



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



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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

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

SUBJECT: SELECTION LINE-UP FOR ADMINISTRATIVE ASSISTANT III POSITION

DATE : July 26, 2017

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 : JULY 26, 2017 2:59 PM *TRD*

Three Conspicuous Places: _____



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 III POSITION**

Name of Applicant : Frencky Mer Balogo				
Position Applied: Administrative Assistant II & III (SG 8 & 9, respectively)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	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
Applicant's Qualification	BS in Computer Science	3 years, 9 months and 8 days	NC III in Bookkeeping (292 hours)	Career Service Professional - 80.94%
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 Ramos				
Position Applied: Administrative Assistant II & III (SG 8 & 9, respectively)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	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
Applicant's Qualification	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%
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 : Myra Roullo				
Position Applied: Administrative Assistant III (SG 8)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	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
Applicant's Qualification	BS in Commerce major in Data Processing	11 years, 9 months and 13 days	Workshop on Leadership and Manual of Rules and Regulations for Cooperatives with Savings and Credits Services (May 2-3, 2008)	Career Service Professional - 80.73%
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				

DATE : July 26, 2017

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 : July 26, 2017 3:17 PM

Three Conspicuous Places: _____