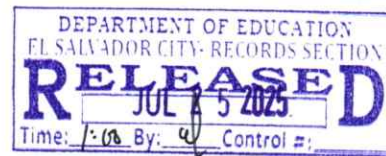




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



25 Jul 2025

DIVISION MEMORANDUM
No. 248, s. 2025

**NOTICE ON POSTED SELECTION LINE-UP:
ADMINISTRATIVE OFFICER II (HRMO I)**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that the Selection Line-up for the following position/s is already available and viewable at our Division Website: www.depedelsalvadorcity.net → Career Opportunities → Selection Line-Up.

Position	Item Number/s
Administrative Officer II (HRMO I)	OSEC-DECSB-ADOF2-660504-2025 to OSEC-DECSB-ADOF2-660517-2025

2. Applicants enlisted as “qualified” are invited for further evaluation. Please see attached for the schedule on the work sample test and deliberation of documents. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
HIRING RECRUITMENT SELECTION



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment to Division Memorandum No. _____, s. 2025

Schedule of Work Sample Test

Date: **August 4, 2025**, 9:00 AM

Venue: Cogon National High School, Multi-purpose Building

What to Bring: Pen

Who: All applicants tagged as “qualified”

Schedule of Interview and Deliberation of Documents

Date: **August 5, 2025**

Time: 8:30 AM – 5:00 PM

Venue: Conference Room, Diamond Building, SDO El Salvador City

What to Bring: Pen

Applicant:

2025-ELSA-ADOF2A-0001	2025-ELSA-ADOF2A-0015	2025-ELSA-ADOF2A-0029
2025-ELSA-ADOF2A-0002	2025-ELSA-ADOF2A-0016	2025-ELSA-ADOF2A-0030
2025-ELSA-ADOF2A-0003	2025-ELSA-ADOF2A-0017	2025-ELSA-ADOF2A-0031
2025-ELSA-ADOF2A-0004	2025-ELSA-ADOF2A-0018	2025-ELSA-ADOF2A-0032
2025-ELSA-ADOF2A-0005	2025-ELSA-ADOF2A-0019	2025-ELSA-ADOF2A-0033
2025-ELSA-ADOF2A-0006	2025-ELSA-ADOF2A-0020	2025-ELSA-ADOF2A-0034
2025-ELSA-ADOF2A-0007	2025-ELSA-ADOF2A-0021	2025-ELSA-ADOF2A-0035
2025-ELSA-ADOF2A-0008	2025-ELSA-ADOF2A-0022	2025-ELSA-ADOF2A-0036
2025-ELSA-ADOF2A-0009	2025-ELSA-ADOF2A-0023	2025-ELSA-ADOF2A-0037
2025-ELSA-ADOF2A-0010	2025-ELSA-ADOF2A-0024	2025-ELSA-ADOF2A-0038
2025-ELSA-ADOF2A-0011	2025-ELSA-ADOF2A-0025	2025-ELSA-ADOF2A-0039
2025-ELSA-ADOF2A-0012	2025-ELSA-ADOF2A-0026	2025-ELSA-ADOF2A-0040
2025-ELSA-ADOF2A-0013	2025-ELSA-ADOF2A-0027	
2025-ELSA-ADOF2A-0014	2025-ELSA-ADOF2A-0028	

Date: **August 6, 2025**

Time: 8:30 AM – 5:00 PM

Venue: Conference Room, Diamond Building, SDO El Salvador City

What to Bring: Pen

Applicant:

2025-ELSA-ADOF2A-0041	2025-ELSA-ADOF2A-0055	2025-ELSA-ADOF2A-0079
2025-ELSA-ADOF2A-0042	2025-ELSA-ADOF2A-0056	2025-ELSA-ADOF2A-0080
2025-ELSA-ADOF2A-0043	2025-ELSA-ADOF2A-0057	2025-ELSA-ADOF2A-0081
2025-ELSA-ADOF2A-0044	2025-ELSA-ADOF2A-0058	2025-ELSA-ADOF2A-0082
2025-ELSA-ADOF2A-0045	2025-ELSA-ADOF2A-0059	2025-ELSA-ADOF2A-0083
2025-ELSA-ADOF2A-0046	2025-ELSA-ADOF2A-0060	2025-ELSA-ADOF2A-0084
2025-ELSA-ADOF2A-0047	2025-ELSA-ADOF2A-0061	2025-ELSA-ADOF2A-0085
2025-ELSA-ADOF2A-0048	2025-ELSA-ADOF2A-0062	2025-ELSA-ADOF2A-0086
2025-ELSA-ADOF2A-0049	2025-ELSA-ADOF2A-0063	2025-ELSA-ADOF2A-0087
2025-ELSA-ADOF2A-0050	2025-ELSA-ADOF2A-0064	2025-ELSA-ADOF2A-0088
2025-ELSA-ADOF2A-0051	2025-ELSA-ADOF2A-0074	2025-ELSA-ADOF2A-0089
2025-ELSA-ADOF2A-0052	2025-ELSA-ADOF2A-0075	2025-ELSA-ADOF2A-0090
2025-ELSA-ADOF2A-0053	2025-ELSA-ADOF2A-0076	2025-ELSA-ADOF2A-0091
2025-ELSA-ADOF2A-0054	2025-ELSA-ADOF2A-0078	



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Date: **August 7, 2025**

Time: 8:30 AM – 5:00 PM

Venue: Conference Room, Diamond Building, SDO El Salvador City

What to Bring: Pen

Applicant:

2025-ELSA-ADOF2A-0065	2025-ELSA-ADOF2A-0098	2025-ELSA-ADOF2A-0113
2025-ELSA-ADOF2A-0066	2025-ELSA-ADOF2A-0099	2025-ELSA-ADOF2A-0114
2025-ELSA-ADOF2A-0067	2025-ELSA-ADOF2A-0100	2025-ELSA-ADOF2A-0115
2025-ELSA-ADOF2A-0068	2025-ELSA-ADOF2A-0101	2025-ELSA-ADOF2A-0116
2025-ELSA-ADOF2A-0069	2025-ELSA-ADOF2A-0102	2025-ELSA-ADOF2A-0117
2025-ELSA-ADOF2A-0070	2025-ELSA-ADOF2A-0103	2025-ELSA-ADOF2A-0118
2025-ELSA-ADOF2A-0071	2025-ELSA-ADOF2A-0105	2025-ELSA-ADOF2A-0119
2025-ELSA-ADOF2A-0072	2025-ELSA-ADOF2A-0106	2025-ELSA-ADOF2A-0121
2025-ELSA-ADOF2A-0073	2025-ELSA-ADOF2A-0107	2025-ELSA-ADOF2A-0122
2025-ELSA-ADOF2A-0092	2025-ELSA-ADOF2A-0108	2025-ELSA-ADOF2A-0123
2025-ELSA-ADOF2A-0093	2025-ELSA-ADOF2A-0109	2025-ELSA-ADOF2A-0124
2025-ELSA-ADOF2A-0094	2025-ELSA-ADOF2A-0110	2025-ELSA-ADOF2A-0125
2025-ELSA-ADOF2A-0095	2025-ELSA-ADOF2A-0111	2025-ELSA-ADOF2A-0126
2025-ELSA-ADOF2A-0097	2025-ELSA-ADOF2A-0112	



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Email Address: elsalvador.city@deped.gov.ph

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details				
1	2025-ELSA-ADOP2A-0001	BSBA - Management Accounting	1. Basic Information Collection and Analysis Seminar - 32hrs 2. Financial Literacy Seminar - 8hrs	1. Admin Aide IV - 4Y 8M	CS Prof	QUALIFIED		
2	2025-ELSA-ADOP2A-0002	BSBA - Marketing Management	1. Distance Learning Program RA 6713 - 40hrs 2. Foundations of Operations - 16hrs 3. Career and Leadership Development and Work Ethics Seminar Workshop - 8hrs	1. LGU El Salvador City - City Prosecutor's Office - Job Order 6Y 8M	CS Prof	QUALIFIED		
3	2025-ELSA-ADOP2A-0003	BSBA - BANKING AND FINANCE	1. Specializing in Public Speaking and On-camera Presence - 16hrs 2. Basic Citizen Military Training CL01-2019 - 360hrs 3. Corporate Communications - 16hrs	1. Secretary - Office of the VM (El Salvador) - 1Y 4M 2. News Anchorwoman - 11Y	CS PROF - MARCH 2025	QUALIFIED		
4	2025-ELSA-ADOP2A-0004	1. AB English	1. Leadership and Management Training - 8hrs 2. Dig-HEAR-tization: Harmony in Innovation - 16hrs 3. CSC Human Resource Actions - 8hrs	1. Admin Aide IV - 2Y 11M	CS Prof	QUALIFIED		
5	2025-ELSA-ADOP2A-0005	BS ACCOUNTANCY	1. Hanggang Kailang ka Magtiti? Acknowledging Pain and Growing from it - 8hrs 2. Communicate to Connect: Practicing non-violent Communication - 8hrs 3. Learning to Say NO - Communicating your Needs - 8hrs	1. ADMIN ASSISTANT I - JOB ORDER - 2Y 1M	CS PROF	QUALIFIED		
6	2025-ELSA-ADOP2A-0006	BSBA - FINANCIAL MANAGEMENT	1. International on Leadership and Office Administration - 80hrs 2. Career Development and Office System Administration in Schools - 80hrs 3. Training on Becoming Effective Trainers for Local farmer Technician and Farmer Leaders - 40hrs	1. Waybill Clerk/ Operations Staff - 6Y 10M 2. Administrative Support Staff - Job Order - 8Y 7M	RA 1080 (TEACHER)	QUALIFIED		
7	2025-ELSA-ADOP2A-0007	BS MANUFACTURING ENGINEERING TECHNOLOGY	1. Basic GMP Personal Health and Hygiene Practices - 8hrs	1. PRODUCTION OPERATOR - 1Y 3M	HONOR GRADUATE ELIGIBILITY	QUALIFIED		
8	2025-ELSA-ADOP2A-0008	BSBA - BANKING AND FINANCE	1. Basic Computer Literacy - 120hrs	1. ADMIN ASST III - COS - 4Y 2. ADMIN AIDE III - COS - 1Y 3. ADMIN AIDE VI - COS - 1Y	CS PROF	QUALIFIED		
9	2025-ELSA-ADOP2A-0009	BS CRIMINOLOGY	1. Digital Forensic Innovation: Shaping the Future of Law Enforcement - 4hrs	None	CRIMINOLOGIST	QUALIFIED		
10	2025-ELSA-ADOP2A-0010	BACHELOR OF PUBLIC ADMINISTRATION	1. Training Workshop in ICT Integration in Education - 80hrs 2. Vaccine Cold chain Equipment Management Training - 40hrs	1. BHW - Job Order - 3Y	BARANGAY HEALTH WORK ELIGIBILITY	QUALIFIED		
11	2025-ELSA-ADOP2A-0011	BSBA - MARKETING MANAGEMENT	NONE	NONE	HONOR GRADUATE ELIGIBILITY	QUALIFIED		

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
12	2025-ELSA-ADOF2A-0012	BSBA - FINANCIAL MANAGEMENT	1. Individual Account Premium Reconciliation Seminar - 8hrs 2. GSIS EBCS LBP W1 Access and eMDS Online Orientation - 3hrs 3. Online registration and update system and Recent Tax Updates - 4hrs	1. HR Assistant - 3Y 2. Office Assistant - 2Y	CS PROF	QUALIFIED
13	2025-ELSA-ADOF2A-0013	BS IN AGRICULTURE MASTER IN GOVERNMENT MANAGEMENT	1. Retooling on Claims Adjustment and Settlement - 40hrs 2. Gender and Development: Expanded Anti-Trafficking in Persons Act of 2022 - 8hrs 3. Seminar on Stress Management - 8hrs	1. Job Order - 9Y	RA 1080 (AGRICULTURIST)	QUALIFIED
14	2025-ELSA-ADOF2A-0014	BS ACCOUNTANCY	1. 2024 Mindanao Cluster Assembly on Responsible Public Sector Unionism - 24hrs 2. Initial Orientation on Digitalization - 8hrs 3. Fundamental Ethical Principle - 4hrs	1. Admin Assistant II - 2Y	CS PROF	QUALIFIED
15	2025-ELSA-ADOF2A-0015	BSBA - FINANCIAL MANAGEMENT	1. Annual National Convention cum Seminar - 32hrs 2. Digital Literacy - 4hrs 3. Online Registration and Update System - 4hrs	NONE	CS PROF	QUALIFIED
16	2025-ELSA-ADOF2A-0016	BSBA - FINANCIAL MANAGEMENT	NONE	1. JOB ORDER - 9M	CS PROF	QUALIFIED
17	2025-ELSA-ADOF2A-0017	BS BIOLOGY	1. Online Seminar on Innovative Technologies in Food Safety and Quality Assurance - 8hrs 2. Online Seminar on Risk Management on Food Manufacturing - 8hrs 3. ISO 17025:2017 Microbiology Laboratory - 8hrs	1. QA ANALYST MICROBIOLOGY - 8Y	RA 1080 (CHEMICAL TECHNICIAN)	QUALIFIED
18	2025-ELSA-ADOF2A-0018	AB PSYCHOLOGY	NONE	NONE (CONTRACT NOT NOTARIZED)	RA 1080 (PSYCHOMETRICIAN)	QUALIFIED
19	2025-ELSA-ADOF2A-0019	BS IN ENVIRONMENTAL SCIENCE	NONE	1. ADMINISTRATIVE OFFICER - 10M 2. LAND EXAMINER - COS - 6M	CS PROF	QUALIFIED
20	2025-ELSA-ADOF2A-0020	BSBA - FINANCIAL MANAGEMENT	NONE	1. SUPERVISOR - 6M	CS PROF	QUALIFIED
21	2025-ELSA-ADOF2A-0021	BS ENVIRONMENTAL ENGINEERING TECHNOLOGY	1. Root-Cause Analysis: Tracing a problem to its Origins - 8hrs 2. Water and Waste Water Quality Awareness - 8hrs 3. Ensuring Water and Waste Water Quality and Safety, Trends, Regulatory Standards and Monitoring Strategies - 16hrs	1. QA ANALYST - 3Y 2M 2. LABORATORY ANALYST - 3Y	CS PROF	QUALIFIED
22	2025-ELSA-ADOF2A-0022	BSBA - MANAGEMENT	1. Screener Refresher Training Class 2024-31 - 40hrs 2. Dangerous Goods Awareness Training Category 12 - 8hrs	1. EMPLOYEE - 5M 2. CMIS - DATA SANITIZER - 8M 3. INTELLIGENCE AGENT AIDE - 3Y	CS PROF	QUALIFIED

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00
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 & No. of Hours		Details			
23	2025-ELSA-ADOP2A-0023	BACHELOR OF ELEMENTARY EDUCATION	1. PAFTE Free Webinar Series - Cluster 2.1 - The Teacher as a Professional - 12hrs 2. BPP NC2		NO COE ATTACHED		RA 1080 TEACHERRO	QUALIFIED
24	2025-ELSA-ADOP2A-0024	BSBA - FINANCIAL MANAGEMENT	NONE		1. CS-LOGISTICS OIC - 10Y 3M		CS PROF	QUALIFIED
25	2025-ELSA-ADOP2A-0025	BS IN AGRICULTURE MASTER IN GOVERNMENT MANAGEMENT	1. Retooling on Claims, Adjustment and Settlement - 40hrs 2. Safety Motorcycle Riding Course CL 02 2023 3. Kape at Pamantayan: A webinar on Quality Standards on Coffee Production - 8hrs		1. SR CLERK/ INSURANCE ADJUSTER DESIGNATE - 4Y		RA 1080 (AGRICULTURISM)	QUALIFIED
26	2025-ELSA-ADOP2A-0026	BS INFORMATION TECHNOLOGY	1. RAFFIS and Information Officers Capacity Building on Radio Guesting Best Practices and Insights - 16hrs 2. RAFFIS Capacity Building on Standardization of Reels and Video Packaging - 16hrs 3. Training Workshop on the user needs model for impactful storytelling - 32hrs		1. ADAS 1 - COS - 11M 2. ADA 6 - COS - 1Y 9M 3. ELECTION JOB ORDER - CASUAL - 9M 4. HR/ADMIN ASSISTANT - 2Y 5. GENERAL ADMIN STAFF - 2Y		CS PROF	QUALIFIED
27	2025-ELSA-ADOP2A-0027	AB SOCIOLOGY	1. Basic Occupational Safety and Health Training - 10hrs 2. ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Internal Audit Training - 24hrs		1. ADMIN ASSOCIATE - 1Y 9M		CS PROF	QUALIFIED
28	2025-ELSA-ADOP2A-0028	BS ACCOUNTANCY	1. Land Use Planning and Zoning Workshop - 40hrs 2. Online Mental Health Awareness through mind education 8th batch - 24hrs 3. PC Operations Tutorial - 80hrs		1. ADAS 1 - 8Y 9M 2. Cash Clerk - 7Y 7M		CS PROF	QUALIFIED
29	2025-ELSA-ADOP2A-0029	BSBA - HRDM (ETEAAP)	1. PERSONALITY DEVT TRAINING WORKSHOP - 16HRS 2. FINANCIAL LITERACY SEMINAR - 8HRS		1. CORE RECEIVER/FILER - 5M 2. HELPER - 6M 3. PUBLIC ATTENDANT - 4Y 4. COOP EMPLOYEE - 3M 5. MESSENGER/UTILITY - 2Y 6M		CS PROF	QUALIFIED
30	2025-ELSA-ADOP2A-0030	AB HISTORY	1. Session 2 on Being a Researcher: Perks, Risk and Opportunity - 8hrs 2. Session 1 on Becoming and Educator: Ways and Strategies in Teaching Demonstration and Crafting Learning Materials - 8hrs		1. Paralegal Officer - 5m		CS PROF	QUALIFIED
31	2025-ELSA-ADOP2A-0031	BS INDUSTRIAL TECHNOLOGY	1. Cooperative Governance and Management Training - 16hrs 2. Fundamentals of Cooperative Training - 16hrs 3. Agri-business Proposal Preparation Workshop for ARBDSP Personnel - 24hrs		1. Technical Aide - COS - 5M		CS PROF	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00
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 & No. of Hours	Details		
32	2025-ELSA-ADOF2A-0032	BACHELOR IN ELEMENTARY EDUCATION	1. Assessor's Training and Deepening Classroom Observation and Portfolio Assessment - 24 Hours 2. GAD Capacity Building on Moral Recovery Program, Responsible Parenthood and Reproductive Health Gearing Towards Employee Empowerment and Accountability - 16 Hours 3. Orientation Workshop on the National Quality Management System for SDO - 8 hours	Teacher (SJA) - 3Y 11M Administrative Aide VI - 11M	Republic Act No. 1080	QUALIFIED
33	2025-ELSA-ADOF2A-0033	Masters in Business Management - 46 hours	1. Standard First Aid and Basic Life Support Training - 32 hours 2. Budget Execution Documents Workshop FY2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours 3. Regional Workshop on the Reconciliation of Accounts and Preparation of CY 2024 YearEnd - 56 hours	ADAS II - 7 years and 8 months	CSC Prof	QUALIFIED
34	2025-ELSA-ADOF2A-0034	MASTERS OF BUSINESS MANAGEMENT- 30 UNITS	1. Regional Workshop on the Reconciliation of Accounts and Preparation of CY2024 YearEnd Financial Reports - 56 hours 2. Budget Execution of Documents Workshop FY2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours 3. Seminar Workshop on Data Management for Improved Financial & Administrative Services - 8 hours	ADAS III - 10 years and 7 months	CSC PROFESSIONAL	QUALIFIED
35	2025-ELSA-ADOF2A-0035	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	1. Office Productivity Tools - 4 hours 2. From Code to Intelligence: The Rise of AI in Software Development- 4 hours 3. Financial Planning Module - 4 hours	ADA IV - 1Y 2M	CSC PROFESSIONAL	QUALIFIED
36	2025-ELSA-ADOF2A-0036	Bachelor of Science - Accounting Technology	1. Regional Workshop on the Reconciliation of Accounts and the Preparation of CY2023 Yearend Financial Reports - 40 hours 2. Seminar Workshop on Data Management for Improved Financial & Administrative Services - 8 hours 3. Training for Finance & Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours	General Bookkeeper - 5Y Administrative Assistant III - 2Y 7 M	CSC Professional	QUALIFIED
37	2025-ELSA-ADOF2A-0037	Bachelor in Elementary Education - Special Education	1. Seminar Workshop on Data Management for Improved Financial & Administrative Services - 8 hours 2. Orientation Workshop for School Administrative Office II - 24 hours 3. Public Service Continuity Planning Training - 24 hours	1. Teacher I - 8 months 2. ADA VI - 5 years 3. ADAS III - 6 years and 7 months	RA 1080	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II

Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
38	2025-ELSA-ADOF2A-0038	Bachelor of Arts - Sociology and Anthropology	1. Workshop on Equivalency Record Form (ERFs) and Reclassification cum Finalization of PAs for FY2025 - 24 hours 2. Seminar-Workshop on Data Management for Improved Financial & Administrative Services - 8 hours 3. Public Service Continuity Planning Training - 24 hours	Administrative Aide VI - 1 year Administrative Assistant III - 3 years and 2 mos	CSC - PROFESSIONAL	QUALIFIED
39	2025-ELSA-ADOF2A-0039	Bachelor of Elementary Education	1. Contingency Planning Training - 32 hours 2. Budget Execution of Documents Workshop FY2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours 3. Training for Finance and Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours	Teacher Aide - 1 year and 6 mos. Administrative Aide VI - 2 years and 10 mos. Project Development Officer I - 1 year and 5 mos.	RA 1080	QUALIFIED
40	2025-ELSA-ADOF2A-0040	Bachelor of Science in Business Administration major in Marketing Management	1. Digital Citizenship & Blended Learning - 4 hours 2. Online Course on Recruitment, Selection and Placement for Prime HRM Level 2 - 25 hours 3. Omnibus Rules on Appointment and other Human Resource Actions (ORAOHRA) - 16 hours	Transcriber - 7 mos. Proofreader - 6 mos. Proofreader Team Leader - 9 mos. Proofreader Supervisor - 11 mos. Administrative Aide VI - 2 years and 6 mos. Administrative Assistant III - 6 years	CSC PROFESSIONAL	QUALIFIED
41	2025-ELSA-ADOF2A-0041	Bachelor in Elementary Education	1. Seminar Workshop on Data Management for Improved Financial and Administrative Services - 8 hours 2. Public Service Continuity Planning Training - 32 hours 3. Webinar on Innovation and Security - 2 hours	Customer Service Representative - 4 years Administrative Assistant II - 2 years and 10 mos Administrative Assistant III - 3 years and 27 days 6.	RA 1080	QUALIFIED
42	2025-ELSA-ADOF2A-0042	Master's in Business Administration	1. Regional Workshop on the Reconciliation of Accounts - 40 hours 2. Training for Finance and Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours 3. Budget Execution of Documents Workshop FY 2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours	Administrative Assistant II - 1 year and 2 mos. Administrative Assistant III - 6 years and 7 mos.	RA 1080	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
43	2025-ELSA-ADOF2A-0043	Bachelor of Science in Information Technology	1. Regional Workshop on the Reconciliation of Accounts - 40 hours 2. Virtual Regional Workshop on the Reconciliation of Accounts - 40 hours 3. Training for Finance and Admin Personnel - 16 hours	Graphic Artist - 1 year and 1 mon. Payroll Incharge - 11 mos. Office Staff (Village) - 3 years Office Staff (Asia Brewery) - 1 year Administrative Assistant II - 1 year Administrative Assistant III - 7 years	CSC PROFESSIONAL	QUALIFIED
44	2025-ELSA-ADOF2A-0044	Bachelor in Elementary Education (MAPEH)	1. Regional Workshop on Reconciliation of Accounts - 40 hours 2. Seminar Workshop on Data Management for Improved Financial & Administrative Services - 8 hours 3. Training on Finance and Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours	Volunteer Teacher - 8 mos. Instructional Manager (ALS) - 2 years and 11 mos. Teacher (Substitute) - 9 mos. Instructional Manager (ALS) - 5 mos. Teacher (Substitute) - 9 mos. Teacher Aide - 4 years and 11 mos. Administrative Aide (ECCS) - 1 month Office Clerk (SDO) - 3 mos. Administrative Assistant II (PSB) - 2 years and 9 mos.	RA 1080	QUALIFIED
45	2025-ELSA-ADOF2A-0045	Master's in Government Management	1. GAD Capacity Building on Moral Recovery - 16 hours 2. Orientation Workshop on the National Quality Management System for SDO - 8 hours 3. Statement of Assets and Liabilities and Net Worth (SALN) Overview - 6 hours	Administrative Aide I (PLGU Mis Cr.) - 2 years and 1 month Municipal Civil Registrar Staff - 2 years and 9 mos. Administrative Officer II (SDO Mis Cr.) - 1 month Administrative Aide VI - 1 year and 5 mos.	CSC PROFESSIONAL	QUALIFIED
46	2025-ELSA-ADOF2A-0046	BS in Business Administration - Financial Management	1. Office Productivity Tools - 8 hours 2. GAD Capacity Building on Moral Recovery Program, Responsible Parenthood and Reproductive Health Gearing Towards Employees Empowerment & Accountability - 16 hours 3. Orientation Workshop on the National Quality Management System for SDO Personnel - 8 hours	Bookkeeper - 1 year and 21 days Administrative Assistant II - 1 year and 1 month Administrative Assistant III (Accounting Unit) - 9 years and 7 mos.	CSC PROFESSIONAL	QUALIFIED
47	2025-ELSA-ADOF2A-0047	Bachelor of Elementary Education	No certificates attached	Private Teacher - 1 year and 10 mos. Cashier - 2 years and 2 mos. Admin Assistant - 1 year and 8 mos. Project Coordinator - 2 years and 3 mos.	RA 1080	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
48	2025-ELSA-ADOF2A-0048	Master's of Arts in Educational Administration- 18 units	1. Orientation to the ALS Research Agenda and Planning Workshop for the ALS Research Journal - 40 hours 2. Division Training Workshop on Project Progress in Beginning Reading for Reading Assistant - 24 hours	No experienced specified	RA 1080	QUAUFIED
49	2025-ELSA-ADOF2A-0049	Bachelor of Elementary Education	1. District In-Service Training for Teachers - 40 hours 2. Orientation to the ALS Research Agenda and Planning Workshop for the ALS Research Journal - 40 hours 3. 10-Day Capacity Building for Community ALS Implementers - 80 hours	No experienced specified	RA 1080	QUAUFIED
50	2025-ELSA-ADOF2A-0050	Bachelor of Elementary Education	1. 10-Day Capacity Building for Community ALS Implementer - 80 hours 2. Orientation to the ALS Research Agenda and Planning Workshop for the ALS Research Journal- 40 hours	Reading Teacher - 7 mos. Day Care Worker - 1 year and 11 mos.	RA 1080	QUAUFIED
51	2025-ELSA-ADOF2A-0051	Master of Arts in Teaching - 21 units	1. Capacity Building on Spreadsheet Application an Intro to Bookkeeping and Funds Application - 40 hours 2. Training Workshop on ICT Integration in Education through Synchronous and Asynchronous Approach - 80 hours	Credit Account Officer - 1 year and 4 mos. SK Chairman - 5 years and 4 mos. Instructional Manager (ALS) - 7 years and 10 mos.	RA 1090	QUAUFIED
52	2025-ELSA-ADOF2A-0052	Bachelor of Secondary Education	1. Computer Literacy Training - 80 hours 2. District Midyear In-Service Training - 40 hours	Teacher - 1 year and 11 mos. Statistical Researcher - 5 mos.	RA 1080	QUAUFIED
53	2025-ELSA-ADOF2A-0053	Bachelor of Secondary Education - English	1. Reading Literacy in the Philippines: Issues, Insights and Actions for English Teachers - 8 hours 2. Computer Literacy Training - 80 hours 3. Teaching English as a Foreign Language Course - 120 hours	Cleaner - 4 years Office Clerk - 1 year and 3 mos.	RA 1080	QUAUFIED
54	2025-ELSA-ADOF2A-0054	Bachelor in Elementary Education	1. Regional Mass Training for ALS Teacher- 48 hours 2. 10 Day Division Cluster-Based Capacity Building Seminar Workshop - 80 hours	Community ALS Implementer - 3 years and 11 mos.	RA1080	QUAUFIED
55	2025-ELSA-ADOF2A-0055	Bachelor of Arts in English Language Professional Education - 18 units	1. Re-Orientation on RA 6713 and RA 11032 - 8 hours 2. Database Management using Google Workspace - 8 hours 3. Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) - 8 hours	Assessment Clerk - 3 years and 4 mos. Administrative Assistant II (HRM Assistant) - 1 year and 4 mos.	RA1080	QUAUFIED
56	2025-ELSA-ADOF2A-0056	Bachelor of Elementary Education,	No attached certificates	Service Crew - 2 years and 3 mos. Barangay Nutrition Scholar - 1 year Private School Teacher - 9 mos.	RA 1080	QUAUFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 Details	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours			
57	2025-ELSA-ADOP2A-0057	Bachelor in Elementary Education	1. Division Training Workshop on Project Progress in Beginning Reading for Reading Assistants - 24 hours 2. Orientation on the ALS Research Agenda and Planning Workshop for the ALS Research Journal - 16 hours	Office Staff - 1 year and 9 mos. HR Staff (Payroll Incharge) - 3 years and 2 mos. Community ALS Implementer - 2 years and 3 mos.	RA 1080 - Professional Teacher	QUALIFIED
58	2025-ELSA-ADOP2A-0058	Master of Arts in Teaching Social Studies - On going Professional Education - 18 Units Bachelor of Science in Hotel and Restaurant Management	1. Values Restoration Program on VRO Training the Trainers - 24 hours 2. Training on Basic Communication Skills - 32 hours 3. Training on Public Accountability and Values Enhancement with Team Building - 24 hours	Administrative Assistant - 2 years and 5 mos. Dining Manager - 9 mos. Administrative Assistant - 1 year and 2 mos. Administrative Aide VI - 2 years and 2 mos.	RA 1080 - Professional Teacher	QUALIFIED
59	2025-ELSA-ADOP2A-0059	Bachelor of Science in Information Technology Professional Education	No certificate of Trainings Attached	Office Staff - 8 mos. Front Desk - 6 mos. HRMO Staff - 10 mos. Kalahi CIDS Encoder - 1 year and 6 mos. Supervisor - 2 years and 4 mos. Purchaser - 4 mos. NKAG BO encoder - 3 years and 10 mos.	RA 1080 - Professional Teacher	QUALIFIED
60	2025-ELSA-ADOP2A-0060	Bachelor of Science in Psychology (Cum Laude)	1. BossTalks: HR Conversations - From Awareness to Action: HRs Role in Advancing Diversity, Equity and Inclusion in the Workplace - 8 hours 2. BossTalks: HR Conversations - Fair Labor Practices and Labor Law Compliance - 8 hours 3. Embracing New Perspectives Learning and Development - 8 hours	Human Resource Generalist - 1 year and 1 month HR Recruitment & Assistant Training Officer - 10 mos.	RA 1080 - Psychometrician	QUALIFIED
61	2025-ELSA-ADOP2A-0061	RA 1080- Professional Teacher	1. Upskilling and Reskilling Teaching and Supervision Skills Training - 80 hours 2. Early Childhood Development Teacher Skills Development Training - 80 hours	Private Teacher - 1 year Customer Service Agent - 4 years and 5 mos. Real Estate Virtual Assistant - 8 mos.	RA 1080 - Professional Teacher	QUALIFIED
62	2025-ELSA-ADOP2A-0062	Bachelor in Elementary Education	1. Shielded Metal Arc Welding (SMAW) NCII - 268 hours	Job Order - 3 years and 9 mos. Barangay Treasurer - 1 year and 2 mos.	RA 1080- Professional Teacher	QUALIFIED
63	2025-ELSA-ADOP2A-0063	Bachelor in Elementary Education	1. Employees Compensation Program Webinar - 4 hours	Cashier - 2 years Payroll Clerk - 5 mos. HR Staff - 5 mos. Payroll Officer - 5 mos.	RA 1080 - Professional Teacher	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
64	2025-ELSA-ADOP2A-0064	Bachelor of Elementary Education	1. Webinar on The Teacher as a Community Worker - 8 hours 2. Webinar on the Teacher as a Professional 2.2- 8 hours 3. Webinar on the Teacher as a Professional 2.3 - 8 hours	Cashier - 1 year and 6 mos. Office Clerk - 1 year and 4 mos.	RA 1080 - Professional Teacher	QUALIFIED
65	2025-ELSA-ADOP2A-0065	Bachelor of Science in Business Administration	1. Training on Cash Management and Control System - 40 hours 2. Standard First Aid and Basic Life Support Training - 32 hours 3. Training for Finance & Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours	Marketing Associate - 3 mos. Teller - 3 years and 10 mos. Administrative Assistant III - 7 years and 1 month	CSC Professional	QUALIFIED
66	2025-ELSA-ADOP2A-0066	Bachelor of Science in Computer Studies Master's in Information Technology Doctor in Management Major in Leadership and Organization - 48 units	1. Conflict Management (eLearning) - 4 hours 2. Training on Republic Act 12009 - 8 hours 3. CAD Capacity Building on Moral Recovery Program, Responsible Parenthood and Reproductive Health Caring Towards Employee Empowerment - 16 hours	IT Instructor - 6 years and 9 mos. Junior Content Developer - 1 year and 3 mos. Project Technical Staff I - 5 years and 6 mos. Administrative Assistant I - 1 year and 6 mos. Administrative Assistant III - 8 mos.	CSC Professional	QUALIFIED
67	2025-ELSA-ADOP2A-0067	Bachelor of Science in Entrepreneurship Professional Education	1. CAD Capacity Building on Moral Recovery Program, Responsible Parenthood and Reproductive Health Caring Towards Employee Empowerment & Accountability- 16 hours 2. Orientation Workshop on the National Quality Management System - 8 hours 3. Regional Workshop on the Reconciliation of Accounts and Preparation of CY 2024 Yearend Financial Reports - 40 hours	Cashier - 1 year Miscarees Cluster Staff - 2 years Substitute Teacher - 3 mos. Administrative Assistant I - 2 years and 10 mos. Administrative Assistant III - 2 years and 6 mos.	RA 1080 - Professional Teacher	QUALIFIED
68	2025-ELSA-ADOP2A-0068	BS Electro-Mechanical Technology Professional Education Master of Science in Social Work	1. Electrical Installation and Maintenance NC II - 396 hours 2. Training for Finance & Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours 3. Seminar Workshop on Data Management for Improvement Financial & Administrative Services - 8 hours	Youth Development Assistant I - 4 years and 7 mos. Social Welfare Assistant - 2 years and 9 mos. Project Development Officer I - 1 year and 6 mos.	CSC Professional	QUALIFIED
69	2025-ELSA-ADOP2A-0069	Bachelor of Science in Technology Teacher Education - Industrial Technology/ Masters in Government Service - On-going	1. Training for Finance & Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours 2. Seminar Workshop on Data Management for Improved Financial & Administrative Services - 8 hours 3. Budget Execution of Documents Workshop FY2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours	Administrative Support Staff - 2 years and 6 mos. Administrative Assistant II - 4 years and 4 mos.	RA 1080 - Professional Teacher	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
70	2025-ELSA-ADOP2A-0070	BS in Business Management	1. Regional Workshop on the Reconciliation of Accounts and Preparations of CY2024 YearEnd Financial Reports - 56 hours 2. Budget Execution of Documents Workshop FY2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours 3. Training for Finance and Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours	Administrative Assistant II - 1 year and 9 mos. Administrative Assistant III - 6 years and 9 mos.	CSC - Professional	QUALIFIED
71	2025-ELSA-ADOP2A-0071	Bachelor of Science in Commerce - Accounting Professional Education - 20 units Master's in Management - 27 units	1. Regional Workshop on the Reconciliation of Accounts and Preparation of CY2024 Yearend Financial Reports - 56 hours 2. Standard First Aid and Basic Life Support Training - 32 hours 3. Training for Finance and Admin Personnel: Mastering Financial Management with Oversight Agency Regulations - 16 hours	Administrative Assistant II - 3 years and 6 mos. Administrative Assistant III - 6 years	CSC - Professional	QUALIFIED
72	2025-ELSA-ADOP2A-0072	Bachelor of Science in Biology Master's in Educational Management - 30 units	1. Regional Workshop on the Reconciliation of Accounts and Preparation of CY2024 Yearend Financial Reports - 56 hours 2. Standard First Aid and Basic Life Support Training - 32 hours 3. Budget Execution of Documents Workshop FY2025 and Coordination Meeting of Finance and Procurement Strand - 40 hours	Administrative Assistant II - 7 years and 5 mos.	RA1080- Professional Teacher	QUALIFIED
73	2025-ELSA-ADOP2A-0073	Bachelor of Science in Accountancy	1. Digital Awareness - 8 hours 2. Exercising Sustainable Development in the Workplace - 8 hours 3. Regional Workshop on the Reconciliation of Accounts and Preparation of CY2024 Yearend Financial Reports - 56 hours	Branch Internal Auditor - 3 years and 10 mos. Treasury Supervisor - 1 year and 3 mos. Administrative Assistant II - 1 year and 8 days Administrative Assistant III - 11 mos.	CSC - Professional	QUALIFIED
74	2025-ELSA-ADOP2A-0074	BSBA - Marketing Management	No Certificates Attached	Assistant Marketing Manager - 1 year and 6 mos. Call Center Agent - 6 mos. Virtual Assistant - 1 year and 8 mos.	CSC - Professional	QUALIFIED
75	2025-ELSA-ADOP2A-0075	BS - Information Technology	1. Basic Jewelry Assistant - 8 hours 2. Palawan Pawnshop - Palawan Express Pera Padala Associates - 16 hours 3. Dangerous Goods Regulations Awareness Category 9 Training - 8 hours	Guest Service Agent - 2 years and 11 mos. Branch Assistant - 3 years and 3 mos.	CSC - Professional	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG-11 Php 30,024.00
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 & No. of Hours	Details		
76	2025-ELSA-ADOF2A-0076	CSC Professional	1. Onboarding Orientation for the Contract of Service - 8 hours 2. Productivity and 5S Good Housekeeping Seminar - 8 hours 3. Basic Customer Service Skills Seminar - 8 hours	Quality Supervisor - 2 years and 11 mos. Operations Assistant - 5 years and 10 mos. Program Officer - 6 mos.	CSC Professional	QUALIFIED
77	2025-ELSA-ADOF2A-0077	Bachelor of Secondary Education - Mathematics	No Certificate Attached	Science and Mathematics Teacher - TNESC - 1 year Onsite Supervisor - 2 years College Instructor - 6 mos.	None	DISQUALIFIED
78	2025-ELSA-ADOF2A-0078	Bachelor of Science in Accounting Technology	1. International Seminar on Leadership & Office Administration - 80 hours 2. Computer Skills Development Training: Improving Classroom Learning thru ICT - 80 hours	Accounting Clerk - 5 mos. Asset Officer - 2 years and 3 mos. Junior Accounting Officer - 4 years and 4 mos.	CSC Professional	QUALIFIED
79	2025-ELSA-ADOF2A-0079	Bachelor of Science in Office Administration	1. Business Proposal Making Seminar - 16 hours	CREDO Casual - 10 mos. Barangay Employment Services Officer - 1 year and 2 mos. Government Internship Program - 1 month Election Job Order - 11 mos.	CSC Professional	QUALIFIED
80	2025-ELSA-ADOF2A-0080	BS Business Administration - Financial Management	1. Foundations of Leadership Excellence - 16 hours 2. Microsoft Dynamics 365 Business Central Implementation User Training - 72 hours	Junior Consultant - 1 year and 10 mos. Disbursement Analyst - 6 years and 4 mos.	CSC Professional	QUALIFIED
81	2025-ELSA-ADOF2A-0081	BS Business Administration	1. Basic Computer Literacy - 80 hours 2. Introduction to Bookkeeping - 8 hours 3. Microsoft Digital Literacy - 8 hours	Audit Clerk - 1 year and 10 mos. Assistant Cashier - 3 years and 2 mos.	CSC Professional	QUALIFIED
82	2025-ELSA-ADOF2A-0082	BS Social Work	No certificates attached	Data Encoder (CSDW) - 3 mos. Guidance Staff - 5 mos.	RA 1080 - Social Work	QUALIFIED
83	2025-ELSA-ADOF2A-0083	Bachelor of Arts in History	1. Cybersecurity Awareness Training - 8 hours 2. Basic Customer Service Skills - 8 hours 3. Basic Bookkeeping and Basic Customer Service Skills Training - 16 hours	Healthcare Executive - 2 years and 3 mos. Virtual Assistant - 4 years	CSC Professional	QUALIFIED
84	2025-ELSA-ADOF2A-0084	CSC Professional	1. Training of Trainers on Business Plan Preparation - 32 hours 2. Training on Registry System for Basic Sectors in Agriculture (RSBSA) - 16 hours 3. Re-Orientatation and Hands-on Training on Procurement System and Finalization of Project Procurement Management Plan(PPMP) - 24 hours	Product Support Representative - 8 mos. Administrative Assistant - 3 years and 3 mos. Administrative Aide VI - 1 year and 10 mos. Administrative Assistant I - 7 mos. Administrative Assistant II - 6 mos. Administrative Assistant - 1 year	CSC Professional	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II

Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
85	2025-ELSA-ADOP2A-0085	BS in Business Administration - Marketing Management	1. 2Day Learning Events on Human Resource Management and Development of DENR 10- 16 hours 2. Re-echo Activity on Psychological First Aid - 8 hours	Mathematician Aide I - 3 years and 9 mos.	CSC Professional	QUALIFIED
86	2025-ELSA-ADOP2A-0086	Bachelor of Science in Industrial Engineering Master's in Business Administration - 24 units	1. Training Workshop on ICT Integration in Education through Synchronous and Asynchronous Approach Batch 3 - 80 hours 2. cGMP 101: Implementation Basics - 8 hours 3. Internal Auditing Course Based on ISO 19011:2018 - 16 hours	Junior Industrial Engineer - 5 years and 10 mos. Business Process Reviewer - 10 months	CSC Professional	QUALIFIED
87	2025-ELSA-ADOP2A-0087	Bachelor's in Public Administration	1. Webinar on Procurement 101- 8 hours 2. Webinar on Civil Service Appointment Guidelines - 8 hours 3. Webinar on Retrieving Information Amidst the Covid19 Pandemic and Beyond - 8 hours	Law Office Secretary - 2 years and 9 mos.	CSC Professional	QUALIFIED
88	2025-ELSA-ADOP2A-0088	Bachelor of Science in Food Technology Bachelor of Laws	No certificates attached	Quality Control Officer - 1 year and 2 mos. Government Internship Program - 4 mos. Legal Researcher - 6 mos	CSC Professional	QUALIFIED
89	2025-ELSA-ADOP2A-0089	BS Agricultural Engineering	1. Basic Customer Service Training - 8 hours 2. Program of Works and Detailed Engineering Design Training - 40 hours 3. Capability Enhancement Training for GIP - 40 hours	Government Internship Program - 1 year and 2 mos. Administrative Aide VI - 1 year and 8 mos. Project Development Assistant I - 4 mos.	CSC Professional	QUALIFIED
90	2025-ELSA-ADOP2A-0090	BSBA - Financial Management Master's in Government Management	1. Statement of Assets, Liabilities and Net Worth- 6 hours 2. Social Entrepreneurship - 32 hours 3. Orientation on Safe Spaces Act - 6 hours	Administrative Assistant I - 4 years and 7 mos.	CSC Professional	QUALIFIED
91	2025-ELSA-ADOP2A-0091	BSBA Banking and Finance	1. Currency Familiarization & Sorting Workshop for Cash Handlers - 8 hours 2. Basic Computer Literacy- 80 hours 3. Webinar on Know your Money - 8 hours	Cashier - 8 years and 4 mos. Teller - 5 years and 10 mos.	RA 1080 - Professional Teacher	QUALIFIED
92	2025-ELSA-ADOP2A-0092	Bachelor of Secondary Education - Mathematics	1. Capability Training Workshop on the conduct of Environmental Assessment of Proposed SLP Site and Waste Analysis- 16 hours 2. Orientation on EnMOs and Capability Training on Monitoring of MRFs, Dumpsites, RCAs, SLFs, Environmental Assessment - 24 hours 3. No time to waste - 4 hours	Environmental Monitoring Officer (Gingoog City) - 1 year and 1 month Environmental Monitoring Officer (Iritao) - 4 years and 10 mos.	CSC Professional	QUALIFIED
93	2025-ELSA-ADOP2A-0093	Bachelor of Secondary Education - English	1. PAPTE Free Webinar Series - 12 hours 2. IELTS-PH Pocket Session Sharing Best Practices for Better English Language Classrooms - 8 hours 3. C&E AIS Academy: Discover Reading and Literacy Solutions for the MATATAG Curriculum - 4 hours	Enrollment Facilitator - 3 mos. Assistant Facilitator - 3 years and 2 mos. Field Enumerator - 3 mos. Job Order - 5 mos. Field Enumerator - 2 years and 4 mos.	RA 1080 - Professional Teacher	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00
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 & No. of Hours	Details		
94	2025-ELSA-ADOF2A-0094	BEED	1. Division Seminar Workshop in Coaching, Officiating and Sports Management - 24 hours 2. Division Mass Training on the MATATAG Curriculum - 40 hours 3. Teaching Reading and Mathematics with Wikharian - 16 hours	Private Teacher - 2 years and 8 mos.	RA 1080 - Professional Teacher	QUALIFIED
95	2025-ELSA-ADOF2A-0095	Bachelor of Secondary Education - Araling Panlipunan	1. TESDA NCII Cookery - 618 hours	No Work Experience	RA 1080 - Professional Teacher	QUALIFIED
96	2025-ELSA-ADOF2A-0096	Bachelor of Secondary Education - Social Studies	No certificates attached	None	None	DISQUALIFIED
97	2025-ELSA-ADOF2A-0097	BEED	1. Upskilling and Reskilling Teaching and Supervision Skills Training - 80 hours 2. Computer Skills Development Training: Improving Classroom Learning Thru ICT - 80 hours	Reading Teacher - 2 years and 6 mos.	RA 1080 - Professional Teacher	QUALIFIED
98	2025-ELSA-ADOF2A-0098	Bachelor of Secondary Education- Mathematics	1. District Midyear In Service Training - 40 hours 2. INSET for Senior High School Teachers - 24 hours	Private School Teacher - 3 years and 11 mos. Admin. Liason - 3 mos. Substitute Teacher - 4 mos.	RA 1080 - Professional Teacher	QUALIFIED
99	2025-ELSA-ADOF2A-0099	BEED	No Certificates Attached	Law Office Secretary - 2 years and 2 mos.	RA 1080 - Professional Teacher	QUALIFIED
100	2025-ELSA-ADOF2A-0100	BEED	1. Computer Skills Development Training - 80 hours 2. Early Childhood Development Teacher Skills Development Training - 80 hours	Law Office Secretary - 1 year and 8 mos.	RA 1080 - Professional Teacher	QUALIFIED
101	2025-ELSA-ADOF2A-0101	BEED	1. Upskilling and Reskilling Teaching and Supervision Skills Training - 80 hours 2. Computer Skills Development Training: Improving Classroom Learning thru ICT - 80 hours	Private School Teacher - 10 years and 10 mos. Substitute Teacher - 2 mos.	RA 1080 - Professional Teacher	QUALIFIED
102	2025-ELSA-ADOF2A-0102	BS-IT	1. ALIGNING EMPLOYEES WITH THE FAST LOGISTICS BRAND - 16 HOURS 2. EFFECTIVE COMMUNICATION SKILLS: KEEP THE CONNECTION ON THE LINE - 8 HOURS	8 YEARS AND 6 MONTHS	CS-PROF	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II

Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 & No. of Hours	Details		
103	2025-ELSA-ADOP2A-0103	Bachelor of Science in Business Administration Banking and Finance -no attached TOR for Masteral	1) Crafting, Encoding and Consolidation of APP-CSE 2025 - 8 hours 2)Orientation on the Operational Guidelines of School Based Feeding Program for SY2024-2025- 8 hours 3) District Training of School Financial Managers on the Preparation and Submission of FY2024 Budget Execution Plan - 24 hours	ADAS -II- 4 years and 1 month ADAS -III - 8/24/2022 up to present	Career Service Professional Examination	QUALIFIED
104	2025-ELSA-ADOP2A-0104	BACHELOR OF PUBLIC ADMINISTRATION MASTER IN GOVERNMENT MANAGEMENT	1. 2022 COMMUNITY BASED MONITORING SYSTEM- 40 HOURS	NO ATTACHE CERTIFICATE OF EMPLOYMENT	NONE	DISQUALIFIED
105	2025-ELSA-ADOP2A-0105	BACHELOR OF ELEMENTARY EDUCATION	NO ATTACHED TRAININGS	LOANS MONITORING CLERK-3 YEARS & 9 MONTHS	LET PASSER	QUALIFIED
106	2025-ELSA-ADOP2A-0106	Bachelor of Elementary Education	-Orientation Workshop on NQMS for SDO Personnel, School Heads and School Based Non-Teaching Personnel- 8 hours -Basic Computer Literacy - 80 hours 1) NC III Bookkeeping - 292 hours	-Team Supervisor (PSA) - 104 days -Office Clerk Molugan CS- 7 months	Professional Teacher	QUALIFIED
107	2025-ELSA-ADOP2A-0107	Bachelor of Elementary Education	2) Orientation Workshop Cum Preparation of the Initial Inventory and Final Inventory of Barangay Properties, Financial Records and Documents and Orientation on the New Guidelines of the Seal of Good Governance for Barangay - 16 hours	-Barangay Clerk I (Bray Opol)- 3 years and 1 month, 21 days - Job Order (Opol LGU)- 1 year -Job Order (Igit Elementary School) - 4 months	Professional Teacher	QUALIFIED
108	2025-ELSA-ADOP2A-0108	BACHELOR OF ELEMENTARY EDUCATION	1. DIVISION TRAINING WORKSHOP ON PROJECT PROGRESS IN BEGINNING READING FOR READING ASSISTANTS - 24 HOURS 2 NC II - BREAD AND PASTRY	COMMUNITY ALS IMPLEMENTER- 2 YEARS & 6 MONTHS JOB ORDER - 2 YEARS & 4 MONTHS	LET PASSER	QUALIFIED
109	2025-ELSA-ADOP2A-0109	Bachelor of Elementary Education	1) District In-Service Training for Teachers - 40 hours 2) 10 Day Capacity Building for Community ALS Implementers - 80 hours	1) Substitute Teacher - 2 months 2) ALS Implementer - 4 years 3) Job Order Reading Teacher - 1 year and 6 months	Professional Teacher	QUALIFIED
110	2025-ELSA-ADOP2A-0110	Bachelor of Secondary Education Major in Religion	1) TESDA Computer System Servicing- 280 hours 2) District Based Monitoring and Instructional Supervision for SY2022-2023 - 24 hours 3) 3 Day Seminar-Workshop on Budget of Work (BOW) - 24 hours	1) Teacher (Private) - 1 year 2) Teacher/ Guidance Counselor/ Pathfinder Director - 10 months 3) Teacher (Private) - 2 years and 8 months	Professional Teacher validity 02/17/2026	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II

Salary Grade and Monthly Salary: SG 11 Php 30,024.00

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 Details	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours				
111	2025-ELSA-ADOP2A-0111	Bachelor of Elementary Education	1) 80 Hours Weekend Training Workshop on ICT Integration in Education through Synchronous and Asynchronous Approach - 80 hours 2) Strategic Planning of School Heads - 40 hours		1) School Teacher (Private) - 2 years and 6 months 2) Operator Trainee - 5 months 3) Job Order Clerk - 8 months	Professional Teacher - validity 06/25/2028	QUALIFIED
112	2025-ELSA-ADOP2A-0112	BACHELOR OF ELEMENTARY EDUCATION	1. DISTRICT IN-SERVICE TRAINING FOR TEACHERS - 40 HOURS 2. DIVISION TRAINING ON PROJECT PROGRESS IN BEGINNING READING FOR READING ASSISTANTS - 24 HOURS 3. CAPACITY BUILDING FOR COMMUNITY ALS IMPLEMENTERS - VOLUNTEER - 80 HOURS		1. CONTRACTUAL-LIVING HOPE CHRISTIAN ACADEMY - 3 YEARS 2. ALS IMPLEMENTER VOLUNTEER - DEPED MIS. OR. ALUBUID DISTRICT - 3 YEARS & 2 MONTHS	LET PASSER	QUALIFIED
113	2025-ELSA-ADOP2A-0113	Bachelor of Science in Business Administration major in Marketing Master in Business Management	1) District Orientation-Workshop on the Updating, Verification and Validation of Employee Service Records - 24 hours 2) Seminar Workshop to Newly Hired AO-II and ADAS III		1) Stock Clerk - 5 months 2) SAP encoder - 1 year 3) Records Clerk - 2 years 4) Job Order Records Officer - 4 years and 6 months 5) DepEd ADAS III - 1 year and 6 months 6) DepEd AO-II - 10 months	Professional Teacher - validity 09/08/2025	QUALIFIED
114	2025-ELSA-ADOP2A-0114	Bachelor of Elementary Education	1) NCMC Wide Teachers Seminar-Workshop on Teaching Strategies - 16 hours		1) Teacher (Private) - 9 months	Professional Teacher - validity 02/22/2026	QUALIFIED
115	2025-ELSA-ADOP2A-0115	BACHELOR OF ELEMENTARY EDUCATION	1. ADVANCES COMPUTER SKILLS TRAINING - 80 HOURS 2. CAREER DEVELOPMENT ONLINE SEMINAR - 24 HOURS 3. DISTRICT IN SERVICE TRAINING FOR TEACHERS - 40 HOURS		1. SOLARTECH STEEL FABRICATION SERVICES, INC - TOOL KEEPER = 1 YEAR & 9 MONTHS 2. DEPED MIS. OR. ALUBUID DISTRICT-ALS IMPLEMENTER = 1 YEAR & 5 MONTHS	LET PASSER	QUALIFIED
116	2025-ELSA-ADOP2A-0116	BACHELOR OF ELEMENTARY EDUCATION MASTER OF ARTS IN EDUCATIONAL MANAGEMENT - 39 UNITS	1. BREAD & PASTRY - NC II 2. DIVISION TRAINING WORKSHOP ON PROJECT PROGRESS IN BEGINNING READING FOR READING ASSISTANTS - 24 HOURS 3. DIVISION WIDE IN SERVICE TRAINING FOR ALS IMPLEMENTERS = 40 HOURS		1. JESUS OF NAZARETH LEARNING CENTER - PROVISIONARY = 2 YEARS & 9 MONTHS 2. ALS IMPLEMENTERS (VOLUNTEER) = 1 YEAR & 9 MONTHS	LET PASSER	QUALIFIED
117	2025-ELSA-ADOP2A-0117	BEED Master of Arts in Education - 9 units	1) National Convention and Congress of Civil Registry Personnel and Implementing Partners in Civil Registration - 40 hours 2) 10 Day Capacity Building on Community ALS - 80 hours		1) ALS Implementer - 1 year and 2 months 2) Teacher (Private) - 1 year	Professional Teacher - validity 07/28/2025	QUALIFIED
118	2025-ELSA-ADOP2A-0118	Bachelor of Elementary Education	NCII - Food Processing - 568		6 months	RA1080 - validity 03/30/2028	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II
Salary Grade and Monthly Salary: SG 11 Php 30,024.00
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 & No. of Hours	Details		
119	2025-ELSA-ADOP2A-0119	Bachelor of Elementary Education	1) 10 Day International Online Training on Leadership and Management in Education - 80 hours	1) ADAS-III - 6 months based on the IPCRF	RA1080 - validity 05/14/2026	QUALIFIED
120	2025-ELSA-ADOP2A-0120	Bachelor of Elementary Education	NCII Housekeeping - 436 hours	1) ALS Manager - 2Y 8M 2) Teacher - 3 months 1) COMMUNITY ALS IMPLEMENTER (VOLUNTEER) - 5Y 8M 2) GREENCABABARD LLC - 1Y 8M 3) JOB ORDER - LGU OPOL MIS. OR. - 3M	RA1080 - validity 10/13/2025	DISQUALIFIED
121	2025-ELSA-ADOP2A-0121	BACHELOR OF ELEMENTARY EDUCATION	1. CLUSTERED DISTRICT ORIENTATION WORKSHOP ON THE DIVISION HUMAN INFORMATION SYSTEM TO ADMINISTRATIVE SUPPORT STAFF (JOB ORDER) IN SCHOOLS = 8 HOURS	1. JOB ORDER - LGU = 1 YEAR & 9 MONTHS 2. BARANGAY RECORD KEEPER (BARANGAY SAMBULAWAN) = 1 YEAR & 1 MONTH 3. GENESIS RJH INSURANCE - BRANCH STAFF CASHIER = 10 MONTHS	LET PASSER	QUALIFIED
122	2025-ELSA-ADOP2A-0122	BACHELOR OF ELEMENTARY EDUCATION	1. BOOKKEEPING NCIII	1. ADAS III JOB ORDER - DPWH = 4 YEARS AND 1 MONTH 2. HUMAN RESOURCE STAFF - CDO ONE SUMMIT EXT. = 1 YEAR & 1 MONTH 3. CANOY GROUP OF COMPANIES- HUMAN RESOURCE ASSOCIATE = 3 YEARS & 2 MONTHS	LET PASSER	QUALIFIED
123	2025-ELSA-ADOP2A-0123	BACHELOR OF SCIENCE IN PSYCHOLOGY BACHELOR OF SCIENCE IN PSYCHOLOGY - PROF ED MASTER OF ARTS IN EDUCATION - 37 UNITS	1. TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) 2. TEACHING ENGLISH AS A FOREIGN LANGUAGE COURSE - 120 HOURS 3. REGIONAL DEVELOPMENT PLAN (DPWH) = 40 HOURS	1. CORPORATE SECRETARY / MARKETING IN-CHARGE - 5Y 9M	LET PASSER, CSC-PROF	QUALIFIED
124	2025-ELSA-ADOP2A-0124	BACHELOR OF ELEMENTARY EDUCATION	BASIC COMPUTER LITERACY - 80 HOURS	1. TEACHER I - SUBSTITUTE, DEPED EL SALVADOR = 2 MONTHS	LET PASSER	QUALIFIED
125	2025-ELSA-ADOP2A-0125	BACHELOR OF SECONDARY EDUCATION-TECHNOLOGY AND LIVELIHOOD EDUCATION	1. BOOKKEEPING - NCIII 2. EVENTS MANAGEMENT SERVICES - NCIII	1. ADA VI, USTP = 1 YEAR & 8 MONTHS	LET PASSER	QUALIFIED
126	2025-ELSA-ADOP2A-0126	BS Business Administration - Entrepreneurial Marketing	1. Session 4 on psychosocial Resilience in the Workplace during the period of Pandemic - 8hrs 2. Capacity Building on Digital Marketing for Dairy Milk Suppliers - 8hrs 3. Second P2C2 Regional summit - 24hrs		Career Service Professional	QUALIFIED

Prepared and certified correct by:


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