
	<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 III  
**Item Number:** OSEC-DECSB-ADAS3-90008-2004

**Salary Grade:** 9  
**Level:** 1st Level

**Qualification Standards:**



**Education Requirements:** Completion of two years college studies or high school graduate with relevant vocational/trade course

**Training Requirements:** Four (4) hours of relevant training

**Eligibility Requirements:** CSC Sub Prof/1st Level Eligibility

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

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
1	AGUSTIN, EFREN L.	M	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018		BSBA	with trainings	Consumer Assistance Officer/Secretary/Training Officer/Customer Service Associate - 7/13/2015 to 1/5/2021	CS Prof
2	ALBANIA, SHAMAY C.	F	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018		BEE	with trainings	Teacher - 7/1/19 to 5/1/2020 Substitute Tchr - 1/10/2018 to 4/2018 Store Crew - 11/19/2012 to 7/30/2014	LET/CS Prof
3	AQUINO, EUGENE C.	M	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018	4.842 4.933 4.633	BSC - Management	with trainings	ADAS1 - DepED-CAR RO - 6/29/2015 to Present Baguio Teachers' Camp - JO - 8/26/2014 to 10/24/2014 DepED-CAR, RO - 11/16/2007 to 12/31/2013	CS Sub-Prof
4	BILOG, LORRAINE GAY F.	F	July-Dec 2020 Jan-June 2020 July-Dec 2019	4.540 4.530 4.510	BS in Ind'l Engineering	with trainings	ADAS1 - 6/28/2018 to present Engineering Aide (JO) - 7/1/2016/8/27/2018	CS Prof
5	CABUNGAN, ADONIS M.	M	Jan-June 2013 July -Dec 2012 Jan-June 2012	9.440 9.540 9.440	BSEd - Mathematics	with trainings	T1 (Substitute) - 2/10/20-4/3/20; 1/25/2021-5/9/21 Admin. Asst. (JO) - 1/2005 to 12/2014	LET
6	CAHANAP, EVANGELINE L.	F	July-Dec 2020 Jan-Dec 2019 Jan-Dec 2018	82.510	BSC - Management	with trainings	Area Manager Position - 3/9/2002 to Present	CS Subprof

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			Period	Numerical				
7	COMILA, DISTRE C.	M	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018		BSBA-Financial Mgmt.	with trainings	Office Asst. - 1/1/2021 - 5/31/2021 Admin. Asst. - 3/1/2019 - 12/31/2019	LET
8	DAMILO, WILMA C.	F	July-Dec 2017 July-Dec 2016 Jan-June 2016	93.470 93.225 91.850	BS in Accountancy	with trainings	Bookkeeper - 12/1/2015 to 12/31/2017	CS Prof
9	DANGSI, ALJEN D.	M	March 2020 Jan-Dec 2019 Jan-Dec 2018	97.000	BS in Ind'l Engineering	with trainings	Admin. Clerk - 3/1/2019 to 3/30/2020	CS Prof
10	GONAYON, AUDREY B.	F	2nd Sem 2020 Jan-Dec 2019 Jan-Dec 2018	4.414	BS in Social Work	with trainings	ADA4 - 3/2/2020 to Present Admitting Clerk - 1/4/2019 to 6/30/2019 Billing Processor - 10/1/2018 to 12/30/2018	RA 1080 (Social Worker)
11	LANG-AY, JESSA D.	F	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018		BS in Management Acctg.	with trainings	Finance Officer - 2/18/19 to present	CS Prof
12	MARTIN, MURFE W.	M	Jan-Dec 2020 July-Dec 2019 Jan-June 2019	3.790 4.130 4.120	3rd year - BSE	with trainings	ADA6 - 7/1/2016 to Present Ada4 - 8/26/2002 to 6/30/2015	CS Prof

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**Salary Grade:** 9  
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**Eligibility Requirements:** CSC Sub Prof/1st Level Eligibility

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

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Period	Numerical				
13	MENDOZA, NOEL G.	M	Jan-Dec 2020 SY 2019-2020 SY 2018 - 20219	82.190 81.160	BEE - General Education	with trainings	Classroom Teacher - 8/2017 to May 2019; 5/16/2016 to 4/15/2017; 1/25/2021 to 7/6/2021	LET
14	PASIGON, PAULINE ROSE M.	F	Jan-May 2020 Aug-Dec 2019 Jan-May 2018	4.783 4.796 4.638	BSE - Filipino	with trainings	SPET1 - 11/29/2018 to Present	LET PD907
15	QUIPOT, ZONIA MAE C.	F	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018	4.200	BS in Accountancy	with trainings	ADAS3 - 11/27/2018 to 1/31/2021	CS Prof
16	RAMOS, ANGELINA M.	F	Jan-Dec 2020 Jan-March 2019 Jan-Dec 2018	95.000	3rd yr - BS in Mgmt. Acctg.	with training	Acctg. Staff - 2/23/2017 to 1/9/2019 Accountant - 1/10/2019 to Present	PD 907
17	RAMOS, LETECIA M.	F	Jan-Dec 2020 Jan-Dec 2019 Jan-Dec 2018	4.900 4.833	BSIT	with trainings	Admin. Aide VI - 9/5/2016 to Present	CS Prof

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

Prepared by:

  
 ELENA C. TAWANNA  
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