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

SELECTION LINE UP OF APPLICANTS

Position Title: Administrative Assistant I - PAU & PPRD
Item Number: OSEC-DECSB-ADAS1-90010-2014/ OSEC-DECSB-ADAS1-90006-2014

Salary Grade: 7
Level: 1

Qualification Standards:

Education Requirements: Completion of 2 years studies in college or HS graduate w/ relevant vocational/trade course

Training Requirements: None Required

Experience Requirements: None Required

Eligibility Requirements: CS (Subprofessional/1st level Eligibility)

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Numerical	Adjectival				
1	Bacasen, Kathleen Shanne M.	F				BS in Accountancy		June 2019-Feb. 2020 - Accounting staff	CSC - Prof.
2	Bugtong, Mary Jane D.	F		96.50		BS in Entrepreneurial Tech.	with trainings	8/9/19 - Present - ESL Teacher 3/11/19 - 6/20/19 - ESL Teacher 6/4/18 - 2/22/19 - ESL Teacher	LET
3	Busacay, Aries L.	F	June 3, 2019-Dec. 2019	4.127		BSE	with trainings	1/1/20 -Present - ADA IV ✓ 6/3/19 - 12/31/19 - ADA IV ✓ 7/10/18 - 2/25/19 - ESL Teacher ✓ 6/1/17 - 3/31/2018 - High School Teacher ✓ 6/1/16 - 3/31/17 - Elem. Teacher ✓ 10/2015 - 3/2016 - Elem. Teacher ✓	LET
4	Bustillo, Jessa Mae G.	F				AB Political Science	with trainings	6/24/19 - 7/27/19 - EFL Teacher	CSC-Prof
5	Buyagan, Bernice L.	F				BS in Industrial Technology	with trainings	5/1/13 - 7/8/17 - Supervisor-in-charge 1/12/12 - 2/8/13 - Production Operator 10/20/10 - 10 /24/ 11 - Production Operator	CSC - Prof.
6	Cabrerros, Nikki M.	F				BS in Psychology	with trainings	10/16/19 - 2/12/20 - Human Resources Assistant	Psychomertician
7	Calang-ad, Ruth D.	F	2nd Sem. Of C.Y. 2019 1st Sem. Of C.Y. 2019	4.399 4.756		BS in Agribusiness	with trainings	11/27/17 - 12/31/19 - AO II (Job Order) 1/1/17 - 6/30/17 - ADAS (Contractual) 7/1/16 - 12/31/16 - ADAS (Contractual) 2/1/16 - 6/30/16 - ADAS (Contractual)	CSC - Prof.

SELECTION LINE UP OF APPLICANTS

MAY 26 2020

Position Title: Administrative Assistant I - PAU & PPRD
Item Number: OSEC-DECSB-ADAS1-90010-2014/ OSEC-DECSB-ADAS1-90006-2014

Salary Grade: 7
Level: 1

Qualification Standards:

Education Requirements: Completion of 2 years studies in college or HS graduate w/ relevant vocational/trade course

Training Requirements: None Required

Experience Requirements: None Required

Eligibility Requirements: CS (Subprofessional/1st level Eligibility)

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
8	Chogsayan, Gay E.	F	Jan - May 2019	4.700		BS in Dev't Communication	with trainings		CSC- Prof.
9	Dizon, Kaye Shaira B.	F	Jan - March 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 - Subprof. CSC - Prof.
10	Dumaguing, Wilson S.	M				BSE	with trainings		no eligibility
11	Embes, Cherrylyn B.	F	January - June 2019	4.795		BS in Business Administration	with trainings	3/1/2019 - 12/23/2019 - Project Evaluation Assistant 1/03/2018 - 12/30/2018 - Commuication Staff 7/09/2017 - 12/31/2017 - Assisting Professional 1/04/2016 - 4/30/2016 - Teller 1/03/2011 - 1/10/2016 - Model/Local Artist	CSC-Prof
12	Estacio, Marty Deion T.	M	9/23/19 - 12/31/19 Jan - June 2019	4.850 4.000		BSIT	with trainings	1/1/20 -Present- ADA IV 9/23/19 - 12/31/19 - ADA IV 9/3/15 - 9/22/19 - IT Support 4/16/13 - 9/1/15 - IT Support 9/3/15 -	CSC-Prof
13	Guerzon, Claudine A.	F				BS in Mgnt. Accounting			CSC- Prof.
14	Hufana, Centena A.	F				BS in Psychology			Psychometricia n
15	Jose, Athena K.	F				BS in Social Science			CSC - Prof.
16	Lacmaan, Jimmy C.	F				BS In Commerce BS in Civil Engr.	with trainings	Aug. 2019 -April 2020 - Civil Estimator Dec. 2016 - Dec. 2018 - Civil Quantity Surveyor Sept. 2015 - Nov. 2016 - Freelancer June 2014 - Aug. 2015 - Site Quantity Surveyor Sept. 2013 - April 2014 - Quantity Surveyor Engr. April 2010 - Dec. 2012 - Civil Quantity Surveyor May 2008 - Dec. 2009 - Site Civil Engr. March 2007 - March 2008 - Asst Civil Supervisor Jan. 2003 - Feb. 2007 - Asst Civil Engr. April 2000 - Dec. 2002 - freelancer/Pakyaw Contractor	CSC - Prof.

SELECTION LINE UP OF APPLICANTS

MAY 26 2020

Position Title: Administrative Assistant I - PAU & PPRD
Item Number: OSEC-DECSB-ADAS1-90010-2014/ OSEC-DECSB-ADAS1-90006-2014

Salary Grade: 7
Level: 1

Qualification Standards:

Education Requirements: Completion of 2 years studies in college or HS graduate w/ relevant vocational/trade course

Training Requirements: None Required

Experience Requirements: None Required

Eligibility Requirements: CS (Subprofessional/1st level Eligibility)

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
17	Lamadrid, Angelica A.	F			BSHT-HRM		7/7/2018 -5/12/2019 - Associate - 9 mos. 4/22/15 -10/21/15 - Housekeeping staff - 6 mos	LET
18	Lapugan, Suzette S.	F			BEE	with trainings	6/1/18 - 4/5/19 - Kindergarten Teacher	LET
19	Lerma, Alpha T.	F	11/1/19 - 12/31/19	3.928	AB Political Science	with trainings	7/29/2019 - 12/31/19 - ADA VI (Contractual)	CSC-Honor Grad. Eligibility
20	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 - Subprof. CSC - Prof.
21	Mapanao, Christian G.	M			BSE	with trainings	7/1/19 -8/23/19 - ESL Teacher	LET
22	Masliyan, Hilary A.	F			BS in Medical Laboratory Science	with trainings	1/21/19 - Present - Human Resource Payroll staff	Medical Tech. Board Exam
23	Mercado, Candemor C.	F			BSE	with trainings	6/17/20 - Present - Teacher 6/18/18 - 4/15/19 - Teacher	LET
24	Minas, Alice T.	F			Bachelor of Arts in Music			LET
25	Minong, Rushel A.	M	1/1/2019 -6/30/2019	5.000	BS In Commerce BS Accountancy	with trainings	10/18/2010 - 10/26/2015 - Loan officer 8/5/2004 - 6/10/2007 - Administrative Assistant	CSC - Subprof. CSC - Prof.
26	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.
27	Olsim, Erin L.	F			BSE	with trainings	1/1/20 - 6/30/20 - ADA III 9/23/19 - 12/31/19 - ADA III	LET
28	Palbusa, Chrisel D.	F	Aug - December 2019 Jan - June 2019	4.280 4.090	BSE	with trainings	1/1/2016 - Present - Administrative Assistant 1/1/2009 - 12/31/2015 - Admin. Support Assistant 7/1/2008 - 12/31/2008 - Accounting Clerk	CSC - Prof. LET
29	Payang, Melandro L.	M	Jan - December 2019 July - Dec. - 2018	4.880 4.540	BS in Hotel & Restaurant Mgmt.	with trainings	1/1/20 - Present - ADA III 1/1/19 - 12/31/19 - ADA III 7/2/18 - 12/31/18 - ADA III 8/26/16 - 9/30/17 - Bellman	CSC - Prof.

18 + 8

SELECTION LINE UP OF APPLICANTS

Position Title: Administrative Assistant I - PAU & PPRD
Item Number: OSEC-DECSB-ADAS1-90010-2014/ OSEC-DECSB-ADAS1-90006-2014

Salary Grade: 7
Level: 1

MAY 26 2020

Qualification Standards:

Education Requirements: Completion of 2 years studies In college or HS graduate w/ relevant vocational/trade course

Training Requirements: None Required

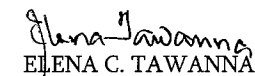
Experience Requirements: None Required

Eligibility Requirements: CS (Subprofessional/1st level Eligibility)

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
30	Roxas, Roann B.	F				BS in Food Service & Institutional Mgmt. w/ Tourism	with trainings	5/7/15 - Present - Accounting Assistant	CSC -Honor Grad. Eligibility
31	Sapao, Cassie E.	F				BS in Business Administration Financial Mgmt.		9/4/17 - 10/31/19 - Policy Issue Clerk	CSC - Prof.
32	Talangan, Liezelle N.	F				AB Political Science	with trainings		LET
33	Espiritu, Daphne G.	F				BS in Psychology	with trainings		Psychometrician
34	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 Teacher - 6/25/2018 - 11/23/2018	LET
35	RAMOS, LETECIA M.	F	Jan - Dec 2019	4.833		BSIT	with trainings	ADA6 - 5/9/2016 - present	CS Prof

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

Prepared by:


 ELENA C. TAWANNA
 AO IV