



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 June 2024

DIVISION MEMORANDUM
No. 440 s.2024

INITIAL EVALUATION RESULTS (IER) FOR LEVEL I NON-TEACHING POSITION

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CTD and SGOD Personnel
All Others Concerned

1. The field is hereby informed of the release of the Initial Evaluation Results (IER) of the **Administrative Aide VI** position of this Division.
2. The IER refers to the report prepared by the Human Resource Management Officer (HRMO) which contains the list of qualified and disqualified applicants vis-à-vis the minimum qualifications required by the position to be filled as indicated in the CSC-approved QS (Qualification Standards).
3. Immediate and wide dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

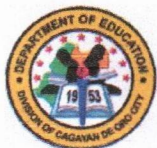
Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION	POSITIONS	RECRUITMENT	SELECTION
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CAA-MFN / DM – initial evaluation results (ier) for level I non-teaching position
June 24, 2024



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INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE AIDE VI**

Salary Grade and Monthly Salary: **SG 6 - Php 17,553**

Qualification Standards:

Education: **Completion of two years studies in College**

Training: **None Required**

Experience: **None Required**

Eligibility: **Career Service (Sub Professional); Data Encoder (MC 6, s. 2010); First Level Eligibility**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2024-ADA6-002	Bachelor of Elementary Education (BEEd)	Computer Literacy Program	100 hours	Private	2 years	RA 1080 (Teacher)	QUALIFIED
2	CDO2024-ADA6-006	Bachelor of Public Administration (BPA)	None	None	No documents submitted	None	Honor Graduate Eligibility (PD 907)	QUALIFIED
3	CDO2024-ADA6-011	Bachelor of Secondary Education (BSEd)	with relevant trainings submitted	104 hours	None	None	RA 1080 (Teacher)	QUALIFIED
4	CDO2024-ADA6-025	Bachelor of Secondary Education (BSED)	Crisis Management in the Workplace	3 hours	Public	3 years and 7 months	RA 1080 (Teacher)	QUALIFIED
5	CDO2024-ADA6-031	Bachelor of Elementary Education (BEEd)	with relevant trainings submitted	48 hours	Public	2 years and 6 months	RA 1080 (Teacher)	QUALIFIED
6	CDO2024-ADA6-035	Bachelor of Science in Business Administration (BSBA) - Marketing	with relevant trainings submitted	452 hours	teaching experience	5 months	Sub-Professional Eligibility	QUALIFIED
7	CDO2024-ADA6-040	Bachelor of Elementary Education (BEEd)	Quality Management System	16 hours	Public	1 year and 8 months	RA 1080 (Teacher)	QUALIFIED
8	CDO2024-ADA6-043	Bachelor of Science in Business Administration (BSBA) - Financial Management	with relevant trainings submitted	244 hours	Private	7 years	Board Eligibility (RA 1080)	QUALIFIED
9	CDO2024-ADA6-052	Bachelor of Secondary Education (BSED)	Occupational safety and health (OSH)	8 hours	Private	2 years and 1 month	RA 1080 (Teacher)	QUALIFIED
10	CDO2024-ADA6-057	Bachelor of Science in Manufacturing Engineering Technology	Basic Occupational Safety and Health Training	8 hours	None	None	Honor Graduate Eligibility (PD 907)	QUALIFIED
11	CDO2024-ADA6-058	Bachelor of Secondary Education (BSED)	with relevant trainings submitted	272 hours	Private	1 year and 2 months	RA 1080 (Teacher)	QUALIFIED
12	CDO2024-ADA6-068	Bachelor of Science in Hotel and Restaurant Management (BS HRM)	None	None	None	None	No Eligibility	DISQUALIFIED
13	CDO2024-ADA6-069	Bachelor of Elementary Education (BEEd)	with relevant trainings submitted	104 hours	Private	13 years and 2 months	RA 1080 (Teacher)	QUALIFIED
14	CDO2024-ADA6-071	Bachelor of Science in Electronics and Computer Technology	None	None	None	None	Career Service Professional Eligibility	QUALIFIED
15	CDO2024-ADA6-073	Bachelor of Secondary Education (BSED)	with relevant trainings submitted	54 hours	teaching experience	2 years	RA 1080 (Teacher)	QUALIFIED

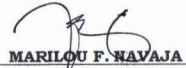
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16	CDO2024-ADA6-078	Bachelor of Secondary Education (BSEd)	with trainings submitted	40 hours	No documents submitted	None	RA 1080 (Teacher)	QUALIFIED
17	CDO2024-ADA6-079	Bachelor of Science in Business Administration (BSBA) - Marketing Management	None	None	No documents submitted	None	Career Service Professional Eligibility	QUALIFIED
18	CDO2024-ADA6-080	Bachelor of Elementary Education (BEEd)	with trainings submitted	24 hours	teaching and non-teaching experience	8 years	RA 1080 (Teacher)	QUALIFIED
19	CDO2024-ADA6-083	Bachelor of Arts in Communication	with relevant trainings submitted	56 hours	No documents submitted	None	No Eligibility	DISQUALIFIED
20	CDO2024-ADA6-090	Bachelor of Elementary Education (BEEd)	NC II (Computer System Servicing)	280 hours	Private	9 months	RA 1080 (Teacher)	QUALIFIED
21	CDO2024-ADA6-100	Bachelor of Science in Information Technology (BSIT)	TOG Sales Training	24 hours	Private	1 year and 2 months	Career Service Professional Eligibility	QUALIFIED
22	CDO2024-ADA6-102	Bachelor of Secondary Education (BSEd)	Basic Computer Literacy	80 hours	No documents submitted	None	Career Service Professional Eligibility	QUALIFIED
23	CDO2024-ADA6-104	Bachelor of Secondary Education (BSEd)	No relevant trainings	None	No documents submitted	None	RA 1080 (Teacher)	QUALIFIED
24	CDO2024-ADA6-106	Bachelor of Science in Business Administration (BSBA) - Marketing Management	with relevant trainings submitted	32 hours	No documents submitted	None	Career Service Professional Eligibility	QUALIFIED
25	CDO2024-ADA6-108	Bachelor of Elementary Education (BEEd)	None	None	None	None	RA 1080 (Teacher)	QUALIFIED
26	CDO2024-ADA6-109	Bachelor of Secondary Education (BSEd)	Computer Literacy	40 hours	teaching and non-teaching experience	6 years	RA 1080 (Teacher)	QUALIFIED
27	CDO2024-ADA6-111	Bachelor of Secondary Education (BSEd)	None	None	None	None	RA 1080 (Teacher)	QUALIFIED
28	CDO2024-ADA6-112	Bachelor of Elementary Education (BEEd)	with trainings submitted	24 hours	None	None	RA 1080 (Teacher)	QUALIFIED
29	CDO2024-ADA6-113	Bachelor of Elementary Education (BEEd)	No relevant trainings	None	None	None	RA 1080 (Teacher)	QUALIFIED
30	CDO2024-ADA6-115	Bachelor of Elementary Education (BEEd)	NC II (Contact Center Services)	144 hours	teaching experience	3 years and 8 months	RA 1080 (Teacher)	QUALIFIED
31	CDO2024-ADA6-116	Bachelor of Science in Commerce	None	None	No documents submitted	None	RA 1080 (Teacher)	QUALIFIED
32	CDO2024-ADA6-119	NO T.O.R submitted	None	None	None	None	No Eligibility	DISQUALIFIED
33	CDO2024-ADA6-120	Bachelor of Science in Information Technology (BSIT)	with relevant trainings submitted	72 hours	Public	5 years and 1 month	Board Eligibility (RA 1080)	QUALIFIED
34	CDO2024-ADA6-121	Bachelor of Elementary Education (BEEd)	None	None	None	None	No Eligibility Submitted	DISQUALIFIED
35	CDO2024-ADA6-129	Bachelor of Science in Criminology (BSC)	No relevant trainings	None	None	None	RA 1080 (Criminologist)	QUALIFIED
36	CDO2024-ADA6-136	Bachelor of Secondary Education (BSEd)	Computer Literacy	80 hours	No documents submitted	None	RA 1080 (Teacher)	QUALIFIED
37	CDO2024-ADA6-138	Bachelor of Science in Business Administration (BSBA) - Financial Management	Technological Education	80 hours	None	None	Career Service Professional Eligibility	QUALIFIED
38	CDO2024-ADA6-140	Bachelor of Science in Business Administration (BSBA) - Financial Management	NC III (Bookkeeping)	292 hours	None	None	Career Service Professional Eligibility	QUALIFIED

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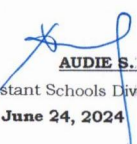
39	CDO2024-ADA6-142	Bachelor of Elementary Education (BEEd)	with trainings submitted	240 hours	None	None	RA 1080 (Teacher)	QUALIFIED
40	CDO2024-ADA6-144	Bachelor of Science in Business Administration (BSBA) - Marketing Management	with relevant trainings submitted	—	Private	3 years and 2 months	Career Service Professional Eligibility	QUALIFIED
41	CDO2024-ADA6-147	Bachelor of Elementary Education (BEEd)	with relevant trainings submitted	92 hours	Public	1 year and 10 months	RA 1080 (Teacher)	QUALIFIED
42	CDO2024-ADA6-153	Bachelor of Public Administration (BPA)	PhilID System	10 hours	Public	10 years	Board Eligibility (RA 1080)	QUALIFIED
43	CDO2024-ADA6-154	Bachelor of Science in Accountancy (BSA)	with relevant trainings submitted	80 hours	Public	13 years	Sub-Professional Eligibility	QUALIFIED
44	CDO2024-ADA6-157	Bachelor of Science in Commerce	None	None	Private	8 years	Sub-Professional Eligibility	QUALIFIED
45	CDO2024-ADA6-160	Bachelor of Elementary Education (BEEd)	with relevant trainings submitted	62 hours	Private	2 years and 11 months	RA 1080 (Teacher)	QUALIFIED
46	CDO2024-ADA6-161	Bachelor of Elementary Education (BEEd)	None	None	None	None	RA 1080 (Teacher)	QUALIFIED
47	CDO2024-ADA6-162	Bachelor of Elementary Education (BEEd)	Program Management Course	8 hours	Private	8 years and 3 months	RA 1080 (Teacher)	QUALIFIED
48	CDO2024-ADA6-165	Bachelor of Secondary Education (BSED)	None	None	None	None	Honor Graduate Eligibility (PD 907)	QUALIFIED
49	CDO2024-ADA6-166	Bachelor of Arts in English Language Studies	None	None	None	None	Honor Graduate Eligibility (PD 907)	QUALIFIED
50	CDO2024-ADA6-167	Bachelor of Science in Management Accounting	with trainings submitted	8 hours	None	None	Career Service Professional Eligibility	QUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. NAVA

Human Resource Management Officer
Date: **June 24, 2024**

Noted by:


AUDIE S. BORRES

Assistant Schools Division Superintendent
Date: **June 24, 2024**