



MAY 26 2020

	<b>General Quality Form</b>		Document Code: CAR-QF-ADMIN-PS-02
	<b>SELECTION LINE UP OF APPLICANTS</b>		Revision: 00
			Effectivity Date: 06-18-2018
			Name of Office: Administrative Division - Personnel Section

**SELECTION LINE UP OF APPLICANTS**

**Position Title:** Administrative Aide IV      **Salary Grade:** 4  
**Item Number:** OSEC-DECSB- ADAS2-90009-2004      **Level:** 1st Level


**Qualification Standards:**

**Education Requirements:** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course      **Training Requirements:** none required  
**Experience Requirements:** none required      **Eligibility Requirements:** CS (Sub-Professional/First Level Eligibility)

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Numerical	Adjectival				
1	BALIW-AN, JONALY C.	F	Jan - June 2019 Jan - Dec 2018		VS VS	BEE	with trainings	Clerk - 2/1/2015 - 6/28/2019 Tutor -	CS Sub-Prof LET
2	BACASEN, KATHLEEN SHANNE M.	F				BS in Accountancy		June 2019-Feb. 2020 - Accounting staff	CSC - Prof.
3	DIZON, KAYE SHAIRA B.	F	Jan - Mar 2020 July - December 2019	4.86 4.69		BS in Psychology	with trainings	1/2/20 - 3/31/20 - ADA ( Job Order) 9/17/19 - 12/31/19 - ADA ( Job Order) 1/03/2019 - 2/28/2019 - Planning Assisat	CSC - Prof.
4	MAGCIANO, JOANA JOYCE M.	F	2nd Sem. C.Y. 2019 2nd Sem. C.Y. 2017 1st Sem. C.Y. 2017	4.680 4.414 4.596		Computer Secretariat		July - December 2019 - ADAS II January - December 2017 - Social Welfare Aide ( JO)	CSC - Prof.
5	OLBAN, JHERWIN S.	M				BS in Financial and Management Accounting	with trainings	9/10/19 - 1/3/20 - CSC Inbound 1 1/28/17 - 6/20/18 - Customer Service Representative 9/16/14 - 4/30/15 - Customer Service Representative	CSC - Prof.

To be posted for at least fifteen (15) CALENDAR DAYS

Prepared by:

  
ELENA C. TAWANNA

AO IV

