



General Quality Form



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

Revision: 00

Effectivity Date: 06-18-2018

SELECTION LINE UP OF APPLICANTS

Name of Office: Administrative Division - Personnel Section

SELECTION LINE UP OF APPLICANTS

Position Title: Administrative Assistant 1  
Item Number: OSEC-DECSB-ADAS1-90004-2014

Salary Grade: 7  
Level: 1

OCT 26 2021

Qualification Standards:



Education Requirements: Completion of two years college studies or high school graduate with 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				
1	ANGAYEN, JANE CLAIRE L.	F			BS in Psychology			PD 907
2	AQUINO, NICOLE ANNE P.	F			Bachelor of Arts in Pol. Sci.	with trainings	Classroom Teacher - 8/1/2019 to 9/7/2021	LET
3	BINALIW, ARIANNE L.	F			BEE	with trainings	PDO I (COS)8/169/2019 to 12/31/2019	LET
4	DACLOSEN, MARY JANE P.	F			Bachelor of Arts	with training	ESL Teacher 3/19/2011 to 10/25/2013 Human Resource - 4/1/2019 to 3/30/2020 Instructional Specialist - 12/13/2013 to 12/31/2015 ESL (independent contractor) 1/15/16 to 8/1/21	LET
5	DULAWAN, MARY EUGENIA N.	F			BS in Social Work	with trainings	Field Worker - 9/13/18 to 12/2018 Office based Teacher - 2/3/17 to 10/21/17 Part Time Instructional Specialist - 12/2017 to 8/2018	RA 1080 (Social Worker)
6	FAGSAO, ANNA KARLA H.	F			BSC - Economics	with training	Bookkeeper/Admin Asst. - 8/1/11 to 5/31/21 Asst. Supervisor (Pines.Net Computers) 4/1/03 to 4/1/03	CS Prof
7	FERMIN, ANGELIQUE R.	F			BS in Magmt. Acctng.	with trainings	Service Provider (51 Talk English) - 9/10/19 to Present	CS Prof

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8	FLORA, HARLENE C.	F			BSEED	with trainings	Elem. Teacher - John Hay ES, Inc. --7/1/18 to 4/30/20	LET
9	GALAGAL, JESSICA ROSE D.	F			BS in Mgmt. Acctng.	with training		PD 907
10	GAWIDAN, SHARMAINE M.	F	Aug - Oct 2020 Jan - June 2020	4.900 4.800	BSHRM	with trainings	ADA3 - 10/20/20 to Present ADA4 - (COS) - 8/3/20 to 10/16/20 ADA4 (COS) - 1/2/20 to 6/30/20 ADA4 (COS)2/1/19 to 12/31/19 Instructor I (COS) - 10/10/18 to 12/10/18	PD 907 LET
11	LAMBINO, RECCY ANNE S.	F			BS in Acctng. Technology; Mgmt. Acctng.; Accountancy	with training		CS Prof
12	MARTIN, NICHOLETTE B.	F			114 Academic units - BSE	none		CS Subprof
13	PAQUITO, CLARRISA T.	F			BS in Applied Statistics	with trainings	Clerk II (DOST) - 1/4/21 - 6/30/21; 7/1/21 to Present	CS Prof
14	PEDRO, FEBY B.	F			BS in Social Work	with trainings	Secretary/Layout Artist (Visual Effects Production) - 11/4/2018 to Present	RA 1080 -Social Worker



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			Period	Numerical				
15	REYES, FEVY O.	F	Sept 2018 -Feb 2019	3.500	Undergraduate - BSC - Fin'l. Mgmt.	with trainings	Acctng. & Purchasing Officer - CJH Dev't Corp. - 9/14/2018 to Present ADA4 (IFSU) - 8/8/16 to 3/30/18	CSPProf
16	PACITENG, DEBBIE HER C.	F			BS in Psychology	with trainings	Guidance Advocate - 8/23/2019 to 7/15/2021	LET CS Prof
17	SADYA-AS, PAMELA E.	F			BSBA-Business Economics	with trainings	Cutomer Associate (LBP) - 3/1/18 - 11/30/18 Sales Clerk (DTI) - 12/16/19 - 7/8/20	CS Prof
18	SONIO, JANELLE PAOLA C.	F			BSBA - Mgmt. Acctng. & Financial Mgmt.	with trainings	Adjudicator (PhilHealth ) - 11/23/20 to Present Mgmt. Trainee (ArmyNavy) - 10/9/2018 to 3/21/20	CS Prof
19	TACDOY, JEZZEL JOY C.	F			BS in Acctng. Technology			CS Prof
20	TAQUIO, JENNY S.	F	July - Sept 2021 Feb - June 2021 July - Aug 2020	4.900 4.817 4.970	BS in Psychology	with trainings	ADA3 (JO) - 2/8/21 to Present Administrative Clerk (COS) - 1/4/21 to 2/5/21 ADAS2 (COS) - 7/13/20 to 12/31/20 Psychologist - 2/1/17 to 1/15/20	RA 1080 CS Prof

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

Prepared by:

*Elena C. Tawanna*  
ELENA C. TAWANNA  
AO IV