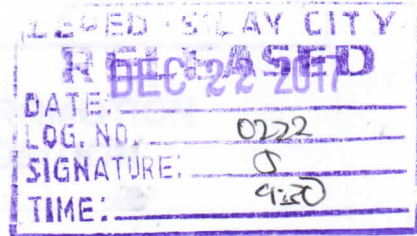




Republic of the Philippines
Department of Education
Region VI – Western Visayas
Division of Silay City
City of Silay



TO : Acting Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Coordinators
Public Schools District Supervisors/OIC- PSDSs
Elementary and Secondary School Heads
All Others Concerned

FROM : *neri ann m. alibuyog*
DR. NERI ANNE M. ALIBUYOG, CESO V
Schools Division Superintendent *NA*

SUBJECT: SELECTION LINE-UP FOR ADMINISTRATIVE ASSISTANT II POSITION

DATE : December 20, 2017

This office hereby announces the selection line-up 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 : _____

Three Conspicuous Places: Dec. 22, 2017 4:30pm



Republic of the Philippines
 Department of Education
 Region VI-Western Visayas
Division of Silay City
 City of Silay



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

Name of Applicant : Ella Flores				
Position Applied: Administrative Assistant II (SG 8) and Administrative Aide 6 (SG 6)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Applicant's Qualification	BEED	1 year, 9 months and 27 days	Orientation Workshop on Online TESDA Training Management Info System- March 13-14, 2017	LET- 75.40%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				

Name of Applicant : Zelrei Jude I. Billones				
Position Applied: Administrative Assistant II (SG 8) and Administrative Aide 6 (SG 6)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Applicant's Qualification	112 units in BSMT	1 year, 3 months and 28 days	NC II in Electronics Products Assembly and Servicing	Career Service Sub-professional- 80.67%
Preliminary Evaluation	Met	Met	Met	Met



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Name of Applicant : Edinna C. Gabriana				
Position Applied: Administrative Assistant II & III (SG 8 & 9, respectively)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Applicant's Qualification	BS in Management Accounting	10 year, 3 months and 14 days	Orientation-Workshop on Records Disposition Program- Sept. 1, 2015	Career Service Professional - 81.38%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				

Name of Applicant : Bernadine L. Robles				
Position Applied: Administrative Assistant II & III (SG 8 & 9, respectively) and Administrative Aide 6 (SG 6)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Applicant's Qualification	BS in Commerce major in MIS	14 years, 3 months and 5 days	Orientation-Workshop on Records Disposition Program- Sept. 1, 2015	Career Service Professional- 80.54% LET- 78.60%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience				



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**LIST OF QUALIFIED APPLICANTS FOR PROMOTION
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Name of Applicant : Ruth Ramos				
Position Applied: Administrative Assistant II & III (SG 8 & 9, respectively) and Administrative Aide 6 (SG 6)				
	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Minimum Qualification Standard	Completion of two years studies in college or high school graduate with relevant vocation/trade course	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Applicant's Qualification	BS in Electronics and Communications Engineering	16 years, 8 months and 17 days	In-house Training Seminar on RA 6713, Stress Management and Minor Troubleshooting of the City's Computerized Systems- Dec. 19, 2015	Career Service Professional- 82.70%
Preliminary Evaluation	Met	Met	Met	Met
Recommendation – The applicant met the minimum Qualification Standard/Basic Experience Requirement, therefore the Board will proceed to further evaluation.				