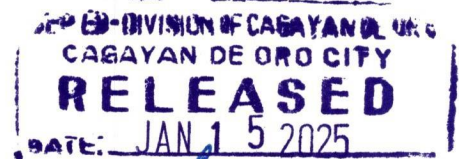




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

14 Jan 2025

DIVISION MEMORANDUM

No. 31 s.2025

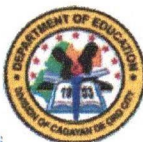
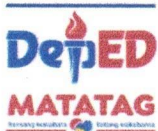
INITIAL EVALUATION RESULTS (IER) FOR LEVEL I NON-TEACHING
(GENERAL SERVICES) POSITIONS

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. The field is hereby informed of the release of the Initial Evaluation Results (IER) of the following Level I Non-Teaching (General Services) positions of this Division:
 - a) Administrative Aide I (Utility Worker I)
 - b) Watchman I
 - c) Security Guard I
 - d) Administrative Aide III (Utility Worker II)
 - e) Administrative Aide IV (Driver II)
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. In adherence to Equal Employment Opportunity Principle (EEOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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

Office of the Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-014-OSDS-PERSONNEL-CAA / initial evaluation results (ier) for level i non-teaching
(general services) positions
January 14, 2025

Competence
Diligence
Integrity
Outstanding

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE AIDE I (UTILITY WORKER I)**

Salary Grade and Monthly Salary: **SG 1 - Php 13,530.00**

CSC Qualification Standards:

Education: **Must be able to read and write**

Training: **None Required**

Experience: **None Required**

Eligibility: **None Required (MC 10, s. 2013-Category III)**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS (CSC MINIMUM QS)	DETAILS	YEARS (CSC MINIMUM QS)		
1	CDO2024-ADA1-004	College Graduate	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
2	CDO2024-ADA1-005	less than 2 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
3	CDO2024-ADA1-007	less than 2 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
4	CDO2024-ADA1-008	High School Graduate	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
5	CDO2024-ADA1-009	less than 2 years in College	-	None Required	with experience	None Required	None Required	QUALIFIED
6	CDO2024-ADA1-011	High School Graduate	-	None Required	-	None Required	None Required	QUALIFIED
7	CDO2024-ADA1-012	Elementary Graduate	-	None Required	-	None Required	None Required	QUALIFIED
8	CDO2024-ADA1-013	able to read and write	-	None Required	-	None Required	None Required	QUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. NAVAJA
 Human Resource Management Officer
 Date: **January 14, 2025**

Noted by:


AUDIE S. TORRES
 Assistant Schools Division Superintendent
 Date: **January 14, 2025**

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

Annex D

INITIAL EVALUATION RESULT (IER)

Position: **WATCHMAN I**

Salary Grade and Monthly Salary: **SG 2 - Php 14,372.00**

CSC Qualification Standards:

Education: **Elementary School Graduate**

Training: **None Required**

Experience: **None Required**

Eligibility: **None Required (MC 10, s. 2013-Category III)**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS (CSC MINIMUM QS)	DETAILS	YEARS (CSC MINIMUM QS)		
1	CDO2024-WCHM1-003	less than 2 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
2	CDO2024-WCHM1-005	less than 2 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
3	CDO2024-WCHM1-006	High School Graduate	-	None Required	with experience	None Required	None Required	QUALIFIED
4	CDO2024-WCHM1-007	College Graduate	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
5	CDO2024-WCHM1-008	Vocational Course	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
6	CDO2024-WCHM1-009	Elementary Graduate	-	None Required	-	None Required	None Required	QUALIFIED
7	CDO2024-WCHM1-010	High School Graduate ; TESDA	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
8	CDO2024-WCHM1-011	able to read and write	-	None Required	-	None Required	None Required	QUALIFIED
9	CDO2024-WCHM1-012	able to read and write	-	None Required	-	None Required	None Required	QUALIFIED
10	CDO2024-WCHM1-013	able to read and write	-	None Required	-	None Required	None Required	QUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:

Noted by:


MARIOU E. NAVA
 Human Resource Management Officer
 Date: **January 14, 2025**


AUDIE S. BORRES
 Assistant School Division Superintendent
 Date: **January 14, 2025**



INITIAL EVALUATION RESULT (IER)

Position: **SECURITY GUARD I**

Salary Grade and Monthly Salary: **SG 3 - Php 15,265.00**

CSC Qualification Standards:

Education: **High School Graduate**

Training: **None Required**

Experience: **None Required**

Eligibility: **Security Guard License (MC No. 10, s.2013-Category IV)**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS MINIMUM QS) (CSC	DETAILS	YEARS (CSC MINIMUM QS)		
1	CDO2024-SG1-003	College Graduate	with trainings	None Required	with experience	None Required	No Security Guard License	DISQUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. NAVA
Human Resource Management Officer
Date: **January 14, 2025**

Noted by:


AUDIE S. BORRES
Assistant Schools Division Superintendent
Date: **January 14, 2025**

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE AIDE III (UTILITY WORKER II)**

Salary Grade and Monthly Salary: **SG 3 - Php 15,265.00**

CSC Qualification Standards:

Education: **Must be able to read and write**

Training: **None Required**

Experience: **None Required**

Eligibility: **None Required (MC 10, s. 2013-Category III)**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS (CSC MINIMUM QS)	DETAILS	YEARS (CSC MINIMUM QS)		
1	CDO2024-ADA3-003	College Graduate	with trainings	None Required	-	None Required	None Required	QUALIFIED
2	CDO2024-ADA3-009	High School Graduate	with trainings	None Required	with trainings	None Required	None Required	QUALIFIED
3	CDO2024-ADA3-011	less than 2 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
4	CDO2024-ADA3-012	2 to 3 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
5	CDO2024-ADA3-013	less than 2 years in College	-	None Required	with experience	None Required	None Required	QUALIFIED
6	CDO2024-ADA3-014	College Graduate	-	None Required	with experience	None Required	None Required	QUALIFIED
7	CDO2024-ADA3-015	College Graduate	-	None Required	with experience	None Required	None Required	QUALIFIED
8	CDO2024-ADA3-016	High School Graduate	-	None Required	-	None Required	None Required	QUALIFIED
9	CDO2024-ADA3-017	College Graduate	with trainings	None Required	-	None Required	None Required	QUALIFIED
10	CDO2024-ADA3-018	College Graduate	-	None Required	-	None Required	None Required	QUALIFIED
11	CDO2024-ADA3-019	Elementary Graduate	-	None Required	-	None Required	None Required	QUALIFIED
12	CDO2024-ADA3-020	High School Graduate	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
13	CDO2024-ADA3-021	College Graduate	-	None Required	-	None Required	None Required	QUALIFIED
14	CDO2024-ADA3-022	2 to 3 years in College	with trainings	None Required	with experience	None Required	None Required	QUALIFIED
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. NAVAIA
 Human Resource Management Officer
 Date: **January 14, 2025**

Noted by:


AUDIE S. BORRES
 Assistant Schools Division Superintendent
 Date: **January 14, 2025**

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

Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE AIDE IV (DRIVER II)**

Salary Grade and Monthly Salary: **SG 4 - Php 16,209.00**

CSC Qualification Standards:

Education: **Elementary School Graduate**

Training: **None Required**

Experience: **None Required**

Eligibility: **Professional Driver's License (MC No. 10, s.2013-Category IV)**

NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS (CSC MINIMUM QS)	DETAILS	YEARS (CSC MINIMUM QS)		
1	CDO2024-ADA4-001	High School Graduate	-	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
2	CDO2024-ADA4-011	High School Graduate	-	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
3	CDO2024-ADA4-012	less than 2 years in College	with trainings	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
4	CDO2024-ADA4-014	College Graduate	-	None Required	-	None Required	Professional Driver's License	QUALIFIED
5	CDO2024-ADA4-016	less than 2 years in College	-	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
6	CDO2024-ADA4-017	less than 2 years in College	with trainings	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
7	CDO2024-ADA4-021	less than 2 years in College	-	None Required	with experience	None Required	No Professional Driver's License	DISQUALIFIED
8	CDO2024-ADA4-024	2 to 3 years in College	with trainings	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
9	CDO2024-ADA4-027	College Graduate	Trainings submitted over 5 years ago	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
10	CDO2024-ADA4-028	High School Graduate	-	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
11	CDO2024-ADA4-031	Vocational Course	with trainings	None Required	with experience	None Required	No Professional Driver's License	DISQUALIFIED
12	CDO2024-ADA4-032	College Graduate	-	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
13	CDO2024-ADA4-033	College Graduate	with trainings	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
14	CDO2024-ADA4-034	High School Graduate ; TESDA	with trainings	None Required	with experience	None Required	Professional Driver's License	QUALIFIED
15	CDO2024-ADA4-035							
*** Nothing Follows ***								

Prepared and certified correct by:


MARILOU F. NAVAJA
 Human Resource Management Officer
 Date: **January 14, 2025**

Noted by:


AUDIE S. BORRES
 Assistant Schools Division Superintendent
 Date: **January 14, 2025**

