



JUL 23 2019

	<h2 style="margin: 0;">General Quality Form</h2>		<p>Document Code: CAR-QF-ADMIN-PS-02 Revision: 00 Effectivity Date: 06-18-2018</p>
<h3 style="margin: 0;">SELECTION LINE UP OF APPLICANTS</h3>			<p>Name of Office: Administrative Division - Personnel Section</p>

Position Title: ADMINISTRATIVE ASSISTANT I
Item Number: (OSEC-DECSB-ADAS1-90003-2014)

Salary Grade: 7
Level: 1

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: Career Service Subprofessional/
1st Level Eligibility

Experience Requirements: none required

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Numerical	Adjectival				
25	PENTIANO, KIMBERLY N.	F				BEED			CS Subprof
26	PERALTA DHANE FERL P.	F				BA Social Sciences - Economics	w/ trainings		CS Prof
27	SOTELO, MARY CRIS B.	F	April-June 2019 Jan-March 2019	5.000 4.920		BS in Dev't Communication		ADA4-3/19/18 to present; ADAS1 - 10/19/17 to 4/15/18 Project Assistant, Research Assistant	CS Prof
28	TACGAKI, JONA P.	F				BS in Business Administration - Financial Management	w/ trainings	Loan Assistant - 7/12/17 to present Sitel - 9/29/15 to 4/9/17	CS Prof
29	TIONGCO, MARDEN	F				BS in Accountancy			
30	TORIO, JEANALYN L.	F				IT emphasis on Programming (Computer Programmig NC IV)		Cashier - SM - 3/23/17 to 7/17/18 Frontliner - 8/30/210 to 12/30/2015	CSC - Subprof.

Date of Posting: July 25, 2019 (To be posted for at least fifteen (15) CALENDAR DAYS)

Prepared by:


ELEONORA A. ALBIDAS
 Administrative Officer V (HRMO)

JUL 25 2019



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

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Effectivity Date: 06-18-2018

SELECTION LINE UP OF APPLICANTS

Name of Office: Administrative Division - Personnel Section

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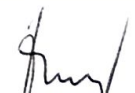
Eligibility Requirements: Career Service Subprofessional/
1st Level Eligibility

Experience Requirements: none required

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility.
			Period	Numerical	Adjectival				
1	ALOCOD, HYGIE F.	F				BS in Accountancy	w/ training		CS Prof
2	BANDONILL, JAN RAPHAEL A.	M				BS in Mechanical Engineering	w/ training	Bldg. Maintenance and Utility Officer - 6/11/18 to 8/22/18	RA 1080
3	BARRERAS, GERALD A.	M				Bachelor of Arts in Legal Studies			CS Prof
4	BASITE, FREDA S.	F				BSDC - Major in Dev't Journalism		Secretary-DL Electronics Service-1/2/19 - Pres. Secretary - Pascual Dental Clinic(contractual)- 710/31/2017 - 12/22/2018	CSC - Subprof.
5	BUGAYONG, JOSHELLYN G.	F				BS in Entrepreneurship	w/ trainig	Teller - Malayan Bank - 10/15/15 to present	CS Prof
6	CABATU, RAE ANN VALERIE L.	F				BS in Biology	w/ trainings	Office-based Teacher 6/30/17 to 3/2/18	CS Prof

Date of Posting: July 24, 2019 (To be posted for at least fifteen (15) CALENDAR DAYS)

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Name of Office: Administrative Division - Personnel Section

SELECTION LINE UP OF APPLICANTS

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Eligibility Requirements: Career Service Subprofessional/
1st Level Eligibility

Experience Requirements: none required



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			Period	Numerical	Adjectival				
7	CAYAMBAS, SANDRA G.	F				BSE Major in English	w/ trainings		LET
8	DIZON DAYE SHAIRA B.	F				BS in Psychology		Customer Service Representative - 9/18/17 to 12//19/17	CS Prof
9	EMBES, CHERRYLYN B.	F	July-Dec 2018 Jan-June 2018	4.500 4.500		BS in Business Administration	w/ trainings	Project Evaluation Asst. (Job Contract) - 3/1/19 to present Planning Asst. - 1/3/19 to 2/28/19 Communication Staff - 1/7/18 to 12/30/18 Assisting Professional - 9/7/17 to 12/31/2017	CS Prof
10	ESTACIO, MARTY DEION T.	M	Jan-June 2019 July-Dec 2018 Jan-June 2018	4.000 4.000 4.000		BSIT	w/ trainings	IT Support- BAPTC-9/3/15-Present IT Tech. Support- Skills Net- 4/16/13-9/1/15 Gen. Transcriptionist-OTS, Inc. - 1/5/13-4/18/13	CS Prof
11	FERNANDEZ, HEIDI A.	F				BS in Electronic Engineering			Electronic Technician
12	GOMEZ, MAY ANTHONETTE	F				Bachelor of Arts in English Literature	w/ trainings	Sales Representative - 6/11/14 - 6/15/15; 6/18/15-9/30/15 Customer Service Rep - 1/12/15/-8/8/16 Clerk Processor - BWD - 8/8/18/6/30/19	CS Prof

Date of Posting: July 15, 2019 (To be posted for at least fifteen (15) CALENDAR DAYS)

Prepared by:

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Experience Requirements: none required



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13	ISIDRO, KATHLENE JOY					Advance Diploma in Information Technology		Service Crew - Buko Express - 7/2018 to 9/2018 Merchandiser - Tiongson Harrison - 5/2019 to 6/2019	CS Subprof
14	JULIAN, HANNAH JOY B.	F				BSIT			CSC-Prof.
15	LARA, EVERETT MEL E.	M				Advance Diploma in Information Technology			CS Subprof
16	LICANG, JENNELYN B.	F	Jan - June 2019 Aug. - Dec. 2018 Jan - June 2018	3.420 4.340 4.740		BS in Dev't Communication	w/ trainings	ADA IV- BSU(Contractual)- 1/3/19-Present ADA IV- BSU(JO)- 1/3/18-12/31/18 ADA IV- BSU(JO)- 1/2/17-12/31/17 ADA IV- BSU(JO)- 10/24/16-12/31/16	CSC-Prof.
17	LIPATO, JENNIFER G.	F	Jul - Dec 2018 Jan - June 2018 Jan - Dec 2017			Bachelor of Science in Applied Statistics	w/ trainings	Prov'l. Focal Person - Nat'l Anti-Poverty Commission - 7/1/17 to 6/30/18 Field Editor/Validator - LGU Sagada - 1/14/19 to present	CS Prof
18	LORENZO, FAY A.	F				BSE - major in Technology and Livelihood Education	w/ trainings	English Teacher-Myskyline Online School - 7/27/17 to 11/24/17 Office Encoder - Granville Supply Chain Mgmt. Corp.9/2014 to 5/2015	LET

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19	METUA, LESTER P.	M				BSIT		Ants Technologies, Inc. - 1/4/16 to Present as: - (Office Clerk, Technical Support, Project Team Leader)	CSC-Prof.
20	MILLARE, JOHN ANDRE C.	M				BS in Business Administration - Financial Management	w/ trainings		CS Prof
21	MINA, MELCHRIS B.	F	Jul - Dec 2018 Jan - June 2018 July - Dec 2017	4.348		BS in ECE	w/ trainings	Engineer - Hitachi - 4/28/10 to 1/21/12 OIC for Operation - 8/8/14 to 5/15/16 ADAS1 - DSWD - 7/15/17 to present	CS Prof
22	NGINSAYAN, MYREL L.	F				BSIT - Network Technology			CS Prof
23	PAGADA, CHARIANE G.	F	Jan 2019-June 2019 Aug. 2018-Dec.2018	3.020		BS in Management Accounting	w/ trainings	ADA IV- BSU(Contractual)- 2/1/19-Present ADA IV- BSU(JO)- 1/3/18-12/31/18 ADA IV- BSU(JO)- 1/2/17-12/31/17 ADA IV- BSU(JO)- 11/7/16-12/31/16	CSC-Prof.
24	PAPCO-O, MELANY M.					BSAB Major in Agri. Finance	w/ trainings		CSC-Prof.

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