



MAY 26 2020

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

**SELECTION LINE UP OF APPLICANTS**

**Position Title:** Administrative Assistant III      **Salary Grade:** 9  
**Item Number:** OSEC-DECSB- ADAS2-90003-2020      **Level:** 1st Level

**Qualification Standards:**

**Education Requirements:** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course  
**Experience Requirements:** 1 year of relevant experience

**Training Requirements:** 4 hours of relevant training

**Eligibility Requirements:** CS (Sub-Professional/First Level Eligibility

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
1	AGDASIW, MERIAM S.	F	April - July 2019	27.00	BSBA - Mgmt. Accounting	with trainings	Acctng. Staff 1/28/2015 - 12/15/2015 Project Acctg. Supervisor - 9/15/19 - 8/30/18 Acctng. Associate - 12/18/15 - 5/25/2017 - 17	CS Sub-Prof
2	AQUINO, AMANDA D.	F			BS in Psychology	with trainings	Clinical Counselor - 9/2/15 - 11/15/2019 Barista (Part-time) - 10/1/2018 - 1/16/2019 - 3	RA 1080
3	BALAHYAS, CHARLINE T.	F	Jan - Dec 2019	4.783	BS in Office Administration	with trainings	ADAS1 1/27/2017 - present	CS Prof
4	CABANSI, CATHERINE T.	F	July - Dec 2018 1st sem 2017	4.023 3.630	MPA BSBA	with trainings	Budget Assistant (COS) 7/17/2018 - 12/31/2018 Municipal Fin'l Analyst (COS) -10/11/2014 - 6/30/2017 42 Municipal Fin'l Analyst (COS) - 2/1/2012 - 10/30/2012 - 9	CS Prof
5	CALANG-AD, RUTH D.	F	2nd Sem, 2019 1st Sem. 2019	4.399 4.756	BS in Agribusiness	with trainings	AO2 (JO) - 11/27/2017 - 12/31/2019 ADAS (Cont'l.) - 2/1/2016 - 6/30/2017 14	CS Prof



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

Prepared by:

*Elena C. Tawanna*  
**ELENA C. TAWANNA**

AO IV

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**SELECTION LINE UP OF APPLICANTS**

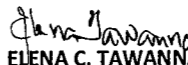
**Position Title:** Administrative Assistant III      **Salary Grade:** 9  
**Item Number:** OSEC-DECSB- ADAS2-90003-2020      **Level:** 1st Level

**Qualification Standards:**  
**Education Requirements:** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course      **Training Requirements:** 4 hours of relevant training  
**Experience Requirements:** 1 year of relevant experience      **Eligibility Requirements:** CS (Sub-Professional/First Level Eligibility)



No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
6	DEL ROSARIO, REGINE S.	F	July - Dec 2019	4.000	BS in Psychology	with trainings	HR Assistant - 8/18/2015 - 2/18/2016 Asst. HR - 4/8/2018 - 6/15/2015	LET
7	EMBES, CHERRYLYN B.	F	July - Dec 2019	4.720	BSBA -Financial Mgmt.	with trainings	Planning Assistant - 7/9/2017 to present	CS Prof
8	FALICAO, MAY T.	F			BS in Elementary Education 33 units in Master's Degree	with trainings	ADA4 - 1/3/2017 - present ADA3 - 6/1/2015 - 12/31/20116 Bookkeeper (Casual) - 1/3/2008 - 10/31/2011	LET
9	JAMISON, MIANNE VHE E.	F	June - Nov 2018	95.940	BS in Psychology	with trainings	Asst. HR Officer - 11/9/2016 to 8/20/2019 <i>16 2 17 12 18 12 19 8</i>	RA 10280
10	LIRIO, ARIEL R.	M			BS in Nursing	with trainings	CSR Tech Support 8/8/2016 - 2/18/2018	RA 10280
11	LIWEN, SUSAN G.	F	July - Dec 2019 Jan - June 2019 July - Dec 2018	4.260 4.130 4.350	BLIS MA in Library and Info. Sci.	with trainings	Substitute College Librarian - 6/10/2014 - 3/31/2015 Librarian (Volunteer) - 2/24/2014 - 5/30/2014	RA 1080

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**Experience Requirements:** 1 year of relevant experience

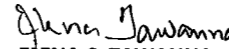
**Training Requirements:** 4 hours of relevant training

**Eligibility Requirements:** CS (Sub-Professional/First Level Eligibility)



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			Period	Numerical				
11	MARTINEZ, ALMAE JOY M.	F			BSBA - Financial Mgmt.		Acctg./Admin. Associate - 12/5/2017 - 6/18/2019 / 18,5 Cashier - 5/14/2015 - 2/17/2017 21 - 34,5	CS Prof
12	MONTES, MATHEMAR B.	F	Jan - Dec 2019 Apr - Dec 2018	4.949 4.650	Professional Diploma in Information Technology	with trainings	ADA6 - 4/11/2018 - present ADA4 - 1/5/2015 - 4/10/2018	CS Prof
13	NARON, AIRAH KAYE D.	F	Jan - Dec 2019 Jan - Dec 2018 Jan - Dec 2017	4.760 4.850 4.850	Bachelor of Arts in Communication	with trainings	ADAS3 - 2/18/2019 - present ADAS2 - 11/20/2017 - 2/17/2019 ADA6 - 10/17/2016 - 11/19/2017	CS Prof
14	OMALIO, KAREN G.	F	Jan - Dec 2019	4.500	BSC - Banking and Finance	with trainings	ADAS3- 12/1/2017 - present ADA6 - 3/23/2016 - 11/30/2017 ADA3 - 1/1/2015 - 12/31/2015	CS Prof
15	PALBUSA, CHRISSEL D.	F	Aug. - Dec 2019 Jan - June 2019	4.280 4.090	BSE - Math	with trainings	Admin. Asst. - 1/1/2016 - present Admin Support Asst. - 7/1/2008	LET CS Prof

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No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
16	RAMOS, CAROLINE A.	F	2nd Sem 2018-2019 1st Sem 2018-2019	4.650 4.400	BSBA - HR Dev't Mgmt.	with trainings	Administrative Assistant - 7/14/2016 - 2/28/2019 Purchasing Officer - 1/1/2017 - 12/31/2018	LET
17	RAMOS, LETECIA M.	F	Jan - Dec 2019	4.833	BSIT	with trainings	ADA6 - 5/9/2016 - present	CS Prof
18	ROSUMAN, ROSANNA TINA MARIE S.	F			Bachelor of Arts - major in Economics- Psychology	with trainings	Community Affairs Officer - 7/3/2017 - 11/16/2018	CS Prof
19	TADAO, KEVIN B.	M	Jan - Dec 2019	4.900	AB - Political Science	with trainings	ADA6 - 12/10/2018 - present ADA4 - 9/21/2016 - 12/9/2018 Admin. Aide (JO) - 3/23/2016 - 9/20/2016	LET
20	TANAS, CHAREA D.	F	Oct - Dec 2018		BS in Psychology	with trainings	ADA4 - 10/10/2018 - present	CS Prof
21	VILLENA, JEFFERSON	M	Jan - Dec 2019 Jan - Dec 2018 Jan - Dec 2017	4.920 4.770 4.560	AB Econ	with trainings	ADAS1 - 6/29/2015 - present ADA4 - 12/29/2011 - 6/28/2015 ADA3 - 3/25/2010 - 12/28/2011	Police Officer (1st Level)
22	CALAPEN, ANFE M.	f	Jan - Dec 2019 Jan - Dec 2018 Jan - Dec 2017	4.940 4.790	BSIT	with trainings	ADAS2 - 11/12/2018 to present ADA4 - 4/3/2017 - 11/11/2018 PD Asst. - 4/3/2017 - 12/31/2017	CS Prof

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