Assistant III (SG9)				
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 Data Processing, March, 1995	3 years, 10 months and 20 days as ADAS III	32 hours "Function Review of Finance Positions"	CSP = 80.54%
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: RUBY S. VILLAROSA				
Position Applied: Administrative Assistant III (SG9)				
	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	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: GIRLIE H. RELLES				
Position Applied: Administrative Assistant III (SG9)				
	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 Computer Science, March, 1998	1 year, 5 months and 2 days as RCC II	8 hours "ISO Awareness Seminar"	CSP = 81.89%
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: MA. JESSICA T. HILARIO				
Position Applied: Administrative Assistant III (SG9)				
	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 Banking and Finance, March, 1994	1 year, 2 months and 2 days as ADAS III	NC II - Bookkeeping 45 hours "Fundamentals of Computer, MS Windows, MS Word, MS Excel & MS PowerPoint"	CSP = 80.00%
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 III (SG9)				
	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 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: KIMBERLY JANINE B. CANDELARIO				
Position Applied: Administrative Assistant III (SG9)				
	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 Information System, March, 2017	1 year, 2 months and 2 days as ADAS III	8 hours "PhilNITS Information Technology Certification Program"	CSP = 80.62%
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 III (SG9)				
	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 III (SG9)				
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	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 III (SG9)				
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 III (SG9)

	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 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				