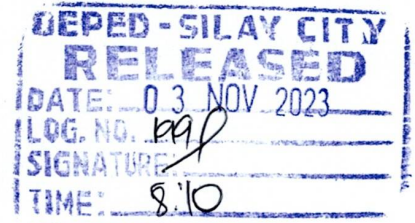
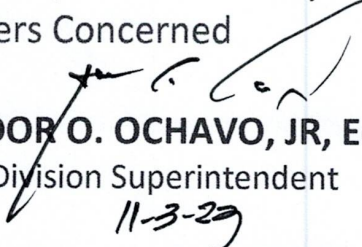




Republic of the Philippines
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SCHOOLS DIVISION OF SILAY CITY



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

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

DATE : NOV 03 2023

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





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

Name of Applicant: ROSE ANN DAYON				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 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				

Name of Applicant: GLEN D. FRANCO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college of	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level





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	High School Graduate with relevant vocational/trade course			
Applicant's Qualification	Bachelor of Science in Information System	Warehouse Checker 1/16/2020-6/5/2023 3 years, 4 months and 21 days	Computer Hardware Servicing NC II 356 hrs.	CSEP 80.40 %
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: MARVIN JOHN M. REMIGIO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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	Distance Learning and Development Program on the Rules of Conduct and Ethical Behavior in the Civil Service	CSPE 81.76 %



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		4 years, 3 months, and 20 days	2/27/2023- 3/27/2023	
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				

Name of Applicant: DAYANARA D. OSORIO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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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Name of Applicant: JILLY C. JAUD				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 2/21/2021-6/5/2023 2 years, 3 months, and 16 days	Training in Fundamentals of MS Computer, MS Windows, MS Word, MS Excel and MS Powerpoint of APEC Mobile Digital Opportunity Center Program 45 hrs. 8/14/2017-9/2/2017	LET 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				

Name of Applicant: SHAUN R. GASTON				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college of High School Graduate with relevant	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level



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	vocational/trade course			
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				

Name of Applicant: IKEA P. PADONIO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 %



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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: MARY JOY L. LABERGAS				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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	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				

Name of Applicant: DANICA L. CABIA				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college of High School	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level



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	Graduate with relevant vocational/trade course			
Applicant's Qualification	Bachelor of Science in Accounting Management	Account Service Personnel 7/18/2016-5/1/2019 2 years, 9 months, and 14 days	Distance Learning and Development Program on the Rules of Conduct and Ethical Behavior in the Civil Service 5/23/2022-6/23/2022	CSSE 82.30 %
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: MICHAEL J. BELICANO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 %



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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: CRYSTEL ANNE P. VILLARTE				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 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				

Name of Applicant: JOYCE ANN MORENO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college of High School Graduate with	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level



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	relevant vocational/trade course			
Applicant's Qualification	Bachelor of Arts in Social Science	Job Order 6/4/2019-2/8/2023 3 years, 8 months, and 5 days	CSC Essential Administrative Assistant Skills Training 16 hrs 10/15,22, and 29/2021	CSP 80.84 %
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: JOHN CARL GARGALLANO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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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Name of Applicant: DEXYL LOURINE M. UGBAMEN				
Position Applied: ADMINISTRATIVE ASSISTANT II				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	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				

Name of Applicant: JACKIEL DAMILES				
Position Applied: ADMINISTRATIVE ASSISTANT II				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	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	2 year BSC	Sales Clerk 2 years and 3 months	DLP Program on the Rules of Conduct and Ethical Behavior in the Civil Service 12/27/2022-1/27/2023	CSSE 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				

Name of Applicant: EMARIE J. MONTECASTRO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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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Name of Applicant: AILEEN PALOMARIA				
Position Applied: ADMINISTRATIVE ASSISTANT II				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	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 years Computer Science	Advisor I Customer Service Representative 1 year, 9 months, and 1 day	Certificate of Competency Encoder	CSSE 80.20 %
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				

Name of Applicant: XYRA BABOR				
Position Applied: ADMINISTRATIVE ASSISTANT II				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	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	BS - HRM	Cashier 5 years, 8 months, and 11 days	Branch Operations, Finacle Core Banking Systems, Teachers Personal Loan, Auto Loan and FSME Loans 5/18/2019	LET 80.80 %
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				

Name of Applicant: THEA CASSANDRA JUMBAS				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 Administration	Accounting Clerk 1 year, 4 months, and 8 days	8 days Bookkeeping Lecture Service 4/5,12, 19,20/2022 5/4,10,17,24/2022	CSP 80.81%
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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Name of Applicant: ROSEMARIE MERCADO				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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				

Name of Applicant: ROSALIE ESPINOSA				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college of High School Graduate with relevant	One (1) year relevant Experience	Four (4) hours of relevant training	Career Service Sub Professional First Level



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	vocational/trade course			
Applicant's Qualification	BSC- Management Accounting	Bookkeeper 13 years, 10 months, and 23 days	Creative Problem Solving 8/22-23/2016	CSP 81.08%
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: IRAH JANE GAMBOA				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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				



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Name of Applicant: CATHERINE T. SINGHID				
Position Applied: ADMINISTRATIVE ASSISTANT II				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
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 Commerce major in Management Accounting	Junior Administrative Assistant 9/16/2019-6/5/2023 Cost and Budget Associate 4/4/2016-3/22/2019 6 years, 9 months, and 10 days	Product Security: A Fight Against Fraud and Counterfeit 9/16/2022	LET 79.40 %
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				

