



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. *218*, s. 2023

June 1, 2023

**RANKING RESULTS FOR THE POSITIONS OF  
ADMINISTRATIVE ASSISTANT I AND ADMINISTRATIVE AIDE III**

To : Human Resource Merit Promotion and Selection Board  
Public School Heads  
Applicants  
Others Concerned

1. Announcing herewith are the results for the ranking of applicants for the positions of Administrative Assistant I (Budget Section) and Administrative Aide III.
2. The effectivity of this first posting is ten (10) calendar days, within which applicants may ask through written queries and/or clarifications before the final result will be released/ posted.
3. Only those with letters will be entertained and shall be acted upon accordingly. No additional document shall anymore be received by this Office and given credit within the said period.
4. For information and guidance.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/ JAAL/ASDS /JAAL/afvp



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Republic of the Philippines  
 Department of Education  
 Region VII, Central Visayas  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**POSITION:** **ADMINISTRATIVE ASSISTANT I (BUDGET SECTION)** Pursuant to DepEd Order No. 66, s. 2007  
**NON TEACHING - FIRST LEVEL**

The selection line-up presents the results of the HRMPSB evaluation of the qualified and competent candidates for a vacant position.

	NAME OF CANDIDATE	Performance Rating (35 pts)	Experience (5 pts)	Outstanding Accomplishments (5 pts)	Education (10 pts)	Training (10 pts)	Potential (15 pts)	Psychosocial Attributes and Personality Traits (20 pts)	Total Score (100 pts)
1	<b>2023-000-ADAS1-00001</b>	30.12	5.00	0.00	0.00	0.00	8.50	12.53	<b>56.15</b>
2	<b>2023-000-ADAS1-00002</b>	0.00	0.00	0.00	0.00	0.00	7.70	11.70	<b>19.40</b>
3	<b>2023-000-ADAS1-00003</b>	0.00	0.00	0.00	0.00	8.00	0.00	0.00	<b>8.00</b>
4	<b>2023-000-ADAS1-00004</b>	11.08	2.00	0.75	0.00	0.00	0.00	0.00	<b>13.83</b>
5	<b>2023-000-ADAS1-00005</b>	10.55	5.00	0.00	0.00	0.00	0.00	0.00	<b>15.55</b>
6	<b>2023-000-ADAS1-00006</b>	19.67	2.17	0.00	0.00	0.00	8.55	13.50	<b>43.89</b>
7	<b>2023-000-ADAS1-00007</b>	11.38	3.58	0.00	0.00	0.00	11.85	15.68	<b>42.49</b>

*John Paul A. Siguera* *JPS* *JPS* *JPS*

POSITION:

**ADMINISTRATIVE ASSISTANT I (BUDGET SECTION)**  
**NON TEACHING - FIRST LEVEL**

Pursuant to DepEd Order No. 66, s. 2007

The selection line-up presents the results of the HRMPSB evaluation of the qualified and competent candidates for a vacant position.

	NAME OF CANDIDATE	Performance Rating (35 pts)	Experience (5 pts)	Outstanding Accomplishments (5 pts)	Education (10 pts)	Training (10 pts)	Potential (15 pts)	Psychosocial Attributes and Personality Traits (20 pts)	Total Score (100 pts)
8	<b>2023-000-ADAS1-00008</b>	11.27	1.75	0.00	0.00	0.00	9.40	13.45	<b>35.87</b>
9	<b>2023-000-ADAS1-00009</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
10	<b>2023-000-ADAS1-00010</b>	0.00	0.00	0.00	0.00	0.00	9.50	13.53	<b>23.03</b>
11	<b>2023-000-ADAS1-00011</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
12	<b>2023-000-ADAS1-00012</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
13	<b>2023-000-ADAS1-00013</b>	34.18	5.00	1.00	0.00	10.00	10.20	14.33	<b>74.71</b>
14	<b>2023-000-ADAS1-00014</b>	18.62	0.00	0.00	0.00	0.00	9.58	13.73	<b>41.93</b>
15	<b>2023-000-ADAS1-00015</b>	33.93	3.58	0.00	0.00	0.00	0.00	0.00	<b>37.51</b>
16	<b>2023-000-ADAS1-00016</b>	0.00	0.00	0.00	0.00	0.00	7.43	12.75	<b>20.18</b>
17	<b>2023-000-ADAS1-00017</b>	28.79	5.00	0.25	0.00	8.00	7.53	12.50	<b>62.07</b>

*John Paul G. Legaspi*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

POSITION:

**ADMINISTRATIVE ASSISTANT I (BUDGET SECTION)**  
**NON TEACHING - FIRST LEVEL**

Pursuant to DepEd Order No. 66, s. 2007

The selection line-up presents the results of the HRMPSB evaluation of the qualified and competent candidates for a vacant position.

	NAME OF CANDIDATE	Performance Rating (35 pts)	Experience (5 pts)	Outstanding Accomplishments (5 pts)	Education (10 pts)	Training (10 pts)	Potential (15 pts)	Psychosocial Attributes and Personality Traits (20 pts)	Total Score (100 pts)
18	<b>2023-000-ADAS1-00018</b>	31.97	5.00	0.00	0.00	8.00	0.00	0.00	<b>44.97</b>
19	<b>2023-000-ADAS1-00019</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
20	<b>2023-000-ADAS1-00020</b>	20.84	1.33	0.00	0.00	0.00	7.68	12.00	<b>41.85</b>

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD:

  
**AQUILINO T. MILAR, JR. PhD**  
Member

  
**JANET T. BUTALID PhD**  
Member

**BRENDALOU D. ARANCANA MPA, REA, JD**  
Member

  
**JOHN ARIEL A. LAGURA PhD**  
Chairperson

  
**FILOMENA C. TANGGAAN PhD**  
Member

  
**MICHELLET SAGARA CPA, MM**  
Member

APPROVED BY:

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
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**ADMINISTRATIVE AIDE III**  
**NON TEACHING - FIRST LEVEL**

POSITION:

Pursuant to DepEd Order No. 66, s. 2007

The selection line-up presents the results of the HRMPSB evaluation of the qualified and competent candidates for a vacant position.

	CODE OF CANDIDATE	Performance Rating (35 pts)	Experience (5 pts)	Outstanding Accomplishments (5 pts)	Education (10 pts)	Training (10 pts)	Potential (15 pts)	Psychosocial Attributes and Personality Traits (20 pts)	Total Score (100 pts)
1	<b>2023-019-ADA3-00001</b>	11.08	2.00	0.75	0.00	0.00	0.00	0.00	<b>13.83</b>
2	<b>2023-019-ADA3-00002</b>	19.67	4.42	0.00	0.00	0.00	8.55	13.50	<b>46.14</b>
3	<b>2023-019-ADA3-00003</b>	30.16	5.00	0.00	0.00	0.00	0.00	0.00	<b>35.16</b>
4	<b>2023-019-ADA3-00004</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
5	<b>2023-019-ADA3-00005</b>	10.06	4.58	0.00	0.00	0.00	9.00	13.28	<b>36.92</b>
6	<b>2023-019-ADA3-00006</b>	34.18	5.00	1.00	0.00	10.00	10.20	14.33	<b>74.71</b>

*Jh. Amira Sagun*

*J*

*J*

*J*

POSITION:

### ADMINISTRATIVE AIDE III

NON TEACHING - FIRST LEVEL

Pursuant to DepEd Order No. 66, s. 2007

The selection line-up presents the results of the HRMPSB evaluation of the qualified and competent candidates for a vacant position.

CODE OF CANDIDATE	Performance Rating (35 pts)	Experience (5 pts)	Outstanding Accomplishments (5 pts)	Education (10 pts)	Training (10 pts)	Potential (15 pts)	Psychosocial Attributes and Personality Traits (20 pts)	Total Score (100 pts)
7 <b>2023-019-ADA3-00007</b>	18.62	5.00	0.00	0.00	0.00	9.58	13.73	<b>46.93</b>
8 <b>2023-019-ADA3-00008</b>	30.41	5.00	0.00	0.00	0.00	9.93	14.20	<b>59.54</b>
9 <b>2023-019-ADA3-00009</b>	20.84	5.00	0.00	0.00	0.00	7.68	12.00	<b>45.52</b>

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