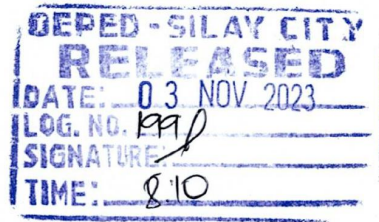




Republic of the Philippines  
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**TO :** OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

**FROM :** **SALVADOR O. OCHAVO, JR, EdD, CESO V**  
Schools Division Superintendent  
11. 3. 23

**SUBJECT:** **LIST OF QUALIFIED APPLICANTS** for  
**ADMINISTRATIVE ASSISTANT I POSITION** as of  
**PRE-QUALIFICATIONS**

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

This office hereby announces the list of qualified applicants for Administrative Assistant I 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



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

<b>Name of Applicant: RUBY JANE A. SALLE</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BEED	BPA Senior 2/26/21-4/26/2023 2 years, 2 months, and 1 day	Advance Computer Course	LET 83 %
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: ANGELICA J. RESUMA</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Arts major in English	Secretary	Bookkeeping with Quick Books Online	CSSE





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	with specialization in communication	6/1/2014-12/29/2017  Accounting Staff  4/20/2018-6/5/2023  8 years, 8 months, and 16 days	10/24-28/2022	81.14%
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 ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
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				





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<b>Name of Applicant: JAX ARIAN ARCENIO</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BSED major in MAPEH	Office Clerk 1/13/2020-6/5/2023 3 years, 4 months, and 24 days	Distance Learning and Development Program on the Rules of Conduct and Ethical Behavior in the Civil Service 5/6/2021-6/6/2021	LET 82 %
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: JILLY C. JAUD</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BEED	Clerk	Training in Fundamentals of MS Computer, MS Windows, MS Word, MS Excel and MS Powerpoint of APEC Mobile Digital	LET 76 %







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		2/21/2021- 6/5/2023  2 years, 3 months, and 16 days	Opportunity Center Program  45 hrs.  8/14/2017-9/2/2017	
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 ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BEED	Job Order  9/16/2019- 7/15/2022  2 years and 10 months	Fundamentals of Computer, MS Word, MS Excel, and MS PowerPoint of APEC Mobile Digital Opportunity Center Program  8/19/2019-9/7/2019	LET  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				





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<b>Name of Applicant: DANICA L. CABIA</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Science in Accounting Management	Account Service Personnel 7/18/2016-5/1/2019	Distance Learning and Development Program on the Rules of Conduct	CSSE 82.30 %
		2 years, 9 months, and 14 days	and Ethical Behavior in the Civil Service 5/23/2022-6/23/2022	
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: ROSE ANN DAYON</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor or Arts in English	Job Order 4/8/2019- 12/31/2022  3 years, 8 months, and 24 days	Echo – Seminar on Records Organization and Disposition Administration	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				



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<b>Name of Applicant: JACKO D. FLORES</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	B.S 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: JAN FERNAN B. JULIAN</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BSIT	AO II	Training Workshop on Program Management	CSPE 80.39 %







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		8/1/2018-6/5/2023  4 years, 10 months and 5 days	Information System  12/11-13/2019	
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 ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	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 Mapping of Silay  4/27-28/2018	CSPE  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				





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<b>Name of Applicant: IKEA P. PADANIO</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Science in Information System	Branch Assistant 6/1/2018-6/5/2023 5 years and 5 days	Advance Computer Literacy Training Course 6/13/2016-6/17/2016	CSPE 80.88 %
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 L. LABERGAS</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level







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Applicant's Qualification	Bachelor of Science in Information System	Ferti Acres 7/10/2017- 6/5/2023  5 years, 10 months, and 27 days	Leadership and Management Training  2/9/2019- 4/27/2019	CSPE  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				

<b>Name of Applicant: MICHAEL J. BELICANO</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BSIT major in Architectural Drafting Technology  Master in Technology Management (30 units)	Job Order  9/1/2016- 7/6/2022  5 years, 10 months, and 6 days	Resource Speaker  The Effects of Social Media and Excessive Technology Use on Youth  3/3/2018	CSP  80.71 %
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: CRYSTEL ANNE P. VILLARTE</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BSED major in TLE	AO III 9/1/2020-3/31/2023 2 years and 7 months	ICT Skills Enhancement and Competency Based Development Program 4/3-18/2017	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: JOYCE ANN MORENO</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Arts in Social Science	Job Order	CSC Essential Administrative	CSP 80.84 %







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		6/4/2019- 2/8/2023  3 years, 8 months, and 5 days	Assistant Skills Training  16 hrs  10/15,22, and 29/2021	
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 ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BSED major in Mathematics	Business Process Associate  11/3/2017- 6/5/2023  5 years, 7 months, and 3 days	3 day Seminar e- turo: Flexing the New Normal in Education  2/8,9, and 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				







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<b>Name of Applicant: DEXYL LOURINE M. UGBAMEN</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BS in Biology	Office Clerk (MOA) 3/20/2020-12/31/2020  Legal Assistant (MOA) 11/1/2021-6/5/2023  3 years, 2 months, and 17 days	CSC – DLP  9/13/2022-10/13/2022	CSP  81.86 %
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 ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	2 year BSC	Sales Clerk	DLP  Program on the Rules of Conduct and	CSSE  83.07 %





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		2 years and 3 months	Ethical Behavior in the Civil Service 12/27/2022-1/27/2023	
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: EMARIE J. MONTECASTRO</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BS in Mechanical Engineering	Lead Generation Specialist 6/11/2021-03/03/2023 1 year, 11 months, and 26 days	DLP Program on the Rules of Conduct and Ethical Behavior in the Civil Service 7/19/2022-8/19/2022	CSP 80.82 %
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: ROSEMARIE MERCADO</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	Bachelor of Science in Business Management major in Operations Management	Admin Clerk 4 years, 7 months, and 4 days	DLP – Rules of Conduct and Ethical Behavior in the Civil Service  9/20/2022-10/20/2022	CSP  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				







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<b>Name of Applicant: IRAH JANE GAMBOA</b>				
<b>Position Applied: ADMINISTRATIVE ASSISTANT I</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 of High School Graduate with relevant vocational/trade course	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level
Applicant's Qualification	BS Accounting Technology	Accounting Clerk 6 years, 3 months, and 28 days	2017 Tax Campaign Kick off of BIR 3/2/2017	CSP 80.82 %
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				