



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

30 Sept 2026

DIVISION MEMORANDUM

No. 378, s. 2026

**INITIAL EVALUATION RESULT FOR ADMINISTRATIVE ASSISTANT III, II AND
ADMINISTRATIVE AIDE VI 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. 350 s. 2026, "Recruitment, Screening and Selection for Vacant Non-Teaching 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 **October 1, 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:

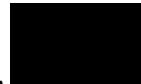
Chairman: Rosalin S. Muli EdD, CESO VI
Assistant Schools Division Superintendent
Members: Edgar L. Manabat PhD – SGOD Chief
Amando C. Yutuc PhD – CID Chief
Maria Cristina S. Sarmiento - Administrative Officer V
Caroline L. Montes – Administrative Officer IV



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

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.



Digitally signed by
Edgard C.
Domingo
Date: 2026.09.30
10:55:59 +0800

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:

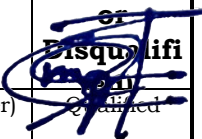
EMPLOYMENT RECRUITMENT SELECTION APPOINTMENT

CLM/AO4/September 30, 2026

INITIAL EVALUATION RESULT (IER)

Position: ADAS II
Salary Grade and Monthly Salary: SG 8 P 22,423.00
Qualification Standards:
Education: Completion of two years studies in college (prior to 2016) or Completion of Grade 12/Senior High School (starting 2016)*
Training: 1 year relevant experience
Experience: 4 hrs. of relevant training
Eligibility: Career Service Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2026-AC-ADAS2-01	Bachelor of Secondary Major in English	Master Advance Excel Formulas, Functions and Analysis for Accountants and Bookkeepers	4 hrs.	Admin. Support Staff.; RMS Collect Pils. (Agent)	1 yrs. 2 mos.	RA 1080 (Teacher)	Qualified
2	2026-AC-ADAS2-02	BS Travel Management	LARGE; Provision of Technical Assistance on Updated Procedures for School Canteen Operations; Building Resilient Public Financial Mgmt...; Program Implementation Review of SBFP	80 hrs	Admin. Asst. II (DO Mabt.)	1 yrs. 6 mos.	CSC Professional	Qualified
3	2026-AC-ADAS2-03	BS in Financial Management	Administrative Problem Solving and Decision Making; Bookkeeping and Payroll Accounting 101	7 hrs.	Loan Processor; Virtual Assistant	8 yrs. 3 mos.	CSC Sub-Professional	Qualified
4	2026-AC-ADAS2-04	BEED + MAED 36 units	Basic Computer Literacy	120 hrs.	Mind Hearts Academy (Teacher)	Not relevant	RA 1080 (Teacher)	Disqualified
5	2026-AC-ADAS2-05	BS Computer Science	RA 6713; New Gov't Procurement Act; Resiliency and Excellence for Administrative Personnel	48 hrs	Admin. Asst. III (DO SN Fdo	7 yrs. 4 mos.	CSC Professional	Qualified
6	2026-AC-ADAS2-06	BEED + MAED 30 units	A Masterclass and Seminar on Building and Sustaining A school Technology.; Regional Math Marvels; Departmental Workshop in Instructional Planning	Not Relev	Teacher	Not relevant	RA 1080 (Teacher)	Disqualified
7	2026-AC-ADAS2-07	BEED	A Masterclass and Seminar on Building and Sustaining A school Technology.; Regional Math Marvels; Departmental Workshop in Instructional Planning	Not Relev	Teacher	Not relevant	RA 1080 (Teacher)	Disqualified



Digitally signed by Edgard C. Domingo
Date: 2026.09.30 10:55:52 +08'00'

8	2026-AC-ADAS2-08	BSED Major in PE	Understanding Students with Mental Health; Bridging Learning Gaps; Houeskeeping	Not Relev	Teacher	Not relevant	RA 1080 (Teacher)	Disqualified
9	2026-AC-ADAS2-09	BEED	Coordination Conference for the Implementation of the SBFP; Orientation on the Learning Systems Strand Policies	16 hrs.	Admin. Support Staff	4 mos.	RA 1080 (Teacher)	Disqualified
10	2026-AC-ADAS2-10	BSED Values ED	No Relevant Trainings	0	Teacher	Not relevant	RA 1080 (Teacher)	Disqualified
11	2026-AC-ADAS2-11	BSED Mathematics	Transforming Mindsets; KHAN Academy; Promoting, Protecting and Maintaining Physical and Mental Well-Being	Not Relev	Substitute Teacher	Not Relevant	RA 1080 (Teacher)	Disqualified
12	2026-AC-ADAS2-12	Bachelor of Library and Information Science	Data Management of Libraries; Libraries in the Cloud; International Seminar on Leadership and Office Administration	80 hrs.	Librarian Administrative Support	Not Relevant	RA 1080 (Librarian)	Disqualified
13	2026-AC-ADAS2-13	BSED Major in PE	Basic Computer Literacy	80 hrs.	(ACNTS)	5 mos.	RA 1080 (Teacher)	Disqualified
14	2026-AC-ADAS2-14	BSED Major in TLE	Upskills Training on Google Workspace and Microsoft Office	80 hrs.	Teacher	Not relevant	RA 1080 (Teacher)	Disqualified

Prepared and Certified Correct by:

(Sgd) CAROLINE L. MONTES
Admiistrative Officer IV (HRMO)
Date: Sept. 30, 2026

INITIAL EVALUATION RESULT (IER)

Position: ADA VI
Salary Grade and Monthly Salary: SG 6 P19,716.00
Qualification Standards:
Education (prior to 2016) or Completion of Grade
Training None Required
Experience None Required
Eligibility Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2026-AC-ADA6-ICT1	Bachelor of Science in Information Technology	No Trainings	0	No Experience	0	PD 907	Qualified
2	2026-AC-ADA6-ICT1	Bachelor of Library and Information Science	Data Management of Libraries; Libraries in the Cloud; International Seminar on Leadership and Office	80 hrs.	Librarian	Not Relevant	RA 1080 (Librarian)	Qualified

Prepared and Certified Correct by:

(Sgd) CAROLINE L. MONTES
Admiistrative Officer IV (HRMO)
Date: Sept. 30, 2026

INITIAL EVALUATION RESULT (IER)

Position	ADAS III	Senior Bookkeeper
Salary Grade and Monthly Salary		SG 9 P24, 329.00
Qualification Standards:		
Education	Completion of two years studies in college (prior to 2016) or Completion of Grade 12/Senior High School (starting 2016)*	
Training	1 year relevant experience	
Experience	4 hrs. of relevant training	
Eligibility	Career Service Sub-Professional (First Level Eligibility)	

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2026-AC-ADAS3-01	BEED	Coordination Conference for the Implementation of the SBFP; Orientation on the Learning Systems Strand Policies	16 hrs.	Admin. Support Staff	4 mos.	RA 1080 (Teacher)	Disqualified
2	2026-AC-ADAS3-02	BSED Values ED	No Relevant Trainings	0	Teacher	Not relevant	RA 1080 (Teacher)	Disqualified
3	2026-AC-ADAS3-03	Bachelor of Physical Education	Global Workplace Harassment Preventon; Global Business Ethics; Promtoing Respect in the Workplace	1 hour 17	Work Force Management Analyst II	Not Relevant	RA 1080 (Teacher)	Disqualified
4	2026-AC-ADAS3-04	Bachelor of Library and Information Science	Data Management of Libraries; Libraries in the Cloud; International Seminar on Leadership and Office Administration	Not Relev	Librarian	Not Relevant	RA 1080 (Librarian)	Disqualified
5	2026-AC-ADA6-ICT2	Bachelor of Library and Information Science	Data Management of Libraries; Libraries in the Cloud; International Seminar on Leadership and Office Administration	Not Relev	Librarian	Not Relevant	RA 1080 (Librarian)	Qualified

Prepared and Certified Correct by:

CAROLINE L. MONTES
Admiistrative Officer IV (HRMO)
Date: Sept. 30, 2026