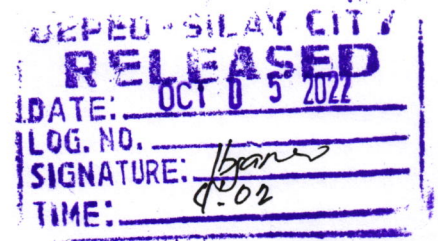




Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**



**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 :** *for: [Signature]* **SALVADOR O. OCHAVO, JR., EdD, CESO V**  
Schools Division Superintendent *[Signature]*

**SUBJECT:** **LIST OF QUALIFIED APPLICANTS for  
ADMINISTRATIVE ASSISTANT II as of PRE  
QUALIFICATIONS PROCESS**

**DATE :** **October 05, 2022**

This office hereby announces the list of qualified applicants for Administrative Assistant II positions per results of the preliminary evaluation of the qualifications.

For your information and guidance.

Date and Time of Posting:

Division Website : OCT 05 2022

Three Conspicuous Places: OCT 05 2022



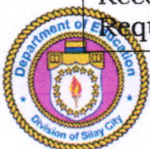


Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**

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

|  |  |  |                               |   |
|--|--|--|-------------------------------|---|
| <b>Name of Applicant: MARIFOSQUE, TRISHA ANNE COLLEN C.</b>  |  |  |                               |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |  |                               |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                           | <b>Training Requirements</b>  | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                            | 4 hours relevant training     | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSED Major in Mathematics  | 3 years and 3 months as Sales Network Junior Coordinator | Salesmanship Program 8/3/2020 | LET   |
| 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 |  |  |                               |   |

|  |  |                                     |                              |   |
|--|--|-------------------------------------|------------------------------|---|
| <b>Name of Applicant: ASIS, REZZA A.</b>   |  |                                     |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                     |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>      | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience       | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BS in Industrial Technology major in Electronics Technology  | 1 year, 1 month and 6 das as ADA VI | DLP                          | CSE PPT (Professional)  |
| 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 |  |                                     |                              |   |



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|  |  |   |  |   |
|--|--|---|--|---|
| <b>Name of Applicant: SOLANO, LOUELLA</b>  |  |   |  |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                    | <b>Training Requirements</b>           | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                     | 4 hours relevant training              | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSAT   | 3 years, 11 months and 5 days as Accounting Staff | Image Enhancement Training<br>2/3/2017 | CSE PPT<br>(Professional)   |
| 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 |  |   |  |   |

|  |  |   |                              |   |
|--|--|---|------------------------------|---|
| <b>Name of Applicant: BEROT, MARJORIE D.</b>   |  |   |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>          | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience           | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSBA   | 1 year, 10 months and 27 days as ADA VI | DLP                          | PD 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 |  |   |                              |   |





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| <b>Name of Applicant: MISPENAS, FRITZEL M.</b>   |  |   |   |   |
|--|--|---|---|---|
| <b>Position Applied: Administrative Assistant II</b>   |  |   |   |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                                      | <b>Training Requirements</b>              | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                                       | 4 hours relevant training                 | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BEED   | 2 years, 3 months and 19 days as Junior Accounts Management Officer | Introduction to Email Etiquette 4/11/2021 | LET   |
| 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 |  |   |   |   |

| <b>Name of Applicant: DE LA RAMA, JUN MAR Z.</b>   |  |  |  |   |
|--|--|--|--|---|
| <b>Position Applied: Administrative Assistant II</b>   |  |  |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>           | <b>Training Requirements</b>                             | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience            | 4 hours relevant training                                | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSIS   | 3 years and 3 months as Branch Assistant | Basic Pawnshop Operations Seminar - Level 2 7/15-16/2019 | CSE PPT (Sub-professional)  |
| 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 |  |  |  |   |





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|  |  |                                       |                              |   |
|--|--|---------------------------------------|------------------------------|---|
| <b>Name of Applicant: ARENGA, DAWN MARIE L.</b>  |  |                                       |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |                              |   |
| <b>Minimum Qualification Standard</b>  | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
|  | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSIS   | 2 years, 1 month and 6 days as ADA VI | DLP                          | CSE PPT (Sub-professional)  |
| 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 |  |                                       |                              |   |

|  |  |                                       |                              |   |
|--|--|---------------------------------------|------------------------------|---|
| <b>Name of Applicant: PILLON, CHERRY BELLE A.</b>  |  |                                       |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |                              |   |
| <b>Minimum Qualification Standard</b>  | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
|  | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSAT   | 2 years, 1 month and 6 days as ADAS I | DLP                          | CSE PPT (Professional)  |
| 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 |  |                                       |                              |   |





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|  |  |                                       |                              |   |
|--|--|---------------------------------------|------------------------------|---|
| <b>Name of Applicant: BARRO, ALLEN JOY D.</b>  |  |                                       |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSBA   | 2 years, 1 month and 6 days as ADA VI | DLP                          | CSE PPT (Professional)  |
| 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 |  |                                       |                              |   |

|  |  |   |                              |   |
|--|--|---|------------------------------|---|
| <b>Name of Applicant: VILLAVERT, ROSANA P.</b>   |  |   |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>          | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience           | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BS in Accountancy  | 1 year, 1 month and 14 days as JO Clerk | DLP                          | CSE PPT (Professional)  |
| 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 |  |   |                              |   |





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|  |  |                                       |  |   |
|--|--|---------------------------------------|--|---|
| <b>Name of Applicant: JUSON, ALVEN JOHN D.</b>   |  |                                       |  |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b>                 | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training                    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSIS   | 2 years, 1 month and 6 days as ADA VI | Orientation on Records Disposition 10/1/2021 | CSE PPT (Professional)  |
| 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 |  |                                       |  |   |

|  |  |   |  |   |
|--|--|---|--|---|
| <b>Name of Applicant: CAUNGA, ELYSSA M.</b>  |  |   |  |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                                      | <b>Training Requirements</b>                               | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                                       | 4 hours relevant training                                  | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSMA   | 6 years, 2 months and 15 days as Wealth Associate / Rank and File V | Standardized UITF Training Program 6/1/2019 at Makati City | CSE PPT (Professional)  |
| 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 |  |   |  |   |





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|  |  |   |                              |   |
|--|--|---|------------------------------|---|
| <b>Name of Applicant: BEYUTA, CYBILL JUSTINE J.</b>  |  |   |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                  | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                   | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSIT   | 2 years, 5 months and 24 days as Admin. Aide IV | DLP                          | CSE PPT (Professional)  |
| 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 |  |   |                              |   |



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| <b>Name of Applicant: SIDAYON, TERESA D.</b>   |  |  |   |   |
|--|--|--|---|---|
| <b>Position Applied: Administrative Assistant II</b>   |  |  |   |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>   | <b>Training Requirements</b>                          | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience  | 4 hours relevant training                             | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BS in Commerce   | 2 months and 26 days as MOA Clerk<br><br>24 years and 29 days as school staff (guidance staff, outreach coordinator, record custodian, book keeper, secretary, oic-library, registrar) | MS Word / Excel Training<br>9/12/2022 at Bacolod City | CSE PPT (Professional)  |
| 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 |  |  |   |   |





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|  |  |  |  |   |
|--|--|--|--|---|
| <b>Name of Applicant: SISON, LYNIE A.</b>  |  |  |  |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |  |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                   | <b>Training Requirements</b>   | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                    | 4 hours relevant training  | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BS in Commerce   | 6 years, 6 months and 4 days as Accounting Staff | Safekeeping of Equipment, Medical Supplies and Materials in Health Station 6/27/2022 | CSE PPT (Professional)  |
| 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 |  |  |  |   |

|  |  |  |  |   |
|--|--|--|--|---|
| <b>Name of Applicant: MAQUILAN, JONALIE E.</b>   |  |  |  |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |  |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                 | <b>Training Requirements</b>                 | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                  | 4 hours relevant training                    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSIT   | 4 years, 3 months and 24 days as QMS Assistant | Mustard Seen Payroll Pro Training 8/6-7/2019 | PD 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 |  |  |  |   |



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|  |  |  |   |   |
|--|--|--|---|---|
| <b>Name of Applicant: BALBOA, JIREH MAE E.</b>   |  |  |   |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |  |   |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                         | <b>Training Requirements</b>                      | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                          | 4 hours relevant training                         | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BEED   | 1 year, 3 weeks and 28 days of work experience at IQOR | Advance Computer Course<br>11/3/2019 to 12/7/2019 | LET   |
| 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 |  |  |   |   |

|  |  |   |                              |   |
|--|--|---|------------------------------|---|
| <b>Name of Applicant: AREGLADO, JOSEPH JR</b>  |  |   |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>                    | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience                     | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BS in Industrial Technology  | 3 years, 11 months and 13 days as Liaison Officer | DLP                          | CSE PPT (Sub-professional)  |
| 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 |  |   |                              |   |





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|  |  |   |  |   |
|--|--|---|--|---|
| <b>Name of Applicant: EBIAS, MARLOU Q.</b>   |  |   |  |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |   |  |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>  | <b>Training Requirements</b>           | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience   | 4 hours relevant training              | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BA English   | 8 months and 5 days as Admin. Aide VI<br><br>2 years, 11 months and 6 days as Brgy. Record Keeper | Microsoft Digital Literacy<br>9/6/2022 | LET   |
| 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 |  |   |  |   |

|  |  |                                       |                              |   |
|--|--|---------------------------------------|------------------------------|---|
| <b>Name of Applicant: MAKILAN, TIFFANY JOY L.</b>  |  |                                       |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BS in Industrial Technology  | 2 years, 1 month and 6 days as ADA VI | DLP                          | CSE PPT (Sub-professional)  |
| 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 |  |                                       |                              |   |



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|  |  |  |                              |   |
|--|--|--|------------------------------|---|
| <b>Name of Applicant: AMADOR, RAYMOND R.</b>   |  |  |                              |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |  |                              |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>         | <b>Training Requirements</b> | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience          | 4 hours relevant training    | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BSC - Management Information System  | 17 years and 15 days as Admin. Aide IV | DLP                          | CSE PPT (Professional)  |
| 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 |  |  |                              |   |

|  |  |                                       |   |   |
|--|--|---------------------------------------|---|---|
| <b>Name of Applicant: BRINQUEZ, EULA DINESSE S.</b>  |  |                                       |   |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |   |   |
|  | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b>            | <b>Eligibility Requirements</b>   |
| Minimum Qualification Standard   | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training               | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BA Psychology  | 1 year as Computer Operator / Encoder | Gender Sensitivity Training May 9, 2019 | CSE PPT (Professional)  |
| 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 |  |                                       |   |   |





Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**

|  |  |                                       |   |   |
|--|--|---------------------------------------|---|---|
| <b>Name of Applicant: YMBALLA, VICTORIA O.</b>   |  |                                       |   |   |
| <b>Position Applied: Administrative Assistant II</b>   |  |                                       |   |   |
| Minimum Qualification Standard   | <b>Education Requirements</b>  | <b>Experience Requirements</b>        | <b>Training Requirements</b>            | <b>Eligibility Requirements</b>   |
|  | Completion of two-year studies in college or High School Graduate with relevant vocational /trade course | 1 year of relevant experience         | 4 hours relevant training               | Relevant MC 11 s. 1996 Career Service ( Sub-Professional)/First Level Eligibility |
| Applicant's Qualification  | BA Psychology  | 1 year as Computer Operator / Encoder | Gender Sensitivity Training May 9, 2019 | CSE PPT (Professional)  |
| 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 |  |                                       |   |   |

