



General Quality Form



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Revision: 00

Effectivity Date: 06-18-2018

SELECTION LINE UP OF APPLICANTS

Name of Office: Administrative Division - Personnel Section

SELECTION LINE UP OF APPLICANTS

OCT 26 2021

Position Title:**Administrative Aide IV****Salary Grade: 4****Item Number:****OSEC-DECSB-ADA4-90010-2004****Level: 1****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	AQUINO, NICOLE ANNE P.	F			Bachelor of Arts in Pol. Sci	with trainings	Classroom Teacher - 8/1/2019 to 9/7/2021	LET
2	BULANIT, JESSECA S.	F			BSED - Biological Science		Enumerator - 9/1-21/2021	LET
3	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
4	FERMIN, ANGELIQUE R.	F			BS in Mgmt. Acctng.	with trainings	Service Provider (51 Talk English) - 9/10/19 to Present	CS Prof
5	FLORA, HARLENE C.	F			BSEED	with trainings	Elem. Teacher - John Hay ES, Inc. - 7/1/18 to 4/30/20	LET
6	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



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Salary Grade: 4

Item Number:

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Level: 1

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				
7	HALINO, MARITES L.	F			BS in Criminology	with training	Safety & Health Asst. - Benguet Corp - 10/19/20 to 6/15/21	RA 1080 (Criminologist)
8	LAMBINO, RECCY ANNE S.	F			BS in Acctng. Technology; Mgmt. Acctng.; Accountancy	with training		CS Prof
9	MARTIN, NICHOLETTE B.	F			114 Academic units - BSE	none		CS Subprof
10	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