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

03 Nov 2026

DIVISION MEMORANDUM
No. 420 **, s. 2026**

INITIAL EVALUATION RESULT FOR ADMINISTRATIVE OFFICER II, PROJECT DEVELOPMENT OFFICER I 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. 379 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 schedule for Comparative Assessment and conduct of Written Exam and Behavioral Events Interview (BEI) 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
Maria Cristina S. Sarmiento - Administrative Officer V
Caroline L. Montes – Administrative Officer IV
Representative of accredited employees association belonging from the 1st and 2nd level employees

Jesus St., Brgy. Pulungbulu, Angeles City 2009
(045) 901-9498/angeles.city@deped.gov.ph

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 [redacted]
MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

Incls. As stated
Reference: DO No. 07, s. 2023 and DO 21 s. 2024
To be indicated in the Perpetual Index under the following subjects:
EMPLOYMENT RECRUITMENT SELECTION APPOINTMENT

CLM/AO4/November 3, 2026

Annex D

INITIAL EVALUATION RESULT (IER)

Position **Admin. Asst III**
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
Training	4 hrs. of relevant training
Experience	1 year relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or
			Title	Hours	Details	Years		
1	2026-AC-ADAS3-01	BS in Business Administration + Prof. Ed. Units + MA 39 units	Basic COmputer Literacy	80 hrs.	Customer Care Specialist; Ass. Acct. Manager; Team Leader	4 yrs 1 mos.	RA 1080 (Teacher)	Qualified
2	2026-AC-ADAS3-02	BS in Business Management	Bookkeeping and Excel Advancement	8 hrs.	Returns Operation Officer	6 yrs. 8 mos.	CS Professional	Qualified
3	2026-AC-ADAS3-03	BS Information Technology	No Trainings acquired aftr last date of appointment		Admin. Asst II	1 yr. 7 mos.	CS Professional	Disqualified
4	2026-AC-ADAS3-04	Bachelor of Elementary Education	Learn ChatGPT for Gov't Workforce	3 hrs.	Admin. Aide	yrs. 3mos.	RA 1080 (Teacher)	Disqualified

Prepared and certified Correct by:

(Sgd) CAROLINE L. MONTES
Administrative Officer IV (HRMO)

Date: October 29, 2026

Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ADMIN. OFFICER II**
Salary Grade and Monthly Sa SG 11 / P31,705.00
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 (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2026-AOII-001	Bachelor of Science in Information Technology (No TOR/Cert. for MA Units)	Seminar on LARGE; Seminar Workshop on Legal Processes and Documentary Req.	8 hrs.	Admin. Support; Admin. Asst III	1 yr. 8 mos.	PD 907	Qualified
2	2026-AOII-002	Bachelor of Science in Business Mgmt. major in Marketing Mgmt.	None	0	Admin. Aide I	9 mos.	CS Professional	Qualified
3	2026-AOII-003	Bachelor of Physical Education (with Electives in Meetings, Incentives, Convention, Events (MICE)	Trainings not relevant	0	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
4	2026-AOII-004	Bachelor of Science in Mathematics ; Bachelor of Science in Social Work	Seminar on LARGE;Micorsoft Copilot Foundations; Comprehensive Skills Dev.; Strategic	86 hrs.	Admin. Asst III ; Admin. Aide VI ; AOI	8 yrs. 5 mos.	CS Professional	Qualified
5	2026-AOII-005	Bachelor of Secondary Education major in English	Trainings not relevant	0	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
6	2026-AOII-006	Bachelor of Science in Business Administration ; MBA 39 units	Basic Computer Literacy	0 hrs.	Associate Manager & Customer Care Specialist	9 mos.	RA 1080 (Teacher)	Qualified
7	2026-AOII-007	Bachelor of Science of Civil Engineering	Launching of DRRMS; Orientation Workshopn on CSC Form 212 and SALN; Orientation on BEIS	48 hrs.	Administrative Officer II	12 yrs.	CS Professional	Qualified
8	2026-AOII-008	Bachelor of Science in Business Administration major in Business	Financial Clarity for Admin. Officers	14 hrs.	Returns Operations Officer	6 yrs. 8 mos.	CS Professional	Qualified

9	2026-AOII-009	Bachelor of Science in Accountancy	Conduct on Division Training for Admin. Officers II on Efficient	192 hrs.	Administrative Assistant II	10 yrs. 1 mo.	CS Professional	Qualified
10	2026-AOII-010	Bachelor of Secondary Education major in English, (No TOR/Cert. of Units Earned for MA (9 units)	Techincal Support Certified Networking	20 hrs.	Lead IT Help Desk	4 yrs. 11 mos.	RA 1080 (Teacher)	Qualified
11	2026-AOII-011	Bachelor of Science in Social Work	Trainings not relevant	0	Corporate Secretary ; Church Secretary	4 yrs. 8 mos.	Social Worker	Qualified
12	2026-AOII-012	Administration major in Business Management	No Trainings	0	HR ; Data Encoder	3 yrs. 1 mo.	CS Professional	Qualified
13	2026-AOII-013	Bachelor of Special Needs Education	Trainings not relevant	0	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
14	2026-AOII-014	AB Communication + Prof. Ed. Units	Registrar Mgmt. LIS Operations	88 hrs.	Registrar LIS Coordinator	3 yrs. 1 mo.	RA 1080 (Teacher)	Qualified
15	2026-AOII-015	Bachelor of Secondary Education major in English	Trainings not relevant	0	Senior Process Associate; Associate Collections; CSR	4 yrs. 7 mos.	RA 1080 (Teacher)	Qualified
16	2026-AOII-016	Bachelor of Science in Business Administration major in Business Management Accounting	National Seminar Workshop for Non-Teaching Personnel on Administrative, Records, Human Resource and Financ, ICT Services	202 hrs.	Administrative Officer II	4 yrs. 10 mos.	CS Professional	Qualified
17	2026-AOII-017	Bachelor of Library and Information Science	Office Administration; First Aid Seminar-Workshop; Career	80 hrs.	Librarian	7 yrs. 5 mos.	RA 1080 (Librarian)	Qualified
18	2026-AOII-018	Bachelor of Physical Education	Basic Computer Literacy	120 hrs.	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
19	2026-AOII-019	BS Agriculture-Animal Science + Prof. ed. Units	Prject LEAD; Project CARE; Financial Management	112 hrs.	Admin. Asst. II	yrs. and 9 mos.	RA 1080 (Teacher)	Qualified
20	2026-AOII-020	Bachelor of Science in Psychology	Trainings not relevant	0	Time Keeping Assistant	5 mos.	RA 1080 (Teacher)	Qualified
21	2026-AOII-021	BSED Major in Physcial Ed.	Basic Computer Literacy	80 hrs.	Admin. Support Staff	6 mos.	RA 1080 (Teacher)	Qualified
22	2026-AOII-022	BS Home Technology + Prof. Ed. Units	Not Relevant	0	SubstituteTeacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
23	2026-AOII-023	BS in Psychology with Professional Education Courses	No Training	0	HR Specialist	3yrs. 1 mos.	CS Professional	Qualified
24	2026-AOII-024	Bachelor of Elementary Education; 36 MA Units	Basic Computer Literacy	120 hrs.	Staff	3 yrs. 11 mos.	RA 1080 (Teacher)	Qualified

25	2026-AOII-025	BS Mechanical Engineering	Basic Computer Literacy	80 hrs.	Office Clerk; Bookkeeper; Asst. Associate	1 yr. 8 mos.	CS Professional	Qualified
26	2026-AOII-026	BS in Psychology with Professional Education Courses	None	0	No COE	0	RA 1080 (Psychometrician)	Qualified
27	2026-AOII-027	Bachelor of Secondary Education major in Physical Education	Basic Computer Literacy	80 hrs.	No COE	0	RA 1080 (Teacher)	Qualified

Prepared and certified Correct by:

(Sgd) CAROLINE L. MONTES
Administrative Officer IV (HRMO)

Date: October 29, 2026

Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ROJECT DEV. OFFICER I**
Salary Grade and Monthly Salary: SG 11
Qualification Standards:

Education	Bachelor's Degree relevant to the job
Training	None Required
Experience	None Required
Eligibility	Career Service Professional (Second Level Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2026-PDOI-01	BS Psychology	Seminar on LARGE; Seminar Workshop on Legal Processes and Documentary	8 hrs.	Admin. Support; Admin. Asst III	1 yr. 8 mos.	PD 907	Qualified
2	2026-PDOI-02	BSED Major in Agriculture	None	0	Admin. Aide I	9 mos.	CS Professional	Qualified
3	2026-PDOI-03	BS Mathematics	Trainings not relevant	0	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
4	2026-PDOI-04	BSBA + Prof. Ed. units + MBA 39 units	Seminar on LARGE;Micorsoft Copilot Foundations; Comprehensive Skills Dev.; Strategic Approach Linking	86 hrs.	Admin. Asst III ; Admin. Aide VI ; AOI	8 yrs. 5 mos.	CS Professional	Qualified
5	2026-PDOI-05	BS Social Work	Trainings not relevant	0	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
6	2026-PDOI-06	Bachelor of Science in Special Needs Education	Basic Computer Literacy	0 hrs.	Associate Manager & Customer Care Specialist	9 mos.	RA 1080 (Teacher)	Qualified
7	2026-PDOI-07	AB Communication + Prof. Ed. Units	Launching of DRRMS; Orientation Workshopn on CSC Form 212 and SALN;	48 hrs.	Administrative Officer II	12 yrs.	CS Professional	Qualified
8	2026-PDOI-08	Bachelor of Library and Information Science	Financial Clarity for Admin. Officers	14 hrs.	Returns Operations Officer	6 yrs. 8 mos.	CS Professional	Qualified
9	2026-PDOI-09	BS Agriculture-Animal Science + Prof. ed. Units	Conduct on Division Training for Admin. Officers II on Efficient Personnel	192 hrs.	Administrative Assistant II	10 yrs. 1 mo.	CS Professional	Qualified
10	2026-PDOI-10	BSED Major in English	Techincal Support Certified Networking	20 hrs.	Lead IT Help Desk	4 yrs. 11 mos.	RA 1080 (Teacher)	Qualified
11	2026-PDOI-11	BSBA + MBA	Trainings not relevant	0	Corporate Secretary ; Church Secretary	4 yrs. 8 mos.	Social Worker	Qualified
12	2026-PDOI-12	BS Computer Science	No Trainings	0	HR ; Data Encoder	3 yrs. 1 mo.	CS Professional	Qualified

13	2026-PDOI-13	BS Home Technology + Prof. Ed. Units	Trainings not relevant	0	Teacher (Not Relevant)	0	RA 1080 (Teacher)	Qualified
14	2026-PDOI-14	BS Mechanical Engineering	Registrar Mgmt. LIS Operations	88 hrs.	Registrar LIS Coordinator	3 yrs. 1 mo.	RA 1080 (Teacher)	Disqualified
15	2026-PDOI-15	Bachelor of Arts in Legal Management	Trainings not relevant	0	Senior Process Associate; Associate Collections; CSR II	4 yrs. 7 mos.	RA 1080 (Teacher)	Qualified

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