



Republic of the Philippines  
 Department of Education  
 Negros Island region  
**Division of Silay City**  
 City of Silay



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LIST OF QUALIFIED APPLICANTS FOR POSTED POSITION  
 TO ADMINISTRATIVE ASSISTANT II POSITION

RELEASED - SILAY CITY  
 JUL 26 2017  
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**TO :** Acting Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors/ Coordinators  
 Public Schools District Supervisors/OIC- PSDSS  
 Elementary and Secondary School Heads  
 All Others Concerned

**FROM :** DR. NERI ANNE M. ALIBUYOG, CESO V  
 Schools Division Superintendent

**SUBJECT: SELECTION LINE-UP FOR ADMINISTRATIVE ASSISTANT II POSITION**

**DATE :** July 26, 2017

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 :

7/26/2017 2:06 pm *VIN*

Three Conspicuous Places: \_\_\_\_\_

Name of Applicant	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Ruth Ramos	two years studies in college or high school graduate with relevant course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
	Met	Met	Met	Met
Recommendation - The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				



Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
**Division of Silay City**  
City of Silay



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

<b>Name of Applicant : Frenzy Mer Balogo</b>				
<b>Position Applied: Administrative Assistant II &amp; III ( SG 8 &amp; 9, respectively )</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
<b>Minimum Qualification Standard</b>	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
<b>Applicant's Qualification</b>	BS in Computer Science	3 years, 9 months and 8 days	NC III in Bookkeeping (292 hours)	Career Service Professional - 80.94%
<b>Preliminary Evaluation</b>	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				

<b>Name of Applicant : Ruth Ramos</b>				
<b>Position Applied: Administrative Assistant II &amp; III ( SG 8 &amp; 9, respectively )</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
<b>Minimum Qualification Standard</b>	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
<b>Applicant's Qualification</b>	BS in Electronics and Communications Engineering	15 years, 2 months and 13 days	In-house Training/ Seminar on Stress Management, RA 6713, Minor Troubleshooting (Dec. 19, 2015)	Career Service Professional - 82.70%
<b>Preliminary Evaluation</b>	Met	Met	Met	Met
Recommendation – The applicant is compliant with the minimum QS and Basic Requirements, therefore the Board will proceed to further evaluation				