



AUG 17 2020

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

SELECTION LINE UP OF APPLICANTS

Position Title: ADMINISTRATIVE ASSISTANT I
Item Number: OSEC-DECSB-ADAS1-90008-2014

Salary Grade: 7
Level: 1

Qualification Standards:

Education Requirements: Completion of two-year studies in college or HS graduate with relevant vocational/trade course

Training Requirements: None required

Experience Requirements: None required

Eligibility Requirements: CS Sub-Professional/1st level eligibility

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Numerical	Adjectival				
1	Basilio, Eva Jane B.	F	January - June 2020 July - December 2019 February - June 2019	4.690 5.000 5.000		BEE	with trainings	3/1 - 5/19/17 - Teacher (BLC Inc.) 7/4 - 12/21/17 - ALS (Bokod district 2/18/19 - 6/30/19 - ADA IV (BSU) 7/1/19 - 12/31/19 - ADA IV (BSU) 1/2/20 - Present - ADA IV (BSU)	LET
2	Bagano, Cricylda B.	F	April-Sept. 2019 Sept. 2018 Feb -July 2018	81.111 96.000 93.000		BSC - major in Management	with trainings	Logistics Asst. - 4/10/2019 to 11/15/2019 Compliance Officer - 2/16/2017 to 9/30/2018	CSC - Prof.
3	Binay-an, Maribel S.	F	AY 2018-2019	88.000		BSE - Mathematics MA - Mathematics	with trainings	Classroom Teacher - 6/1/2007 to 6/30/ 2019	LET
4	Bugtong, Mary Jane D.	F	PO1-20 PO2-20 P11-19	96.590 83.370 96.450		BS in Home Economics	with trainings	8/9/19 to Present - ESL Teacher 3/11/19 - 6/20/19 - ESL Teacher 6/4/18 - 2/22/19 - ESL Teacher	LET
5	Bulasao, Alliah Bless L.	F				BS in Psychology			CSC - Prof.
6	Cabungan, Adonis M.	M				BSED - Mathematics	with trainings	Teacheer I - 2/19/2020 to present Admin. Asst. - 7/1/2014 to 12/31/2014	LET

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7	Catiyan, Leslie Ann A,	F				BS in Biology			LET
8	Coteng, April Mae B.	F	CAT 2019	98.140		BS in Accounting Technology	with trainings	Accounting Staff - 1/21/2019 to present Accounting Clerk - 5/21/2018 to 1/5/2019	
9	Cudli, Elvira M.	F	Jan - Nov 2019 Jan - Dec 2018 Jan - Dec 2016	4.580 4.580 4.525			with trainings	AO II - 12/2/2019 to 1/31/2020 ADAS2 - 12/1/2017 to 12/1/2019 ADA4 - 9/10/2015 to 12/31/2016	
10	Delposo, Victor A.	M	Jan - June 2020 Jan - Dec 2019	4.750		Bachelor of Arts in Political Science	with trainings	Teller - 1/2015 to Dec 2018	CSC - Prof.
11	GAWIDAN, SHARMAINE M.	F	Feb - Dec 2019 Oct - Dec 2018	4.850 4.000		BS in HRM		ADA4 (COS) 8/3/2020 to present ADA4 (COS) 1/2/2020 to 6/30/2020 ADA4 (COS) 2/1/2019 to 12/31/2019 Instructor (COS) - 10/10/2019 to 12/10/2019	P.D. 907
12	Inga-an, Jester P.	M	Jan - May 2020 Aug - Dec 2019	3.300 3.000		BSE - Mathematics	with trainings	Teacher (PSB) - 7/1/2019 to Present Instructor (SHS) - 8/1/2018 to 5/31/2019 Review Lecturer - 4/24/2015 to 5/27/2018	LET
13	Kinahingan, Gracielle L.	F				BDD - General Education	with trainings		LET
14	Kisse, Limar T.	M	Aug - Dec 2019	4.500		BSE - Values Education		ADA4 (JO)- 8/8/2019 to Present	LET

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15	Langato, Janine Alice A.	F	SY 2018-2019	91.000		BSE - major in Filipino	with trainings	Classroom Teacher - 7/2018 to 6/2020	LET
16	Lasbacan, Argyle A.	F	STY 2014-2015 SY 2013 - 2014 SY 201-2013	91.000 96.180 87.000		Bachelor of Arts in Library Science	with trainings	Librarian Assistant - 8/23/2012 to 7/15/2014 Librarian Assistant - 3/23/2012 to 8/22/2012 Librarian Assistant - 8/1/2011 to 12/31/2011	
17	Lictag, Claire A.	F				BSBA - Financial Mgmt.		12/31/2018; 1/16/2019 to 6/30/2019 Time Keeper - 10/10/2016 to 8/25/2017 HR/Benefit Clerk - 8/26/2017 to 1/31/2018	LET
18	Mangaco, Orpha S.	F	May 30 2002	5.000		Bachelor of Library and Information Science		Librarian Specialist - 1/17/2019-4/12/2020	RA 1080
19	Martinez, Almae Joy M.	F				BSBA - Financial Mgmt.		Acctg./Admin. Associate - 12/5/2017 - 6/18/2019 Cashier - 5/14/2015 - 2/17/2017	CS Prof
20	Nerona, Chelsea Deanne P.	F				Bachelor of Library and Information Science			RA 1080
21	Pacito, Jaymaril B.	F				BSIT		Encoder - 4/6/220 to present	CS Prof
22	Parian, Christine P.	F				BS in Forestry	with trainings	Forester - 10/21/2019 to 12/12/2019	RA 1080

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23	Pe, Marjorie A.	F				BS in Accountancy		Checker - 3/19/202 to 7/19/2020	CS Prof
24	RAMOS, LETECIA M.	F	Jan - Dec 2019	4.833		BSIT	with trainings	ADA6 - 5/9/2016 - present	CS Prof
25	Rulloda, Dennis H.	M				BSC - major in Marketing	with trainings	ADA4 - 11/26/2002 to 11/19/2007 Population Program Worker II-11/20/2007 to 6/10/2008	CSC - Prof.
26	Tandoc, Christine D.	F				BSBA- Financial Mgmt.			CSC - Prof.
27	Teliagen, Hannah Faith M.	F				BS in Agribusiness	with trainings		CSC - Prof.
28	Tumpao, Connie L.	F				BS in Home Economics			LET
29	Zita, Kathleen C.	F	Oct. 2018 - Sept. 2019	4.000		BSBA- Financial Mgmt.			CSC - Prof.

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

Prepared by:

Elena C. Tawanna
ELENA C. TAWANNA
 AO IV