


	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 **Salary Grade:** 7
Item Number: OSEC-DECSB-ADAS1-90001-2014 **Level:** 1
Qualification Standards:
Education Requirements: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience Requirements: None required **Training Requirements:** None required
Eligibility Requirements: Career Service (Sub-professional)/First Level Eligibility

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
1	ALBERTO, APRIL D.	F	April 2018 to Mar 2019 April 2017 to Mar 2018	4.470 4.250	BS in Financial & Management Accounting	with trainings	Senior Audit Associate (Silver Finance Inc)- 4/14 to 6/30/21 ADAS (Itogon-Suyoc Res., Inc.) - 11/26/12 to 3/21/14	CS Prof
2	BAGNISEN, SABENA B.	F	July to Dec 2021 Jan to June 2021 July to Dec 2020	4.620 4.696 4.580	BS in Forestry - Major in Agroforestry	with trainings	Project Eval Assistant (PENRO) - 7/1/19 to 12/31/21 Environmental Mon. Officer (PENRO)- 1/8/18 to 6/30/19 Assisting Professional (PENRO) - 9/11/17 to 12/31/17	Forester
3	DELA CRUZ, MARK D.	M			BS in Business Administration		Warehouse Keeper (Noblevision) - 6/1/20 to Present Store Supervisor (Robinsons) - 9/13/19 to 3/9/20 HR Staff (NEWBEGINNING Inc) - 1/9/18 to 1/15/19	CS Prof
4	DOMERIS, HAIDEE C.	F			BS in Pharmacy		Head Quarter Clerk (PSA) - 9/1/20 to 10/31/20	CS Prof

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SELECTION LINE UP OF APPLICANTS

Position Title: ADMINISTRATIVE ASSISTANT I **Salary Grade:** 7
Item Number: OSEC-DECSB-ADAS1-90001-2014 **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 (Sub-professional)/First Level Eligibility

Experience Requirements:

None required

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
5	ESTUBO, LAWRENCE G.	M	Dec 2020 to June 2021	VS	BS in Aviation Electronics Technology	with trainings	ADA III (UP Manila) - 12/7/20 to 11/11/21 CSR 2 (Telus Int'l Ph.) - 4/3/19 to 3/19/20 TSR 1 (Tele Tech) - 8/18/18 to 2/23/19; 3/10/16 to 4/4/17 CSR (F21 Call Center) - 10/16/17 to 6/29/18 Process Executive (Infosys BPO Ltd)- 1/12/15 to 4/11/16 Consultant (City Gov't of Taguig) - 8/2/10 to 8/18/13	CS Prof
6	FERRER, SUILYN A.	F			BS in Business Administration - Major in Financial Mgmt.		Registration Operator (PSA) - 3/18/21 to 12/31/21 Team Supervisor (PSA) - 8/26/20 to 10/1/20	CS Prof
7	GAMSAWEN, ADRELYN M.	F			BS in Business Administration	with trainings		P.D. 907 (Honor Graduate)
8	JOSE, WINNIE JOY N.	F	July to Dec 2021 Jan to Jun 2021 July to Dec 2020	4.550 6.990 5.830	BS in Information Technology	with trainings	ADAS II (DA-RFO CAR) - 1/1/18 to Present ADAS II (DSWD-CAR) - 7/31/17 to 12/31/17	CS Prof

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SELECTION LINE UP OF APPLICANTS

Position Title:	ADMINISTRATIVE ASSISTANT I	Salary Grade:	7
Item Number:	OSEC-DECSB-ADAS1-90001-2014	Level:	1
Qualification Standards:		Training Requirements:	None required
Education Requirements:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Eligibility Requirements:	Career Service (Sub-professional)/First Level Eligibility
Experience Requirements:	None required		

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
9	PACITO, JAYMARIL B.	F			BS in Information Technology			CS Prof
10	PACITENG, DEBBIE HER C.	F	Academic Year 2020-21	3.200	BS in Psychology	with trainings	Assistant to the Dean (BCU) - 9/2020 to Present Guidance Advocate (BCU) - 8/2019 to 3/2020	LET CS Prof
11	SANCHEZ, LORENA A.	F	Jan to Dec 2021 Jan to Dec 2020 Sept. 25 to Dec 31, 2019 July to Sept 24, 2019	4.930 4.920 4.730 4.880	BS in Information Technology MHRM (Acad. Reqt's)	with trainings	ADA VI (DepEd-CAR, RO) - 9/25/19 to Present ADA IV (BSU) - 2/1/19 to 9/24/19 Comp. Operator (BSU) - 1/4/16 to 1/31/19 Info. Tech. Specialist - 3/1/15 to 12/31/15 ADA IV (BSU) - 11/12/12 to 2/28/15	LET CS Prof
12	SERRANO, JONALD C.	M	July to Dec 2021 Jan to Jun 2021 July to Dec 2020	4.620 4.696 4.580	BS in Accountancy (4th Year)	with trainings	North East West Food Mktg. - 5/27/14 to Present Bookkeeper(ALU Gen. Merchandise)-3/3/14 to 5/3/14 Executive Assist. (REM CitiMed) - 5/17/13 to 1/16/14 Gen. Transcriptionist Executive (Tech-Synergy)- 5/2012 to 11/2012 D' Motorists Pitsop, Inc. - 4/4/2008 to 4/16/2012	BOE



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Position Title: ADMINISTRATIVE ASSISTANT I
Item Number: OSEC-DECSB-ADAS1-90001-2014

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

Experience Requirements: None required

Training Requirements: None required

Eligibility Requirements: Career Service (Sub-professional)/First Level

Requirements: Eligibility

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
13	UGMA, JENNIFER O.	F	Jan to Dec 2021	5.000	BS in Hotel and Restaurant Management	with trainings	Business Counselor (DTI) - 7/16/19 to 12/31/21 Sales Officer (DTI) - 12/21/18 to 7/15/19 Front Office Clerk (Hotel Elegant) - 10/8/17 to 12/22/18 Cashier (Bayleaf Restaurant) - 12/28/15 to 9/30/17	CS Prof
			Jan to Dec 2020	5.000				
14	TULLAY, ALLYZA JUVIE D.	F			Bachelor of Arts in Communication			P.D. 907 (Honor Graduate)

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

Prepared by:

DUMAS D. ABAN
AO II