



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

20 Apr 2026

DIVISION MEMORANDUM
No. 172, s. 2026

**INITIAL EVALUATION RESULT FOR ADMINISTRATIVE OFFICER II AND
ADMINISTRATIVE ASSISTANT III POSITIONS**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the Division Memorandum No. 145 s. 2026, "Recruitment, Screening and Selection for Administrative Officer II and Administrative Assistant III Positions, this is to inform the field of the Initial Evaluation Result (IER) for the said positions.
2. The IER shall contain among other, the basic information of the applicant's actual qualifications based on submitted credentials. A copy of the IER shall be posted in at least three (3) conspicuous physical places, concealing the applicant's personal information in accordance to RA No 10173. The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility and Competency (if applicable), and remark on whether Qualified or Disqualified.
3. Queries and/or clarifications of the applicants pertaining to the result of the initial evaluation shall be lodged to the HRMO within five (5) calendar days from the date of posting of the IER.
4. The Comparative Assessment and conduct of Potential (Skills Test and Behavioral Events Interview) is scheduled on **April 27, 2026, 9:00am** at the Learning and Development Conference Room (L&D), this Division. All qualified applicants are requested to bring their original pertinent documents for verification during the open ranking.
5. All members of the Human Resource Merit Promotion and Selection Board (HRMPSB) are enjoined to participate in the said activity. Composition of the HRMPSB is as follows:

Chairman: Rosalin S. Muli EdD, CESO VI
Assistant Schools Division Superintendent



Members: Edgar L. Manabat PhD – SGOD Chief
Amando C. Yutuc PhD – CID Chief
Maria Cristina S. Sarmiento - Administrative Officer V
Caroline L. Montes – Administrative Officer IV



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Dr. Ramil M. Policarpio – Vice President, NEU
Secretariat: Rosalie G. Chin - Administrative Assistant III
Janet R. Amaro – Administrative Assistant III
Michelle S. Cabigting - Administrative Aide VI

6. Immediate dissemination of this Memorandum is desired.


ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent 

Incls. As stated

Reference: DO No. 20, s. 2024

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

EMPLOYMENT

RECRUITMENT

SELECTION

APPOINTMENT

CLM/AO4/April 20, 2026

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT III**

Salary Grade and Monthly Salary: **9 / P 24,329.00**

Qualification Standards:

Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.

Training: 8 hours of relevant training

Experience: 2 years experience in education research, development, implementation or other relevant experience

Eligibility: PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		QS (Qualified or Disqualified)
1	2026-AC-ADAS3-001	BS Custom Administrator	Preparing Financial Reports; All About Cash; E-invoicing System	24 hrs	Pharmacy Asst.; Marketing Associate; PSA	1 yr. 7 mos.	Customs Broker	Qualified
2	2026-AC-ADAS3-002	BSBA Management and Entrepreneurship	Division Training for AO II on Efficient Personnel Administration; Div. Training Workshop of NTP.; Capacity Building on Efficient & Effective Implementation.. And others	80 hrs.	CRA-NHA; PPMO; PDO II; GSIS (JO)	6 yrs. 11 mos.	CS Prof.	Qualified
3	2026-AC-ADAS3-003	BS Management Accounting	None	0	Admin. Asst.	2 yrd. 7 mos.	CS Prof.	Not qualified
4	2026-AC-ADAS3-004	BS Psychology	None	0	Digital Support Associate	1 yr. 2 mos.	RA 1080 (Psychometrician)	Not qualified
5	2026-AC-ADAS3-005	BSED English	Trainings not relevant	0	HR Asst. (PrimeWater)	2 yrs. 8 mos.	RA 1080 (Teacher)	Not qualified
6	2026-AC-ADAS3-006	BS Aeronautical Engineering	Trainings not relevant	0	Aircraft Maintenance; Logistic Supervisor; TestDay Supervisor;	Not Relevant	CS Prof.	Not qualified
7	2026-AC-ADAS3-007	BSED Biological Science; CAR MAED	Innovation: Where Collaboration, Creativity and Technology Meet	16 hrs	Systems Plus College - College Instructor	Not Relevant	RA 1080 (Teacher)	Not qualified

Prepared and Certified correct by:

(Sgd) CAROLINE L. MONTES
Administrative Officer IV

Date: April 14, 2026

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE OFFICER II**

Salary Grade and Monthly Salary: **11 / P 31,705.00**

Qualification Standards:

Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job.

Training: 8 hours of relevant training

Experience: 2 years experience in education research, development, implementation or other relevant experience

Eligibility: PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		QS (Qualified or Disqualified)
1	2026-AC-ADOII-001	BS Custom Administrator	Preparing Financial Reports; All About Cash; E-invoicing System	24 hrs	Pharmacy Asst.; Marketing Associate; PSA	1 yr. 7 mos.	Customs Broker	Qualified
2	2026-AC-ADOII-002	BSBA Management and Entrepreneurship	Division Training for AO II on Efficient Personnel Administration; Div. Training Workshop of NTP.; Capacity Building on Efficient & Effective Implementation.. And others	80 hrs.	CRA-NHA; PPMO; PDO II; GSIS (JO)	6 yrs. 11 mos.	CS Prof.	Qualified
3	2026-AC-ADOII-003	BSED Values Ed.	Knowledge Management for Leaders; Webinar on the SALN; Public Service Values Overview; Leaders as Institution Builders and Their Contribution to the 4HR Areas	54 hrs.	Duty Free Phils.	28 yrs.	PBET	Qualified
4	2026-AC-ADOII-004	BEED	Computer Skills Dev. Training	80 hrs.	DOLE ; LTO	2 yrs. 6 mos.	RA 1080 (Teacher)	Qualified
5	2026-AC-ADOII-005	BS Psychology	None	0	None	0	RA 1080 (Psychometrician)	Qualified
6	2026-AC-ADOII-006	BS Fitness and Sports Mgmt. ; MBA	Trainings not relevant	0	No COE	0	PD 907	Qualified
7	2026-AC-ADOII-007	BS Psychology	None	0	No COE	0	RA 1080 (Teacher)	Qualified
8	2026-AC-ADOII-008	BS Physical Therapy + 18 Prof. Ed. Units	Financial Accountability and Disbursement Efficiency Workshop; Administrative Officer Dev...; Disbursement Management for Administrative Officers	96 hrs.	None	0	RA 1080 (Teacher)	Qualified
9	2026-AC-ADOII-009	BS Psychology	None	0	Digital Support Associate	1 yr. 2 mos.	RA 1080 (Psychometrician)	Qualified
10	2026-AC-ADOII-010	Bachelor of Library & Information Service	Trainings not relevant	0	No COE	0	RA 1080 (Librarian)	Qualified
11	2026-AC-ADOII-011	BS Physical Education	Computer Literacy	80 hrs.	Teacher Pax Et Lumen (not relevant)	0	RA 1080 (Teacher)	Qualified
12	2026-AC-ADOII-012	BS Industrial Technology	DepEd Trainings	96 hrs.	ADAS I; Dept. of Agriculture; Concentrix	1 yr. 5 mos.	CS Prof.	Qualified
13	2026-AC-ADOII-013	BS Psychology	None	0	None	0	RA 1080 (Psychometrician)	Qualified
14	2026-AC-ADOII-014	BS Psychology	None	0	Archer Manpower (NO COE)	0	PD 907	Qualified
15	2026-AC-ADOII-015	BS in Social Work	None	0	None	0	RA 1080 (Social Worker)	Qualified
16	2026-AC-ADOII-016	BSED English	Effective Communication in the Workplace; Building Stronger Workforce	16 hrs.	Pag-ibig (Accounting and Loan Support)	1 yr. 8 mos.	RA 1080 (Teacher)	Qualified
17	2026-AC-ADOII-017	BSED English	Trainings not relevant	0	Primewater	2 yrs. 9 mos.	RA 1080 (Teacher)	Qualified

18	2026-AC-ADOII-018	Bachelor of Library & Information Science	unlocking the power of AI and Data Management; Digital Security.; International Seminar on Leadership and Office Administration	80 hrs.	HFA and St. Emiliana	7 yrs. 5 mos.	RA 1080 (Librarian)	Qualified
19	2026-AC-ADOII-019	BS Psychology	None	0	None	0	CSC Prof.	Qualified
20	2026-AC-ADOII-020	BS Science in Mathematics	None	0	No COE	0	CSC Prof.	Qualified
21	2026-AC-ADOII-021	BS Psychology plus 24 MA Units	Organizational Leadership.; Employees Well-Being and Engagement Series	40 hrs.	HR Admin. Asst.; Yokohama	1 yr. 11 mos.	RA 1080 (Psychometrician)	Qualified
22	2026-AC-ADOII-022	BS Computer Science	New Government procurement Act; QMS Foundation Course; A Revisit of the Code of Conduct	52 hrs.	Admin. Aide IV	7 yrs. 4 mos.	CSC Prof.	Qualified
23	2026-AC-ADOII-023	BSBA Management and Entrepreneurship	Division Training for AO II on Efficient Personnel Administration; Div. Training Workshop of NTP.; Capacity Building on Efficient & Effective Implementation.. And others	80 hrs.	CRA-NHA; PPMO; PDO II; GSIS (JO)	6 yrs. 11 mos.	CS Prof.	Qualified
24	2026-AC-ADOII-024	BSED Biological Science; CAR MAED	Innovation: Where Collaboration, Creativity and Technology Meet	16 hrs	Systems Plus College	5 yrs. 5 mos.	RA 1080 (Teacher)	Qualified
25	2026-AC-ADOII-025	AB Psychology	None	0	Phil-Patch E-Commerce Associate	2 yrs. 1 mo.	RA 1080 (Psychometrician)	Qualified
26	2026-AC-ADOII-026	BS Psychology	None	0	Guidance Associate (NO COE)	0	RA 1080 (Psychometrician)	Qualified
27	2026-AC-ADOII-027	BS Psychology	HR Payroll and Other Government Compliances; Administrative Officer Development.; Disbursement Management; Financial Accountability and Disbursement Efficiency	114 hrs.	PDO I (NO COE)	0	RA 1080 (Psychometrician)	Qualified
28	2026-AC-ADOII-028	BSBA ; BS in Real Estate Mgmt.	None	0	No COE	0	CS Prof.	Qualified
29	2026-AC-ADOII-029	BS Psychology	None	0	Virtual Assistant	1 yr. 4 mos.	PD 907	Qualified
30	2026-AC-ADOII-030	BS Psychology	None	0	Finance Officer; Admin. Aide VI; Store Supervisor	1 yr. 8 mos.	CS Prof.	Qualified

Prepared and Certified correct by:

(Sgd) CAROLINE L. MONTES
Administrative Officer IV

Date: April 14, 2026