

General Quality Form



Document Code: CAR-QF-ADMIN-PS-02

Revision: 00

Effectivity Date: 06-18-2018

Name of Office: Administrative Division - Personnel Section

SELECTION LINE UP OF APPLICANTS

SELECTION LINE UP OF APPLICANTS

Position Title: Item Number: Administrative Aide IV

OSEC-DECSB- ADAS2-90009-2004

Salary Grade: 4

Level:

1st Level

Qualification Standards:

Education Requirements:

with relevant vocational/trade course

Eligibility Requirements: CS (Sub-Professional/First Level Eligibility

Experience Requirements:

none required

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

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

Prepared by:

FLENA C. TAWANNA AO IV



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SELECTION LINE UP OF APPLICANTS

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Position Title: Item Number:

Administrative Aide IV

OSEC-DECSB- ADAS2-90009-2004

Salary Grade: 4

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

Eligibility Requirements: CS (Sub-Professional/First Level Eligibility

Experience Requirements:

none required

[· · · ·	None	C	Performance Rating						
No.	Name	Sex	Period	Numerical	Adjectival	Education	Training	Experience	Eligibility
6	OMERO, LOUISE ANGELICA S.					BEE - SPED	with trainings		LET
7	PAYANG, JANETTE O.		Sept - Dec 2019	4.817		BS in Hotel & Restaurant Management	with trainings	Admin. Aide - 9/16/2019 - 3/31/2020 Front Desk Clerk/Receptionist - 12/20/2016 - 12/25/2017 EFL Teacger - 6/25/2018 - 11/23/2018	LET
8	TAQUIO, JENNY S.		Jan - Dec 2018 Jul - Dec 2017 Feb - June 2018	3.915 3.636 3.411		BS in Psychology	with trainings	Psychologgist - 2/1/2017 - 1/5/2020	RA 1080 CS Prof

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

Prepared by:

AO IV