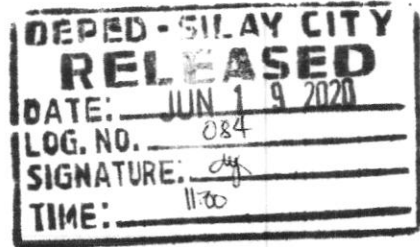




Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

TO : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned



FROM : *Cynthia G. Demavivas*
CYNTHIA G. DEMAVIVAS, CESO V
Schools Division Superintendent

**SUBJECT: LIST OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT I
POSITION as of PRE QUALIFICATIONS PROCESS**

DATE : June 18, 2020

This office hereby announces the selection line-up 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 : _____

Three Conspicuous Places: JUN 19 2020 11:10 AM.





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

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

Name of Applicant: ALVEN JOHN D. JUSON				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Computer Science	6 years, 7 months and 17 days as LineleaderAmdatex	ISO Standards Awareness Training- - QMS and EMS @ Silay City, May 15, 2017	CSP = 80.72%
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: EMELONA G. GALUSO				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	BEED w/ concentration in Home Economics and Livelihood Education	4 years, 10 months and 16 days as Brgy. Assistant Secretary	Forum on RA 7610, Oct. 14, 2004	LET = 75.40%
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: BENJIE C. ALIMON				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Accountancy, MPAd	29 years, 11 months and 14 days as HRMO	Seminar-Workshop for Multi-Purpose Cooperatives Strategy Formulation and Technical Auditing @ Manila, May 23-26, 2000	CSP = 82.70%
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: JISELLE E. PRAYCO

Position Applied: Administrative Assistant I (SG7)

	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Elementary Education	1 year, 4 months and 28 days as Project Productivity Regulator	NC II in Contact Center Servicing	LET = 82.20%
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: SHIELA GRACE P. DE LA CRUZ

Position Applied: Administrative Assistant I (SG7)

	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Arts in Social Science	1 year, 4 months and 28 days as Job Order in Silay Housing Authority	English Language Proficiency, July 17- Aug.11, 2017	LET = 75.40%
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: JONATHAN REEVE B. MIRANDA				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Business Administration major in Operations Management	2 years, 8 months and 17 days as Customer Assistant of PAG-IBIG	DLP Program on Rules of Conduct and Ethical Behavior in the Civil Service	CSP = 81.21%
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: MARLOU Q. EBIAS				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Arts in English w/ specialization in Communication	1 year, 1 month and 12 days as Brgy. Record Keeper	Advance Computer Course (TESDA), Nov. 3 - Dec. 7, 2019	LET = 78.80%
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: ROCKYLEN M. BENGUELO				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Engineering Technology	5 years and 3 days as ADAS I	DLP Program on Rules of Conduct and Ethical Behavior in the Civil Service	CSP = 80.13%
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: VANEZZA P. SEBALLOS				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Information Technology Associate in Computer Data Processing (A.C.D.P.)	9 years, 11 months and 17 days as ADA IV	Fil Chi Love and Care Foundation, Inc. 45 Hours Training for Fundamentals of Computer, MS Office @ Silay City, Aug. 9 – Sep. 7, 2019	LET = 79.20%
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: ERIC P. ENRIQUEZ				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Commerce major in Banking and Finance	11 years, 2 months and 8 days as Job Order Encoder	Informatics Basic Microsoft Access 97, MS Powerpoint 97, MS Outlook, Internet, July 18, 2000	CSSP = 80.11%
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: JEREMY G. SIASON				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Electronics and Communication Engineering	10 years, 5 months and 7 days as Engineer	Linux 101 Essentials Cebu City, March 31- Apr. 4, 2014	CSSP = 85.63%
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: REA MAY YOCSON				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Business Administration major in Financial Management	8 years, 11 months and 15 days as Sales and Brokerage Manager	Management and Supervisory Leadership Development Program @ RCBC Plaza, Makati, May 16, 2018	P.D. 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				

Name of Applicant: JOILINE MAE R. YU				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Accounting Technology	3 years as Students' Account Staff	NC II in Computer Servicing Unit	P.D. 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				

Name of Applicant: TRISTAN D. CAPIENDO				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Arts major in Psychology	4 years, 3 months and 9 days as ADA VI	Seminar-Workshop on HRMPSB, Mar. 6-8, 2018	CSP = 84.86%
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: MA. NAXEILL R. PASUSTENTO				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Information Systems	5 years, 7 months and 16 days as Contract of Service Worker	Computer Secretarial Training, Mar. 3- Apr. 9, 2015	CSSP = 81.20%
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: TIFFANY JOY L. MAKILAN				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Industrial Technology major in Foods Trade Technology	2 years, 9 months and 18 days as Computer Operator/ Encoder	Web Content Management System Training, July 25, 2019	CSSP = 81.35%
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: REZZA A. ASIS				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Industrial Technology major in Electronics Technology	3 years, 5 months and 8 days as Job Order Worker	ISO Process and Requirements Workshop, Apr. 17, 2018	CSP = 80.08%
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: CHERRY BELLE A. PILLON				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Accounting Technology	1 year, 6 months and 3 days as Accounting Assistant	DLP Program on Rules of Conduct and Ethical Behavior in the Civil Service	CSP = 81.50%
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: XENIA JANET. BILLONES				
Position Applied: Administrative Assistant I (SG7)				
Minimum Qualification Standard	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Information Systems	2 years, 6 months and 15 days as Computer Operator	NC II in Computer Servicing Unit	CSSP = 81.85%
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: LOURJELYN C. SEGAYO				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Business Administration major in Operations Management; MPAd	1 year and 14 days as ADA VI	2019 Mid-Year Performance Review of DEDP, Oct. 7-8, 2019	CSP = 80.11%
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: MARJORIE D. BEROT				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Business Administration major in Fishery Business Management	4 years, 10 months and 29 days as Job Order ADAS II	CSC Values Orientation Workshop, June 27-29, 2017	P.D. 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				

Name of Applicant: DAWN MARIE L. ARENGA				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Information Systems	2 years, 7 months and 3 days as Job Order in Finance Division	Procurement Planning and Preparation of 2019 PPMP @ CHMSC, June 28, 2018	CSP = 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				

Name of Applicant: LOURDELYN O. BIBAS				
Position Applied: Administrative Assistant I (SG7)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Information Systems	2 years as Job Order in Sports Affairs Office	ECHO Seminar on Records Management: Creation and Disposal, May 24, 2019	CSP = 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: KHRIS MARIE PADEL

Position Applied: Administrative Assistant I (SG7)

	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of at least two (2) years studies in college	One (1) year relevant experience	Four (4) hours relevant training	Career Service (Sub-Professional); First Level Eligibility
Applicant's Qualification	Bachelor of Science in Applied Economics and BS in Business Management	5 years, 2 months and 21 days as Human Resource Assistant	ISO 19011:2011 Internal/External Auditing Course, Apr. 4-10, 2015	CSSP = 82.11%
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				