



General Quality Form



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SELECTION LINE UP OF APPLICANTS

Name of Office: Administrative Division - Personnel Section

SELECTION LINE UP OF APPLICANTS

JUN 26 2020

Position Title:

Administrative Aide VI

Salary Grade: 6

Item Number:

OSEC-DECSB-ADA6-90009-2014/OSEC-DECSB-ADA6-90014-2004

Level: 1

Qualification Standards:

Completion of 2 years studies in college or HS graduate with relevant vocational/trade course

Education Requirements:

Training Requirements: None Required

Eligibility Requirements: CS (Subprofessional/1st level Eligibility)

Experience Requirements:

None Required

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Numerical	Adjectival				
1	Agdasiw, Meriam S.	F	May, June, July 2019	4.000		BSBA	with trainings		CSC - subprof.
2	Aguinse, Charith P.	F				BS in Dev't Communication			LET
3	Alo, Reymart A.	M				BSE	with trainings	6/2018-present - Teacher (Division of Aurora)	LET
4	Amado, Karn Jariya M.	F				BSE Bread and Pastry Production NCII	with trainings	7/17/18 - present - Teacher (Talk Talk English) 1/2017 - present - Assistant Photographer 8/18/17 - 8/30/19 - Assistant Manager	LET
5	Arellano, Marielan L.	F				BSBA	with trainings		CSC-Prof.
6	Basilio, Eva Jane B.	F	January - June 2020	4.690		BEE Caregiving NC II	with trainings	3/1 - 5/19/17 - Teacher (BLC Inc.) 7/4 - 12/21/17 - ALS (Bokod district) 2/18/19 - 6/30/19 - ADA IV (BSU) 7/1/19 - 12/31/19 - ADA IV (BSU) 1/2/20 - Present - ADA IV (BSU)	LET
7	Batani, Raiah Ruth S.	F	2nd Sem. SY 2019-2020	4.900		BA in Philisophy and Interdisciplinary Studies	with trainings	11/11/19 - 12/21/19 - Instructor I (BSU) 1/1/19 - 3/31/19 - Project Dev't Assistant (BSU) 12/18/18 - 12/31/18 - Project Dev't Ass't (BSU) 6/1/18 -12/17/18 - Project Dev't Ass't (BSU) 5/2/18 - 5/31/18 - Research Enumerator (BSU) 12/1/17 - 3/31/18 - Science Research Ass't (BSU)	LET CSC-Prof.

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No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
8	Budod, Jorgina D.	F				BS in Psychology	with trainings	1/23/18 - 5/30/19 - ADA (Virtual Office)	CSC-Prof.
9	Calang-ad, Ruth D.	F	2nd Sem. Of C.Y. 2019 1st Sem. Of C.Y. 2019	4.399 4.756		BS in Agribusiness	with trainings	11/27/17 - 12/31/19 - AO II (Job Order) 1/1/17 - 6/30/17 - ADAS (Contractual) 7/1/16 - 12/31/16 - ADAS (Contractual) 2/1/16 - 6/30/16 - ADAS (Contractual)	CSC - Prof.
10	Calantas, Romelyn A.	F				BSE	with trainings		LET
11	Coteng, April Mae B.	F	CAT 2019	98.140		BS in Accounting Technology	with trainings		CSC - Prof.
12	Deleon, Karyl Paz W.	F	www. Construction	94.500		BS in Accountancy	with trainings	4/4/2016 - present - Administrative Officer (Bauko, Mt. Province)	CSC Prof.
13	Deloed, Ryzola M.	F	July - Sept. 2019 (VS)			BA in Mass Communication	with trainings	July-Sept. 2019 - General Manager (Spa & Salon, LTB)	CSC-Prof
14	Galamay, Josephine B.	F	1/2020 - 5/2020	3.200		BS in Accountancy	with trainings	January 2020 - present - Assistant Instructor (CCDC)	CPA
15	Gaymen, Kayrelle T.	F				BEE	with trainings	11/20/19 - present - Administrative Aide (Beauticity minimart, Baguio City)	LET
15	Ibañez, Gellyn O.	F				AB major in English MA in Education (33 units)			LET
17	Langbayan, Sarah Jane W.	F				BSBA 18 Professional Units	with trainings		LET

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			Start Date	End Date	Score				
18	Lerma, Alpha T.	F	7/29/19 - 12/31/19		3.928	AB Political Science Juris Doctor - Non-Thesis (18 units)	with trainings	7/29/19 - 12/31/19 - ADA VI (DILG)	Honor Grad. Eligibility
19	Mangmangon, Jeric	M	10/2019 - 12/2019		4.700	BS in Accountancy	with trainings	1/2/20 - June 30, 2020 - Clerk (PSHS - CARC) 10/1/19 - 12/31/19 - Clerk (PSHS - CARC)	CSC - Prof.
20	Maranes, Eden Vina L.	F	July - December 2019 January - June 2019		4.409 4.466	BS in Applied Statistics MA in Applied Statistics	with trainings	7/2/18 - 10/15/18 - ADA IV (Province of Benguet) 10/16/18 - 12/31/18 - ADA IV (Province of Benguet) 1/1/19 - 12/31/19 - ADA IV (Province of Benguet) 1/1/20 - present - ADA IV (Province of Benguet)	CSC-Prof.
21	Medina, Darlene C.	F				AB in English	with trainings	3/7/16 - 6/13/18 - IELTS Instructor (JROOZ Review Center) 6/2007 - 5/31/13 - Instructor (National Univ. CEDCE Baguio) 1/2006 - 3/2006 - Instructor (National Univ. CEDCE Baguio) June - October 2003 - Instructor (Pines City Colleges)	LET
22	Nabe, Anelyn G.	F				BS in Accountancy	with trainings	12/3/18 - 6/28/19 - Associate (SGV, Makati City)	CPA
23	Naisod-Pacuyan, Marilee T.	F	Jan. - June 2019 Jan. - June 2018		4.440 4.400	BS in Mngt. Accountancy	with trainings	1/1/19 - 6/30/19 - Secretary (LGU Kabayan) 10/22/18 - 12/31/18 - Secretary (LGU Kabayan) 1/1/18 - 10/21/18 - Secretary (LGU Kabayan) 2/16/17 - 12/31/17 - Secretary (LGU Kabayan) 1/1/17 - 2/15/17 - ADA VI (LGU Kabayan) 7/1/16 - 12/31/16 - ADA VI (LGU Kabayan) 1/7/16 - 6/30/16 - ADA VI (JO, Municipality of Kabayan)	CSC-Prof.
24	Pagnas, Cresencia D.	F				BSBA	with trainings		CSC-Prof.
25	Pedronan, Ma. Theodora R.	F				BS in Financial and Mngt. Accounting	with trainings	11/11/19 - Present - Sales specialist (Picar Dev't INC., Baguio City) 3/12/18 - 10/18/19 - AMA Bank (Baguio City) 12/3/16 - 11/14/17 - Loan Specialist (Eastwest Bank) 2/23/15 - 6/4/16 - Encoder (BGH - Baguio City)	CSC- Prof.

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Experience Requirements:

None Required

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			1st	2nd	3rd				
26	Sagandoy, Fevie P.	F				Secreatrial Office Mngt.		Jan. 2018 - Dec. 2019 - Secretary (VCLCA INC., Itogon Benguet)	CSC - Subprof.
27	Tambic, Regine K.	F				BS in Mngt. Accounting BS in Accountancy			CSC-Prof.
28	Taquio, Jenny S.	F	Jan - Dec 2018 Jul - Dec 2017 Feb - June 2018	3.915 3.636 3.411		BS in Psychology	with trainings	Psychologist - 2/1/2017 - 1/5/2020	RA 1080 CS Prof
29	Tayab, Mavreen W.	F	10/16/18 - 1/ 16/19 1/4/18 - 4/30/18	3.100 3.000		BSIT/ Bookkeeping NC III 18 Professional Units MA in BA (24 units)	with trainings	6/2008 - Present - Clerk (King's College of the Phils.) 8/16/2007 - 3/31/18 - Computer Progamer (LGU - Tinglayan)	LET
30	Tayaban, Rowena P.	F	1st sem. Of CY 2016 CY 2015	3.792 3.568		AB in Social Sciences MA in Social & Dev't Studies (36 Units)	with trainings	6/11/12 - 5/25/16 - Area Coordinator (DSWD) 5/2006 - 3/2012 - (PILCD) 12/24/2003 - 5/3/2004 - Secretary (Private Law Office)	CSC-Prof.

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

Prepared by:


KEVIN B. TADA0
 ADA VI
 Personnel Section