



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

09 June 2026

DIVISION MEMORANDUM
No. 233 _____, **s. 2026**

**INITIAL EVALUATION RESULT FOR ADMINISTRATIVE OFFICER II AND
ADMINISTRATIVE ASSISTANT I 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. 205 s. 2026, "Recruitment, Screening and Selection for Administrative Officer II and Administrative Assistant I 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 conduct of Potential (Skills Test) is scheduled on **June 11, 2026, 9:00am** at the Learning and Development Conference Room (L&D), this Division. While the schedule for the Comparative Assessment and conduct of Behavioral Events Interview will be sent through email. 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.

for 
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/June 9, 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

Training: None Required

Experience: None Required

Eligibility: Career Service (Professional) Second Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		QS (Qualified or Disqualified)
1	2026-AC-ADOII-001	BSED English	"Integrating 21st Century Skills in Teaching: Perform Computer Operations" Common Competency	80 hours	No relevant experience	0	LET Passer	Qualified
2	2026-AC-ADOII-002	BS Psychology	Adapting to Change: Empowering Financial Leaders for a Resilient Tomorrow ; Introduction to bookkeeping; Practicing Data Privacy in the Workplace	15 Hours	Customer Engagement Representative	1 yr. 2 mos.	Psychometrician	Qualified
3	2026-AC-ADOII-003	Bachelor of Arts in Communication	None	0	No COE	0	PD 907	Qualified
4	2026-AC-ADOII-004	BS in Fisheries	Customer Service Excellence	8 Hours	NO COE	0	Fisheries Professional	Qualified
5	2026-AC-ADOII-005	BEED	Basic Computer Literacy	80 Hours	NO COE	0	LET Passer	Qualified

6	2026-AC-ADOII-006	BS Industrial Technology major in Automotive Technology	None	0	No relevant experience	0	PD 907	Qualified
7	2026-AC-ADOII-007	BS Information Technology	None	0	Customer Support Specialist 2 ; Non-Voice Technical Support Rep	6 yrs. 5 mos.	CS Prof.	Qualified
8	2026-AC-ADOII-008	BSED Physical Education	None	0	None	0	LET Passer	Qualified
9	2026-AC-ADOII-009	BSED TLE	Customer Service Excellence	8 Hours	Initial Group Officer (COE -purpose not updated)	0	LET Passer	Qualified
10	2026-AC-ADOII-010	BEED	None	0	ESL Teacher	1 mo.	LET Passer	Qualified
11	2026-AC-ADOII-011	BS in Social Work	No relevant training	0	Church Secretary	3 yrs.	Social Worker	Qualified
12	2026-AC-ADOII-012	Bachelor of Physical Education	Google Sheets to Executive Dashboards : Looker Studio Basics; Data Privacy Risks & Red Flags	17 hours	Faculty Member, Student Activity Coordinator	2 yrs. 8 mos.	LET Passer	Qualified
13	2026-AC-ADOII-013	Bachelor of Technical-Vocational Teacher Education	No relevant training	0	No relevant experience	0	LET Passer	Qualified
14	2026-AC-ADOII-014	BEED	No relevant training	0	No relevant experience	0	LET Passer	Qualified
15	2026-AC-ADOII-015	Bachelor of Physical Education	No relevant training	0	No relevant experience	0	LET Passer	Qualified
16	2026-AC-ADOII-016	BS Electronic Engineering	Basic Computer Literacy	80 Hours	No relevant experience	0	LET Passer	Qualified

17	2026-AC-ADOII-017	BS in Social Work	None	0	No relevant experience	0	Social Worker	Qualified
18	2026-AC-ADOII-018	Bachelor of Arts in English	None	0	No COE	0	RA 1080	Qualified
19	2026-AC-ADOII-019	BSED Mapah	None	0	None	0	LET Passer	Qualified
20	2026-AC-ADOII-020	BS Fitness & Sports Management	No relevant training	0	No relevant experience	0	PD 907	Qualified
21	2026-AC-ADOII-021	BSED In Mathematics	Fueling School Effectiveness: Revisiting the Extraordinary Role of Finances in Making Dreams Come True	8 Hours	Academic Coordinator : ASP ; Finance Officer	5 years 9 mos.	LET Passer	Qualified
22	2026-AC-ADOII-022	BS in Psychology	The Influence of Digitalization on Psychological Well-Being, Service Excellence: A Guide to RA11032 Citizen's Charter	8 Hours	Guidance Staff	1 yr & 5 mos.	Psychometrician	Qualified
23	2026-AC-ADOII-023	BEED	Computer Skills Development Training: Improving Classroom Learning Thru ICT	80 hours	Coordinator TUPAD -DOLE ; Volunteer Staff -LTO	2 yrs. 6 mos.	LET Passer	Qualified
24	2026-AC-ADOII-024	BS in Accountancy	Intuit Bookkeeping Certification; Intoduction to Bookkeeping; Posting Transactions	36 Hours	Accounting Staff	3 yrs. 3 mos.	CS Prof.	Qualified
25	2026-AC-ADOII-025	BEED major in General Education	None	0	Back Office Customer Service Staff (Check COE Date)	0	PD 907	Qualified
26	2026-AC-ADOII-026	Bachelor of Physical Education	No relevant training	0	School Registrar	1 yr.	LET Passer	Qualified

27	2026-AC-ADOII-027	BEED	None	0	Office Staff	2 yrs. 4 mos.	LET Passer	Qualified
28	2026-AC-ADOII-028	BSED SOCIAL STUDIES	No relevant training	0	No relevant experience	0	LET Passer	Qualified
29	2026-AC-ADOII-029	BS in Accountancy	None	0	Admin. Aide I - Accounting Office	8 mos.	CS Prof.	Qualified
30	2026-AC-ADOII-030	AB History	Advanced Computer Skills Training	80 hours	None	0	RA 1080 (Teacher) Expired	Disqualified
31	2026-AC-ADOII-031	BSED in Values Education	Patch Management, Software Deployment, IT Asset, Management Inventory, Configuration Management, Reports and Remote Tools; Basic Level of Cloud Computing;	64 Hours	Duty Free	28 yrs.	PBET & CS Prof.	Qualified
32	2026-AC-ADOII-032	BS in Psychology	None	0	None	0	Psychometrician	Qualified

Prepared and Certified correct by:

(Sgd) CAROLINE L. MONTES
Administrative Officer IV

Date: June 9, 2026

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT I**

Salary Grade and Monthly Salary: **7 / P 20,914.00**

Qualification Standards:

Education: Completion of two years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)

Training: None required

Experience: None Required

Eligibility: Career Service Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks
			Title	Hours	Details	Years		QS (Qualified or Disqualified)
1	2026-AC-ADAS1-001	BSED English	"Integrating 21st Century Skills in Teaching: Perform Computer Operations" Common Competency	80 hours	No relevant experience	0	LET Passer	Qualified
2	2026-AC-ADAS1-002	BS in Agricultural Business	Basic Computer Literacy	120 hours	Sales Declaration Staff (COE - purpose not updated)	0	LET Passer	Qualified
3	2026-AC-ADAS1-003	BS Aeronautical Engineering	The British Council Mandatory Training Information Management	16 hours	SIA Engineering Company	7 yrs. 11 mos.	CS Prof.	Qualified
4	2026-AC-ADAS1-004	BS Industrial Technology major in Automotive Technology	None	0	No relevant experience	0	PD 907	Qualified
5	2026-AC-ADAS1-005	BSED Physical Education	None	0	None	0	LET Passer	Qualified

6	2026-AC-ADAS1-006	BS in Social Work	No relevant training	0	Church Secretary	3 yrs.	Social Worker	Qualified
7	2026-AC-ADAS1-007	Bachelor of Physical Education	Google Sheets to Executive Dashboards : Looker Studio Basics; Data Privacy Risks & Red Flags	17 hours	Faculty Member, Student Activity Coordinator	2 yrs. 8 mos.	LET Passer	Qualified
8	2026-AC-ADAS1-008	Bachelor of Technical-Vocational Teacher Education	No relevant training	0	No relevant experience	0	LET Passer	Qualified
9	2026-AC-ADAS1-009	BS Accountancy	Digital proficiency and support for the admin. staff ; Mastering government bookkeeping & financial reporting	6 hours	Accounting Assistant	10 yrs. 2 mos.	CS Prof.	Qualified
10	2026-AC-ADAS1-010	BEED	No relevant training	0	No relevant experience	0	LET Passer	Qualified
11	2026-AC-ADAS1-011	BSED Filipino	No relevant training	0	Frontdesk Sale (No COE)	0	LET Passer	Qualified
12	2026-AC-ADAS1-012	BS in Social Work	None	0	No relevant experience	0	Social Worker	Qualified
13	2026-AC-ADAS1-013	BSED Mapeh	None	0	None	0	LET Passer	Qualified
14	2026-AC-ADAS1-014	BEED plus 9 MA Units	Mastering Administrative Skills: A Comprehensive Training Program for Administrative Assistants in the Philippines	80 hours	Office Assistant	6 mos.	LET Passer	Qualified
15	2026-AC-ADAS1-015	BEED	Computer Skills Development Training: Improving Classroom Learning Thru ICT	80 hours	Coordinator TUPAD - DOLE ; Volunteer Staff - LTO	2 yrs. 6 mos.	LET Passer	Qualified
16	2026-AC-ADAS1-016	BSBA Marketing Mgmt.	None	0	Property Executive	1 yr. 8 mos.	PD 907	Qualified

17	2026-AC-ADAS1-017	Hotel and Restaurant Services	The Heart of Customer Service Excellence	8 hours	Initial Group Officer (COE purpose not updated)	0	Barangay Official Eligibility	Qualified
18	2026-AC-ADAS1-018	BEED major in General Education	None	0	Back Office Customer Service Staff (Check COE Date)	0	PD 907	Qualified
19	2026-AC-ADAS1-019	BS in Psychology	None	0	Executive Assistant - FNC-Nathaniels Food Corp.	7 mos.	CS Prof.	Qualified
20	2026-AC-ADAS1-020	AB History	Advanced Computer Skills Training	80 hours	None	0	RA 1080 (Teacher) Expired	Disqualified
21	2026-AC-ADAS1-021	BS in Accountancy	Division Seminar on Comprehensive Skills Development of Administrative and Support Services Personnel ; Division Seminar Approach Linking Assessment, Planning and Well-being for Innovative Governance and Operations	40 hours	SDO Angeles City; Beyond Limits Outsourcing Solutions; TOA Global Pamp. Inc.	2 yrs. 9 mos.	CS Prof.	Qualified
22	2026-AC-ADAS1-022	BS Information Technology	None	0	IT Staff	1 yr. 2 mos.	PD 907	Qualified
23	2026-AC-ADAS1-023	Bachelor of Technical Teacher Education	No relevant training	0	No relevant experience	0	LET Passer	Qualified

Prepared and Certified correct by:

(Sgd) CAROLINE L. MONTES

Administrative Officer IV

Date: June 9, 2026