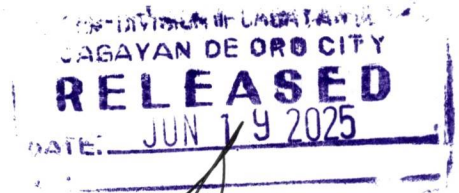




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 Jun 2025

DIVISION MEMORANDUM

No. 477 s.2025

INITIAL EVALUATION RESULTS (IER) FOR LEVEL I NON-TEACHING 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 positions in 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. 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

Encl.: As stated

Reference: None

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

EVALUATION

POSITIONS

RECRUITMENT

SELECTION

DM-041-OSDS-PERSONNEL-CAA / initial evaluation results (ier) for level 1 non-teaching positions
June 18, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1

INITIAL EVALUATION RESULT (IER)

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

Salary Grade and Monthly Salary: **SG 09 - Php 23,226.00**

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**

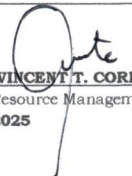
Preferred Qualifications:

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 studies in college with at least nine (9) uni**
 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**

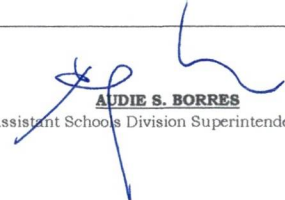
NO.	APPLICATION CODE	EDUCATION	TRAINING		EXPERIENCE		ELIGIBILITY	Remarks (Qualified or Disqualified)
			DETAILS	HOURS	DETAILS	YEARS		
1	CDO2025-ADAS3-003	Bachelor of Arts in Sociology (no accounting units)	-	-	-	-	Career Service Sub-Professional Eligibility	DISQUALIFIED
2	CDO2025-ADAS3-004	Bachelor of Elementary Education (no accounting units)	-	-	-	-	RA 1080 (Teacher)	DISQUALIFIED
3	CDO2025-ADAS3-005	Bachelor of Elementary Education (no accounting units)	-	-	-	-	RA 1080 (Teacher)	DISQUALIFIED
4	CDO2025-ADAS3-006	Bachelor of Science in Business Administration - Banking and Finance	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
5	CDO2025-ADAS3-009	Bachelor of Science in Business Administration - Financial Management	no relevant trainings	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
6	CDO2025-ADAS3-010	Bachelor of Science in Business Administration - Financial Management	no relevant trainings	-	with relevant experience	less than 1 year	Career Service Professional Eligibility	DISQUALIFIED
7	CDO2025-ADAS3-011	Bachelor of Science in Business Administration - Financial Management	no relevant trainings	-	with relevant experience	1 year +	No Eligibility	DISQUALIFIED
8	CDO2025-ADAS3-012	Bachelor of Elementary Education (with 6 accounting units only)	with relevant trainings	4 hours +	-	-	RA 1080 (Teacher)	DISQUALIFIED
9	CDO2025-ADAS3-013	Bachelor of Science in Accounting Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
10	CDO2025-ADAS3-014	Bachelor of Arts in Economics	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
11	CDO2025-ADAS3-015	Bachelor of Science in Business Administration - Financial Management	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
12	CDO2025-ADAS3-017	Bachelor of Science in Accounting Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
13	CDO2025-ADAS3-018	Bachelor of Science in Psychology (no accounting units)	-	-	-	-	Career Service Professional Eligibility	DISQUALIFIED
14	CDO2025-ADAS3-019	Bachelor of Science in Office Administration (3 accounting units only)	-	-	-	-	RA 1080 (Teacher)	DISQUALIFIED
15	CDO2025-ADAS3-021	Bachelor of Science in Development Communication (no accounting units)	-	-	-	-	Career Service Professional Eligibility	DISQUALIFIED
16	CDO2025-ADAS3-024	Bachelor of Science in Business Administration - Accounting	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
17	CDO2025-ADAS3-027	Bachelor of Science in Management Accounting	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED

*** Nothing Follows ***

Prepared and certified correct by:


ANGELA VINCENT T. CORRALES
 OIC-Human Resource Management Officer
 Date: **June 18, 2025**

Noted by:


AUDIE S. BORRES
 Assistant Schools Division Superintendent

INITIAL EVALUATION RESULT (IER)

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

Salary Grade and Monthly Salary: **SG 08 - Php 21,448.00**

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	CDO2025-ADAS2-003	Bachelor of Science in Criminology	no relevant trainings	-	no relevant experience	-	Career Service Sub-Professional Eligibility	DISQUALIFIED
2	CDO2025-ADAS2-006	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
3	CDO2025-ADAS2-012	Bachelor of Arts in Sociology	no relevant trainings	-	less than 1 year of relevant experience		Career Service Professional Eligibility	DISQUALIFIED
4	CDO2025-ADAS2-015	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
5	CDO2025-ADAS2-016	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
6	CDO2025-ADAS2-017	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	less than 1 year of relevant experience		RA 1080 (Teacher)	DISQUALIFIED
7	CDO2025-ADAS2-018	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
8	CDO2025-ADAS2-019	Bachelor of Science in Criminology	no relevant trainings	-	no relevant experience	-	RA 1080 (Criminologist)	DISQUALIFIED
9	CDO2025-ADAS2-021	No T.O.R. submitted	no relevant trainings	-	no relevant experience	-	Career Service Sub-Professional Eligibility	DISQUALIFIED
10	CDO2025-ADAS2-022	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
11	CDO2025-ADAS2-026	Bachelor of Secondary Education (BSEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
12	CDO2025-ADAS2-027	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
13	CDO2025-ADAS2-029	Bachelor of Science in Commerce (BSC)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
14	CDO2025-ADAS2-037	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
15	CDO2025-ADAS2-041	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	1 year +	PD 907 (Honor Graduate Eligibility)	QUALIFIED

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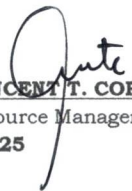
16	CDO2025-ADAS2-042	Bachelor of Science in Electro-Mechanical Technology (BSEMT)	with relevant trainings	4 hours +	with relevant experience	1 year +	No Eligibility	DISQUALIFIED
17	CDO2025-ADAS2-044	Bachelor of Science in Business Administration (BSBA)	no relevant trainings	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
18	CDO2025-ADAS2-045	Bachelor of Arts in Economics	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
19	CDO2025-ADAS2-046	Bachelor of Science in Agriculture (BSA)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
20	CDO2025-ADAS2-047	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
21	CDO2025-ADAS2-048	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
22	CDO2025-ADAS2-050	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
23	CDO2025-ADAS2-053	Bachelor of Science in Business Administration (BSBA)	no relevant trainings	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
24	CDO2025-ADAS2-054	Bachelor of Science in Accountancy (BSA)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
25	CDO2025-ADAS2-055	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
26	CDO2025-ADAS2-056	Bachelor of Secondary Education (BSEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
27	CDO2025-ADAS2-057	Bachelor of Science in Business Administration (BSBA)	trainings acquired during college days	-	with relevant experience	1 year +	Career Service Professional Eligibility	DISQUALIFIED
28	CDO2025-ADAS2-058	Bachelor of Arts in Economics	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
29	CDO2025-ADAS2-060	Bachelor of Science in Commerce (BSC)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
30	CDO2025-ADAS2-061	Bachelor of Arts in Economics	no relevant trainings	-	no relevant experience	-	No Eligibility	DISQUALIFIED
31	CDO2025-ADAS2-062	Bachelor of Science in Development Communication	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
32	CDO2025-ADAS2-063	Bachelor of Science in Criminology	with relevant trainings	4 hours +	less than 1 year of relevant experience		RA 1080 (Criminologist)	DISQUALIFIED
33	CDO2025-ADAS2-063	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
34	CDO2025-ADAS2-064	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
35	CDO2025-ADAS2-065	Bachelor of Science in Technology Communication Management	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
36	CDO2025-ADAS2-067	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
37	CDO2025-ADAS2-068	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	no relevant trainings	-	RA 1080 (Teacher)	DISQUALIFIED
38	CDO2025-ADAS2-069	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
39	CDO2025-ADAS2-073	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED

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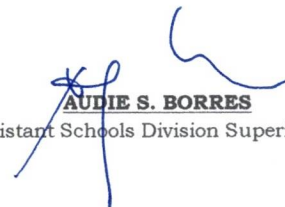
40	CDO2025-ADAS2-075	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
41	CDO2025-ADAS2-076	Bachelor of Science in Information Technology (BSIT)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
42	CDO2025-ADAS2-078	Bachelor of Secondary Education (BSEd)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
43	CDO2025-ADAS2-080	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
44	CDO2025-ADAS2-082	Bachelor of Science in Accounting Technology (BSAT)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
45	CDO2025-ADAS2-083	Bachelor of Science in Psychology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
46	CDO2025-ADAS2-084	Bachelor of Elementary Education (BEEd)	no relevant trainings (with expired no ii)	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
47	CDO2025-ADAS2-085	Bachelor of Science in Public Administration	with relevant trainings	4 hours +	with relevant experience	1 year +	RA 1080 (Teacher)	QUALIFIED
48	CDO2025-ADAS2-086	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
49	CDO2025-ADAS2-089	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
50	CDO2025-ADAS2-090	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
51	CDO2025-ADAS2-091	Bachelor of Elementary Education (BEEd)	no relevant trainings	-	with relevant experience	1 year +	RA 1080 (Teacher)	DISQUALIFIED
52	CDO2025-ADAS2-092	Two Years Computer Science Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
53	CDO2025-ADAS2-093	Bachelor of Science in Information Technology	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
54	CDO2025-ADAS2-094	Bachelor of Technology and Livelihood Education (BTLEd)	no relevant trainings	-	no relevant experience	-	RA 1080 (Teacher)	DISQUALIFIED
55	CDO2025-ADAS2-095	Bachelor of Science in Business Administration (BSBA)	with relevant trainings	4 hours +	with relevant experience	1 year +	Career Service Professional Eligibility	QUALIFIED
56	CDO2025-ADAS2-096	Bachelor of Elementary Education (BEEd)	with relevant trainings	4 hours +	no relevant experience submitted	-	RA 1080 (Teacher)	DISQUALIFIED

*** Nothing Follows ***

Prepared and certified correct by:


ANGELA VINCENT T. CORRALES
 OIC-Human Resource Management Officer
 Date: **June 18, 2025**

Noted by:


AUDIE S. BORRES
 Assistant Schools Division Superintendent