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|  | <h2 style="margin:0;">General Quality Form</h2> |  | Document Code: CAR-QF-ADMIN-PS-02 Revision: 00 Effectivity Date: 06-18-2018 |
| <h3 style="margin:0;">SELECTION LINE UP OF APPLICANTS</h3> | | Name of Office: Administrative Division - Personnel Section | |

Position Title: Administrative Aide IV **Salary Grade:** 4
Item Number: (OSEC-DECSB-ADA4-90010-2004) **Level:** 1


Qualification Standards:



Education Requirements: Completion of two year studies in college of High School Graduate **Training Requirements:** none required
 with relevant vocational trade course **Eligibility Requirements:** Career Service Subprofessional/
Experience Requirements: none required **1st Level Eligibility**

| No. | Name | Sex | Performance Rating | | | Education | Training | Experience | Eligibility |
|-----|----------------------------|-----|--------------------------|-----------|------------|--|--------------|---|----------------|
| | | | Period | Numerical | Adjectival | | | | |
| 1. | AGWILANG, SHYENA RASHEL P. | F | April 2018 to April 2019 | 4.82 | | BS IT | w/ trainings | Admin Aide-BNHS(Contractual)-1/03/19 - Present Admin Aide-BNHS(Contractual)1/2/18 - 12/31/19 | LET |
| | | | Aug. 2017 to Mar. 2018 | 4.82 | | w/ Prof Education Units | | Clerk-BNHS(Contractual)-8/16/17-12/31/17 | |
| 2 | AQUINO, ROSALIE Q. | F | Jan - June 2019 | 4.44 | | BS IT | w/ trainings | ADA IV - BSU (JO) - Feb 1, 2019 - Present Com. Operator 1 -BSU(JO) - 1/2/18 - 12/31/18 Com. Operator 1 -BSU(JO) - 1/2/17 - 12/31/17 Com. Operator 1 -BSU(JO) - 1/4/16 - 12/31/16 | LET |
| | | | July - Dec. 2018 | 4.44 | | w/ Prof Education Units Diploma in Public Admin. MPA (32 Units) | | | |
| 3. | BASITE, FREDA S. | F | | | | BSDC Major in Dev't Journalism | | Secretary-DL Electronics Service-1/2/19 - Pres. Secretary - Pascual Dental Clinic(contractual)- 710/31/2017 - 12/22/2018 | CSC - Subprof. |
| 4 | BENITEZ, CEDRIC B. | M | | | | AB POL SCI | | LGU Naguilian (Torusim Office) JO- 5/2/18-6/30/19 | CSC-Prof. |
| 5 | CALICA, MAREN MEI A. | F | | | | BSIT | | Bay Sport Manufacturing - Baguio as - Production Operator - 4/4/18 to Present - Costing Assistant - 1/11/18 to 3/31/18 - Production Operator - 3/17/17 to 1/10/18 | CSC-Prof. |
| 6 | CAWAING, ROXANNE L. | F | | | | BSHRM | w/ trainings | | CSC-Prof. |

Date of Posting: July 24 2019 (To be posted for at least fifteen (15) CALENDAR DAYS)

Prepared by:


ELEONORA A. ALBIDAS
 Administrative Officer V (HRMO)

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| No. | Name | Sex | Performance Rating | | | Education | Training | Experience | Eligibility |
|-----|-----------------------|-----|--|----------------------|------------|---|--------------|---|----------------|
| | | | Period | Numerical | Adjectival | | | | |
| 13 | PAPCO-O, MELANY M. | F | | | | BSAB Major in Agri. Finance | w/ trainings | | CSC-Prof. |
| 14 | PAGADA, CHARIANE G. | F | Jan 2019-June 2019 Aug. 2018-Dec.2018 | 3.02 | | BS in Mang't Accounting | w/ trainings | ADA IV- BSU(Contractual)- 2/1/19-Present ADA IV- BSU(JO)- 1/3/18-12/31/18 ADA IV- BSU(JO)- 1/2/17-12/31/17 ADA IV- BSU(JO)- 11/7/16-12/31/16 | CSC-Prof. |
| 15 | PAYANG, JANETTE O. | F | Sept. 17-Dec. 2017 May 17-Aug. 2017 Jan 17- April 17 | 4.08 3.75 3.42 | | BSHRM Educational Units MA Home Economics(9 units) | w/ trainings | EFL Teacher- PIA,Inc- 6/25/18-11/23/18 Front Desk Clerk-A Hotel Baguio- 12/20/16-12/25/17 | LET |
| 16 | PEREZ, PHOEBE KAYE B. | F | | | | BSN | | Land Transportation Office - Licensing - 12/6/17 to Present BWD - 2/3/15 to 1/15/16 DOLE - 5/2/12-6/30/12 | CSC-Prof. |
| 17 | TORIO, JEANALYN L. | F | | | | IT emphasis on Programming (Computer Programmig NC IV) | | | CSC - Subprof. |

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