

SELECTION LINE-UP OF APPLICANTS

Position Title: Administrative Assistant I

OCT 25, 2016
May

Salary Grade: 7

Level: 1

Qualification Standards for Administrative Assistant I per CSC MC 10, s. 2005

Education Requirements: Completion of 2 years studies in college or High School Graduate w/ relevant vocational/trade course

Experience Requirements: none required

Training Requirements: none required

Eligibility Requirements: CS Sub-professional/1st Level Eligibility

	Name		Performance Rating			Education	Training	Experience	Eligibility
			Jan. to June 2016	5.00					
1	BANGSE-IL, CLIFONE K.	M	July to Dec. 2015 Jan. to June 2015			Bachelor of Science in Information Technology	with trainings Admin. Aide - Brgy. Lubas 1/15/16 to present Computer Technician -12/3/15 to 12/20/15 Encoder- SN Orientals- 6/14/14 to 11/29/14/14 Part Time Instructor - 6/12/13 to 10/18/13	CS Prof	
2	BALAHYAS, CHARLINE T.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			Bachelor of Science in Office Administration	with trainings Service Crew - Jollibee Foods Corporation - 5/11/2015 to 10/11/15	CS Sub-Prof	
3	CAYSO, ARIAN S.	F	October 16, 2015 to January 15, 2015 November 1, 2013 to October 31, 2014	87.26 94.71		Bachelor of Science in Applied Statistics	with trainings Noble Trnds Unbound Inc. - Quality Assistant; Accounting Assistant; Quality Assistant SWAT - 5/16/13 to present	CS Prof	

Date of Posting: October 25, 2016 (To be posted for at least fifteen (15) CALENDAR DAYS)

Prepared by:

Elena C. Tawanna
ELENA C. TAWANNA
AO IV

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4	CONTADA, JHARIZA M.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			BS in Management Accounting; BS in Accountancy	with trainings	JC - LGU Bakun 1/2016 - 6/2016 JC - LGU Bakun 1/2015 - 6/2015 Accounting Staff - BLC Construction & Agg. - 12/15/12 to 1/15/13	CS Prof
5	COSI, FEVIE B.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			Bachelor of Science in Information Technology	with trainings	Customer Service Rep. - Special Desk - 1/11/16 to 7/31/16 Customer Service Rep. - TIER 1 - 9/5/111 to 1/8/16	CS Prof
6	DANGUPEN, SATELYN C.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			BS in Elementary Education	with trainings	A&C360 Philippines - Instructional Specialist 11/2/14 - 7/31/16	LET
7	DIONISIO, DAISY L.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014	94.30 95.50 94.30		Bachelor of Science in Management Accounting	with trainings	Monol International Education Institute - ESL Teacher 1/2/14 to 12/31/15	LET

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8	KILLASE, RENEL D.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			Bachelor of Library and Information Science	with trainings	Library Assistant - SLU LES - 1/2015 to 5/2016 Student Librarian - SLU LHS - 8/2015 to 12/2015	RA 1080 (Librarians)
9	LANGBAN, JORNALIZA C.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014	4.20 4.18 4.25	VS VS VS	Bachelor of Science in Information Technology	with trainings	Clerk II - NTC_CAR - 10/11/11 to 9/26/13 Admin. Aide VI - NTC-CAR - 9/27/13 to present	CS Prof
10	PADILLA, JEREMY KERMIT B.	M	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014	4.39 4.39 9.00	O O O	BS in Computer Science	with trainings	Admin. Aide IV - 4/18/12/ to present Computer Technician - 4/5/08 to 4/16/10	CS Prof
11	PENINGEO, KURT WANAS KLYDE D.	M	Jan - May 2016 Aug. - Dec. 2015	83.75 83.75		Bachelor of Arts in Philosophy and Interdisciplinary Studies	with trainings	Saint Louis University - Assistant Instructor - 8/14/15 to 5/31/16	CS Prof

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12	REGINIO, CHERILEM B.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			Bachelor of Elementary Education		Hotel Receptionist (Sofilel Philippine Plaza) - 4/2013 to 7/2013	LET
13	TAQUED, ALPHALYN E.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			BS in Information Technology	with trainings	Career Consultant - Informatics Institute - 10/26/15 to 6/23/16 Lecturer - Informatics Institute - 3/24/14 to 10/26/15 Apprentice - TI Phil. 8/15/14 to 1/23/15	LET
14	TOCYA, GINA T.	F	July to Dec. 2015 Jan. to June 2015 July to Dec. 2014			Bachelor of science in Management: Accounting		Office Staff - Baguio-Benguet International Travel & Tours - 7/12/16 to 9/28/16 Bookkeeper - MITSO - 12/2/15 to 1/16/16	CS Prof

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