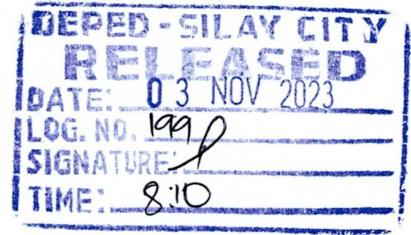




Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**



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

**SUBJECT:** *11-3-23*  
**LIST OF QUALIFIED APPLICANTS for**  
**ADMINISTRATIVE AIDE IV POSITION as of**  
**PRE-QUALIFICATIONS**

**DATE :** **NOV 03 2023**

This office hereby announces the list of qualified applicants for Administrative Aide IV position per results of the preliminary evaluation of the qualifications.

For your information and guidance.

Date and Time of Posting:

Division Website : NOV 03 2023

Three Conspicuous Places: NOV 03 2023



facebook.com/depedsilaypage

Rizal St., Brgy. III, Silay City, Negros Occidental  
Telephone No. 468-5138  
Public Assistance Hotlines: +639060835438 / +639604762231  
Email: deped.silay@deped.gov.ph Website: depedsilay.weebly.com



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

## LIST OF QUALIFIED APPLICANTS FOR PROMOTION TO ADMINISTRATIVE AIDE IV POSITION

<b>Name of Applicant: ROSE ANN DAYON</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
Minimum Qualification Standard	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Arts in English	Job Order 4/8/2019 – 12/31/ 2022  3 years, 8 months and 24 days	Echo-Seminar on Records Organizaton and Disposition Administration (ESRODA)	LET  75.20%
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				







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

<b>Name of Applicant: JOCKO FLORES</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Science in Office Administration	Job Order 9/9/2019 – 6/5/2023 3 years, 8 months and 28 days	Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service	CSPE 80.01%
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: MARVIN JOHN M. REMIGIO</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level





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

Applicant's Qualification	Bachelor of Science in Engineering Technology major in Computer	Depot Supervisor 9/24/2019-1/8/2023 Job Order 9/3/2018-9/6/2019 4 years, 3 months, and 20 days	Distance Learning and Development Program on the Rules of Conduct and Ethical Behavior in the Civil Service 2/27/2023-3/27/2023	CSPE  81.76 %
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: MARY JANE B. VILLARIAS</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Elementary Education	None	Distance Learning and Development Program on the Rules of Conduct and Ethical Behavior in the Civil Service 1/24/2019-3/7/2019	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				





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

<b>Name of Applicant: CLARISSA C. GUMBAN</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Secondary Education In Physical Science	Job Order 7/22/2020 – 12/29/2020  ADA III 1/24/2023 – 6/5/2023  9 months, 21 days	None	CSPE  80.23%
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: JAN FERNAN B. JULIAN</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with	None	None	Career Service Sub Professional First Level





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

	relevant vocational/trade course			
Applicant's Qualification	BSIT	AO II 8/1/2018 – 6/5/2023 4 years, 10 months and 5 days	Training-Workshop on Program Management Information System 12/11-13/2019	CSE- Prof. 80.39%
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: DAYANARA D. OSORIO</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None DA	Career Service Sub Professional First Level
Applicant's Qualification	BS in Business Administration major in Marketing Management	Job Order 5/16/2019 – 12/27/2021 2 years, 7 months and 12 days	Workshop on Local Cultural Research and Cultural Mapping of Silay 4/27 – 28/2018	CSE- Prof. 80.75%
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: JILLY C. JAUD</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor in Elementary Education	Clerk 2/21/2021-06/9/2023 2 years, 3 months and 16 days	Training in Fundamentals of MS Computer, MS Windows, MS Word, MS Excel & MS Powerpoint of APEC Mobile Digital Opportunity Center Program	LET 76.00%
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				

<b>Name of Applicant: SHAUN R. GASTON</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with	None	None	Career Service Sub Professional First Level





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

	relevant vocational/trade course			
Applicant's Qualification	Bachelor in Elementary Education	Job Order 9/16/2019 – 7/15/2022 2 years, 10 months	Training in Fundamentals of MS Computer, MS Windows, MS Word, MS Excel & MS Powerpoint of APEC Mobile Digital Opportunity Center Program 8/19/2019 – 9/7/2019	LET 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				

<b>Name of Applicant: MICHAEL J. BELICANO</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	BSIT Major in Architectural	Job Order 9/1/2016 – 7/6/2022	Resource Speaker "The Effects of Social Media and Excessive	CSP 80.71%





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

	Drafting Technology Master in Tech. Management 30 units	5 years, 10 months and 6 days	Technology Use on Youth 3/13/2018	
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: MARY JOY LABERGAS</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Science in Information System	Ferti Acres Staff 7/10/2017 – 6/5/2023 5 years, 10 months & 27 days	Leadership & Management Training 2/9/2019 – 4/27/2019	CSP E 82.02%
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: MARY KIMBERLY M. LIDRES</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Science Major in English	Legal Assistant 8/1/2022-6/9/2023 10 month & 5 days	Developing a Culture of Innovative and Resilient Leadership 40 hours	LET 82.60%
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				

<b>Name of Applicant: ROSEMARIE MERCADO</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant	None	None	Career Service Sub Professional First Level







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

	vocational/trade course			
Applicant's Qualification	Bachelor of Science in Business Management Major in Operations Management	Admin Clerk 4 years, 7 months & 4 days	Distance Learning and Development Program on the Rules of Conduct and Ethical Behavior in the Civil Service 9/20 – 10/20/2022	CSPE 80.32%
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: JULY MAE M. TUASON</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level





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

Applicant's Qualification	Bachelor of Science in Accountancy (Undergrad)  NC III  Bookkeeping	Job Order  1/1/2023-6/5/2023  5 months & 5 days	Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service  1/27/2023 – 2/27/2023	CSSE  84.47%
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: CLAIDEL JOY G. VIGOR</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	BEED – Gen. Ed	Sales Assistant  2/27/2016  6 months & 20 days	NC II = TESDA  144 hours  10/16 – 02/12/2016	LET  88.20%
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				







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

<b>Name of Applicant: MERYLL DELA PAZ</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
Minimum Qualification Standard	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Arts in Social Science	No Experience	No Training	CS Prof. 80.97%
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: JOHN MICHAEL CALVO</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
Minimum Qualification Standard	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	BSED English	No relevant experience	No relevant training	LET 86.00%
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				



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

<b>Name of Applicant: CRYSTEL ANNE PEDRESO VILLARTE</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	BSED - TLE	AO III PSA 9/1/2020-3/31/2023 2 years and 7 months	ICT Skills Enhancement & Competency Based Development Program April 3,4,5,6,7,10,11,12,17,18,20 17 10 days	LET 79.80%
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				

<b>Name of Applicant: JOHN CARL GARGALLANO</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with	None	None	Career Service Sub Professional First Level







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

	relevant vocational/trade course			
Applicant's Qualification	BSED - Math	Business Process Associate 11/3/2017 – Present 5 years, 7 months and 3 days	3-Days Seminar "E-turo: Flexing the New Normal in Education" 2/8,9 & 10, 2021	CSP 87.06%
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: JACKIEL DAMILES</b>				
<b>Position Applied: ADMINISTRATIVE AIDE IV</b>				
	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Minimum Qualification Standard	Completion of at least two (2) years studies in college or High School Graduate with relevant vocational/trade course	None	None	Career Service Sub Professional First Level
Applicant's Qualification	2 years BSC	Sales Clerk 2 years and 3 months	CSC – DLP 12/27/2022 – 01/27/2023	CSP 83.07%
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				

