



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



Office of the Schools Division Superintendent

22 August 2024

DIVISION MEMORANDUM

No. 622 s.2024

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

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 following Level I Non-Teaching positions of this Division:
 - a) Administrative Assistant II (Disbursing Officer II)
 - b) Administrative Assistant III (Senior Bookkeeper)
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) and DepEd preferred qualifications.
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 positions
August 22, 2024



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INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: **SG 09 - Php 21,211.00**

Qualification Standards:

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

Training: **4 hours of relevant training**

Experience: **1 year of relevant experience**

Eligibility: **Career Service (Sub Professional); First Level Eligibility**

Preferred Qualifications:

Education: **Bachelor's Degree in Bus. Ad., major in Accounting; or Completion of at least 2 years studies in Bachelor's degree in accountancy or commerce; or completion of 2 years**

Training: **4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software.**

Experience: **1 year relevant experience in accounting activities/task**

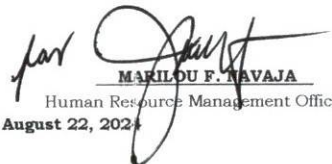
Eligibility: **Career Service (Sub Professional); First Level Eligibility**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2024-ADAS3-021	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
2	CDO2024-ADAS3-055	Bachelor of Science in Business Administration - Finance	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
3	CDO2024-ADAS3-056	Bachelor of Science in Business Administration - Marketing Management (6 units accounting only)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
4	CDO2024-ADAS3-068	Bachelor of Science in Management Accounting	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
5	CDO2024-ADAS3-089	Bachelor of Science in Business Administration - Management	trainings submitted beyond 5 years of recency	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
6	CDO2024-ADAS3-094	Bachelor of Science in Business Administration - Banking & Finance	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
7	CDO2024-ADAS3-096	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
8	CDO2024-ADAS3-099	Bachelor of Elementary Education with 9 units of Accounting	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
9	CDO2024-ADAS3-100	Bachelor of Science in Accountancy	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
10	CDO2024-ADAS3-103	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
11	CDO2024-ADAS3-105	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
12	CDO2024-ADAS3-107	Bachelor of Science in Information Technology (no accounting units)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
13	CDO2024-ADAS3-108	Bachelor of Science in Business Administration - Marketing (no accounting units)	with relevant trainings	4 hours +	with relevant experience	1 year +	Honor Graduate Eligibility (PD 907)	DISQUALIFIED
14	CDO2024-ADAS3-110	Bachelor of Science in Business Administration - Marketing Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
15	CDO2024-ADAS3-113	Bachelor of Science in Eco-Tourism (no accounting units)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
16	CDO2024-ADAS3-114	Bachelor of Secondary Education (no accounting units)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED

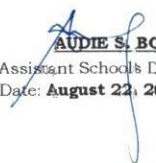
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17	CDO2024-ADAS3-116	Bachelor of Science in Accountancy	no relevant trainings	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
18	CDO2024-ADAS3-117	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
19	CDO2024-ADAS3-118	Bachelor of Science in Accountancy	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
20	CDO2024-ADAS3-119	Bachelor of Science in Criminology (no accounting units)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Criminologist)	DISQUALIFIED
21	CDO2024-ADAS3-120	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
22	CDO2024-ADAS3-123	Bachelor of Science in Information Technology (no accounting units)	trainings submitted beyond 5 years of recency	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
23	CDO2024-ADAS3-124	Bachelor of Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
24	CDO2024-ADAS3-125	Bachelor of Science in Accountancy with Professional Education	with relevant trainings	4 hours +	less than 1 year of relevant experience	-	Bar/Board Eligibility (RA 1050)	DISQUALIFIED
25	CDO2024-ADAS3-126	Bachelor of Science in Accountancy	no relevant trainings	-	no relevant experience	-	Career Service Professional Eligibility	DISQUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. TAVARES
 Human Resource Management Officer
 Date: **August 22, 2024**

Noted by:


AUDIE S. BORRES
 Assistant Schools Division Superintendent
 Date: **August 22, 2024**



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Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)**

Salary Grade and Monthly Salary: **SG 08 - Php 19,744.00**

Qualification Standards:

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

Training: **4 hours of relevant training**

Experience: **1 year of relevant experience**

Eligibility: **Career Service (Sub Professional); First Level Eligibility**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2024-ADAS2-021	Bachelor of Science in International Relations	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
2	CDO2024-ADAS2-042	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
3	CDO2024-ADAS2-069	Bachelor of Science in Industrial Education	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
4	CDO2024-ADAS2-104	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
5	CDO2024-ADAS2-137	Bachelor of Science in Information Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
6	CDO2024-ADAS2-138	Bachelor of Science in Computer Science	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
7	CDO2024-ADAS2-209	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
8	CDO2024-ADAS2-218	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
9	CDO2024-ADAS2-241	Bachelor of Secondary Education	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
10	CDO2024-ADAS2-243	Bachelor of Science in Home Economics	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
11	CDO2024-ADAS2-244	Bachelor of Secondary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED



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12	CDO2024-ADAS2-245	Bachelor of Secondary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
13	CDO2024-ADAS2-248	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
14	CDO2024-ADAS2-249	Bachelor of Secondary Education	with relevant trainings	4 hours +	with teaching experience	-	RA 1080 (Teacher)	DISQUALIFIED
15	CDO2024-ADAS2-250	Bachelor of Elementary Education	with relevant trainings	4 hours +	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED
16	CDO2024-ADAS2-252	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
17	CDO2024-ADAS2-253	Bachelor of Science in Information Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	NO Eligibility submitted	DISQUALIFIED
18	CDO2024-ADAS2-258	Bachelor of Arts in Economics	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
19	CDO2024-ADAS2-260	Bachelor of Elementary Education	teaching related training	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
20	CDO2024-ADAS2-262	Bachelor of Science in Accountancy	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
21	CDO2024-ADAS2-265	Bachelor of Secondary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
22	CDO2024-ADAS2-266	Bachelor of Elementary Education	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
23	CDO2024-ADAS2-267	Bachelor of Secondary Education	with relevant trainings	4 hours +	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED
24	CDO2024-ADAS2-271	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
25	CDO2024-ADAS2-272	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
26	CDO2024-ADAS2-274	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
27	CDO2024-ADAS2-276	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	NO Eligibility submitted	DISQUALIFIED
28	CDO2024-ADAS2-277	Bachelor of Science in Business Administration	no relevant trainings	-	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED
29	CDO2024-ADAS2-281	Bachelor of Science in Technology Communication	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
30	CDO2024-ADAS2-282	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
31	CDO2024-ADAS2-283	Bachelor of Secondary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED



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32	CDO2024-ADAS2-284	Bachelor of Science in Commerce - Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
33	CDO2024-ADAS2-285	Bachelor of Science in Criminology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
34	CDO2024-ADAS2-288	Bachelor of Elementary Education	with relevant trainings	4 hours +	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED
35	CDO2024-ADAS2-290	Bachelor of Secondary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
36	CDO2024-ADAS2-291	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	NO Eligibility submitted	DISQUALIFIED
37	CDO2024-ADAS2-294	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
38	CDO2024-ADAS2-295	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
39	CDO2024-ADAS2-300	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	NO Eligibility submitted	DISQUALIFIED
40	CDO2024-ADAS2-301	Bachelor of Science in Information Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
41	CDO2024-ADAS2-309	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
42	CDO2024-ADAS2-310	Bachelor of Secondary Education	with relevant trainings	4 hours +	with teaching experience	-	RA 1080 (Teacher)	DISQUALIFIED
43	CDO2024-ADAS2-312	Bachelor of Science in Tourism Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
44	CDO2024-ADAS2-313	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
45	CDO2024-ADAS2-316	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Honor Graduate Eligibility (PD 907)	QUALIFIED
46	CDO2024-ADAS2-322	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
47	CDO2024-ADAS2-324	Bachelor of Arts in Sociology	no relevant trainings	-	less than 1 year of relevant experience	-	Honor Graduate Eligibility (PD 907)	DISQUALIFIED
48	CDO2024-ADAS2-327	Bachelor of Elementary Education	with relevant trainings	4 hours +	with teaching experience	-	RA 1080 (Teacher)	DISQUALIFIED
49	CDO2024-ADAS2-328	Bachelor of Elementary Education	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
50	CDO2024-ADAS2-329	Bachelor of Arts in International Studies	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
51	CDO2024-ADAS2-330	Bachelor of Science in Commerce - Management	no relevant trainings	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED



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52	CDO2024-ADAS2-331	Bachelor of Secondary Education	no relevant trainings	-	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED
53	CDO2024-ADAS2-335	Bachelor of Elementary Education	with relevant trainings	4 hours +	with teaching experience	-	RA 1080 (Teacher)	DISQUALIFIED
54	CDO2024-ADAS2-336	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
55	CDO2024-ADAS2-337	Bachelor of Science in Automotive and Mechanical Engineering	with relevant trainings	4 hours +	less than 1 year of relevant experience	-	Career Service Professional Eligibility	DISQUALIFIED
56	CDO2024-ADAS2-339	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
57	CDO2024-ADAS2-341	Bachelor of Science in Criminology	with relevant trainings	4 hours +	with relevant experience	1 year +	Criminologist	QUALIFIED
58	CDO2024-ADAS2-342	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Sub Professional Eligibility	QUALIFIED
59	CDO2024-ADAS2-345	Bachelor of Science in Information Technology	with relevant trainings	4 hours +	less than 1 year of relevant experience	-	Career Service Professional Eligibility	DISQUALIFIED
60	CDO2024-ADAS2-346	Bachelor of Science in Business Administration	with relevant trainings	4 hours +	no relevant experience submitted	-	Career Service Professional Eligibility	DISQUALIFIED
61	CDO2024-ADAS2-347	Bachelor of Science in Accountancy	with relevant trainings	4 hours +	no relevant experience	-	Career Service Professional Eligibility	DISQUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. NAVAJA
Human Resource Management Officer
Date: **August 22, 2024**

Noted by:


AUDIE S. BORRES
Assistant Schools Division Superintendent
Date: **August 22, 2024**