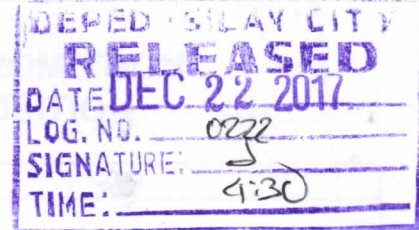




Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**Division of Silay City**  
City of Silay



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

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

**DATE : December 20, 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 : \_\_\_\_\_

Three Conspicuous Places: Dec. 22, 2017 4:30pm



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**

<b>Name of Applicant : Ann Marie C. Aquino</b>				
<b>Position Applied: Administrative Assistant III ( SG 9 )</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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	9 years, 28 days	Division Financial capability Building – Nov. 4, 2015	Career Service Professional- 81.95%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				

<b>Name of Applicant : Beverly H. Deasis</b>				
<b>Position Applied: Administrative Assistant III ( SG 9 )</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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 Business Management	10 year, 4 months and 12 days	Division Financial capability Building – Nov. 4, 2015	Career Service Professional- 81.30%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				



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<b>Name of Applicant : Ma. Lea Razonable</b>				
<b>Position Applied: Administrative Assistant III ( SG 9</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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 Accountancy	13 years, 10 mos., 29 days	Uncovering the Financial Statement; Techniques in Interpreting Financial Statements-Oct. 24, 2014	Career Service Sub-Professional-80.08%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				

<b>Name of Applicant : Andria G. Gulmatico</b>				
<b>Position Applied: Administrative Assistant III ( SG 9</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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 Management Accounting	12 years, 5 mos, 4 days	PFRS and Tax Updates Seminar- July 24, 2012	Career Service Professional-81.89%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				



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<b>Name of Applicant :</b> Edinna C. Gabriela				
<b>Position Applied:</b> Administrative Assistant II & III ( SG 8 & 9, respectively)				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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 Management Accounting	10 year, 3 months and 14 days	Orientation-Workshop on Records Disposition Program- Sept. 1, 2015	Career Service Professional - 81.38%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				

<b>Name of Applicant :</b> Bernadine L. Robles				
<b>Position Applied:</b> Administrative Assistant II & III ( SG 8 & 9, respectively) and Administrative Aide 6 ( SG 6)				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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 MIS	14 years, 3 months and 5 days	Orientation-Workshop on Records Disposition Program- Sept. 1, 2015	Career Service Professional- 80.54% LET- 78.60%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				



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**LIST OF QUALIFIED APPLICANTS FOR PROMOTION  
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<b>Name of Applicant : Ruth Ramos</b>				
<b>Position Applied: Administrative Assistant II &amp; III ( SG 8 &amp; 9, respectively) and Administrative Aide 6 ( SG 6)</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
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	16 years, 8 months and 17 days	In-house Training Seminar on RA 6713, Stress Management and Minor Troubleshooting of the City's Computerized Systems- Dec. 19, 2015	Career Service Professional- 82.70%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				