

SELECTION LINE-UP OF APPLICANTS

OCT 25 2016
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Position Title: Administrative Aide VI (Admin. Div.)
(OSEC-DECSB-ADA6-90009-2014)

Salary Grade: 6

Level: 1

Qualification Standards for Administrative Assistant I per CSC MC 10, s. 2005

Education Requirements: Completion of 2 years studies in college or High School Graduate w/ relevant vocational/trade course

Experience Requirements: 1 year of relevant experience

Training Requirements: 4 hours of relevant training

Eligibility Requirements: CS Sub-professional/1st Level Eligibility

| | Name | Sex | Performance Rating | | | Education | Training | Experience | Eligibility |
|---|---------------------------|-----|--|-------------------------|----------|--|----------------|--|-------------------------|
| 1 | CANDELARIO, JHOVIE LYN B. | F | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | 4.48 4.28 | VS VS | BSC - major in Financial Management | with trainings | Admin. Aide IV(Perm.) - Benguet Gen. Hospital - 3/23/16 to present Admin. Aide IV (Casual) - BeGH 7/16/13 to 3/22/16 | CS Prof |
| 2 | CAYSO, ARIAN S. | F | October 16, 2015 to January 15, 2016 November 1, 2013 to October 31, 2014 | 87.26 94.71 | | Bachelor of Science in Applied Statistics | with trainings | Noble Trnds Unbound Inc. - Quality Assistant; Accounting Assistant; Quality Assistant SWAT - 5/16/13 to present | CS Prof |
| 3 | CONTADA, JHARIZA M. | F | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | | | BS in Management Accounting; BS in Accountancy | with trainings | JO - LGU Bakun 1/2016 - 6/2016 JO - LGU Bakun 1/2015 - 6/2015 Accounting Staff - BLC Construction & Agg. - 12/15/12 to 1/15/13 | CS Prof |
| 4 | DIONISIO, DAISY L. | F | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | 94.30 95.50 94.30 | | Bachelor of Science in Management Accounting | with trainings | Monol International Education Institute - ESL Teacher 1/2/14 to 12/31/15 | LET |
| 5 | PADCAYAN, JESSICA P. | | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | | | Bachelor of Science in Social Work | with trainings | Brgy. Secretary - 1/8/14 to 7/23/16 Brgy. Secretary - 3/1/13 to 12/30/13 Cashier - Inglay Restaurant - 10/15/10 to 12/30/12 Service Crew - AL'S Restaurant - 3/22/10 to 10/11/10 Rapid Cashier & Teller - SM Baguio Bingo - 3/14/2008 to 6/16/09 | RA 4373 (Social Worker) |

Date of Posting: October 24, 2016 (To be posted for at least fifteen (15) CALENDAR DAYS)

Prepared by:

Elena C. Tawanna
ELENA C. TAWANNA
AO IV

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| | | | | | | | | | |
|----|-------------------------------|---|---|--------------------|--|--|----------------|--|---------|
| 6 | PENINGEO, KURT WANAS KLYDE D. | M | Jan - May 2016 Aug. - Dec. 2015 | 83.75 83.75 | | Bachelor of Arts in Philosophy and Interdisciplinary Studies | with trainings | Saint Louis University - Assistant Instructor - 8/14/15 to 5/31/16 | CS Prof |
| 7 | PUMIHIC, ROWENA G. | | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | | | Bachelor of Science in Management Accounting | | Accounting Staff - UNI-Green Inc. - 1/1/12 to present | CS Prof |
| 8 | REGINIO, CHERILEM B. | F | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | | | Bachelor of Elementary Education | | Hotel Receptionist (Sofitel Philippine Plaza) - 4/2013 to 7/2013 | LET |
| 9 | TAQUED, ALPHALYN E. | F | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | | | BS in Information Technology | with trainings | Career Consultant - Informatics Institute - 10/26/15 to 6/23/16 Lecturer - Informatics Institute - 3/24/14 to 10/26/15 Apprentice - TI Phil. 8/15/14 to 1/23/15 | LET |
| 10 | WANKEY, MARLYN M. | | July to Dec. 2015 Jan. to June 2015 July to Dec. 2014 | 3.8 3.8 4.05 | | Bachelor of Science in Accountancy | with trainings | Accounting Staff (Payroll)- Pines Doctor's Hospital - 2/16/2009 to 5/20/16 Accounting Staff (Billing)- Pines Doctor's Hospital - 10/31/07 to 2/15/09 | CS Prof |

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