
	General Quality Form		Document Code: CAR-QF-ADMIN-PS-02
	SELECTION LINE UP OF APPLICANTS		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-ADAS3-90009-2004 **Level:** 1



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

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
			Rating Period					
1	AGDASIW, MERIAM S.	F	June - August 2019	25.333	BSBA major in Mgmt. Acctg.	w/ trainings	Accounting Associate - 12/18/15 to 5/25/17 Accounting Staff - 1/28/15 to 12/15/15	CS Subprof
2	BALAHYAS, CHARLINE T.	F			BS in Office Administration	w/ trainings	Administrative Assistant I - 1/27/17 to present	CS Prof
3	BARTOLOME, JAMIE LOU D.	F	Jan. - June 2018 July - Dec. 2017 Jan. - June 2018	4.457 4.428 4.466	BS Financial & Mgmt. Acctg.	w/ trainings	Assessment Clerk II - 8/1/17 to present Administrative Aide IV (Perm.)- 2/16/16 to 7/31/17 Administrative Aide IV(Casual)- 7/13/15 to 2/15/16	CS Prof
4	BELINO, MARJORIE B.	F	Jan. - June 2019	4.481	BSBA	w/ trainings	Administrative Aide II(Casual) - 7/1/17 to present	LET
5	BUYA, LIUVEN P.	M			Two-year Info. Tech.	w/ trainings	MSDW - PWD Affairs Desk - 7/3/17 to Present	CS Subprof
6	CAYABYAB, RAJEN KATE M.	F			BS in Psychology	w/ trainings	Roving Supervisor - 12/18/17 to 2/15/19	RA 1080

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

Prepared by:


ELENA C. TAWANNA
 AO IV

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Item Number: OSEC-DECSB-ADAS3-90009-2004 **Level:** 1



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Graduate with relevant vocational trade course **Eligibility Requirements:** CS Subprofessional/First Level Eligibility
Experience Requirements: 1 year relevant experience

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
7	CASTILLO, DIVINA GRACIA L.	F	Jan. - April 2017 May - Nov. 2016	4.850 4.940		Master in Library and Information Technology	w/ trainings	Project Assistant I Health Education Promotion Officer	CS Prof
8	DARIT, ANTHONY C.	M	July - Dec 2018 Jan. - June 2018	4.900 5.000		BSIT Diploma in Public Admin.	w/ trainings	Administrative Aide IV - 7/10/15 to 5/4/17	CS Prof
9	EMBES, CHERRYLYN B.	F	Jan. - June 2019 July - Dec 2018	4.795 4.500		BSBA	w/ trainings	Planning Evaluation Assistant - 3/1/19 to present Planning Assistant - 1/3/19 to 2/28/19 Communication Staff - 1/3/18 to 12/30/18 Assisting Professional - 7/9/17 to 12/31/17	CS Prof
10	GANGA, EDRALYN C.	F	Jan - Dec 2018	4.720		BS in Nursing Professional Education	w/ trainings	Administrative Aide VI - 12/1/17 to present Administrative Aide III - 10/30/15 to 11/30/17	RA 1080 LET
11	NAISOD, MARILEE T.	F	Jan - June 2019 July - Dec. 2018	4.44 4.45		BS in Mgmt. Accounting	w/ trainings	Private Secretary - 2/16/17 to 6/30/19 Administrative Aide IV(Casual) - 7/1/16 to 2/15/17	CS Subprof

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Graduate with relevant vocational trade course **Eligibility Requirements:** CS Subprofessional/First Level Eligibility
Experience Requirements: 1 year relevant experience

No.	Name	Sex	Performance Rating		Education	Training	Experience	Eligibility
12	NAVARRO, ALDRIN C.	M	Jan - Jun 2016 July-Dec. 2015	90.000 91.000	BSBA major in Mktg. Mgmt.	w/ trainings	Project employee - 10/2/17 to 12/15/17 Administrative Aide II - 5/7/14 to 6/30/16 Mgmt. Trainee - 8/30/16 to 11/16/16	CS Prof
13	PALTOGEN, RHYLYN A.	F	Jan - June 2019	93.400	BSBA major in Fin'l Mgmt.	w/ trainings	Administrative Aide IV (COS) - 3/15/16 to present Service Associate - 4/2015 to 9/2015	
14	SIERRA, MARILOU M.	F			BS in Mgmt. Acctg.	w/ trainings	Accounting Clerk - 1/9/13 to 10/15/18 Administrative Assistant - 12/10/10 to 5/2/13	CS Prof
15	TADAO, KEVIN B.	M	Jan - Dec. 2018	4.45 <i>W</i>	Bachelor of Arts in Political Science	w/ trainings	Administrative Aide VI - 12/10/18 to present Administrative Aide IV - 9/21/16 to 12/9/18 Administrative Aide (JO) 3/23/16 to 12/9/16 Review Coordinator - 7/1/13 to 8/29/13	LET
16	TAGUBA, VALERIE JANE L.	F			BA Communication	w/ trainings	ARTA Researcher - 2/1/17 to 12/31/18	CS Prof
17	TIBAO, JOICE M.	F	July - Dec. 2018	4.38	BS in Computer Science	w/ trainings	Administrative Aide IV - 9/3/12 to 1/8/17 Assistant Clerk II - 1/9/17 to present	CS Prof

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