

**DEPED-CAR REGIONAL OFFICE
SELECTION LINE-UP OF APPLICANTS**

RELEASED
MAY 24 2016

Position Title: Administrative Assistant III
(OSEC-DECSB-ADAS3-90009-2004)

Salary Grade: 9

Level: 1

Qualification Standards for Administrative Assistant III(Secretary) per CSC QS (Revised 1997)

Education Requirements: Completion of two-year studies in college or High Schools Graduate with relevant vocational/trade course

Experience Requirements: One (1) year relevant experience

Training Requirements: 4 hours of relevant training

Eligibility Requirements: Relevant MC 11, s. 1996/CS(Sub-Professional)/First Level Eligibility

DEPED-CAR Time: _____

No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Score	Grade				
1	BOTILAS, MANILYN D.	F	July to Dec. 2015	4.55	O	- BS in Computer Science - with units in Prof. Educ.	with trainings	- ADAS 1 (7/1/2015 to present) - Clerk 1 (DepED - CRSHS) 2/28/13 to 6/26/2015 - Monitoring Asst. - PMED-RPMES, NEDA-CAR 3/16/12 -12/31/12	LET
			Jan. to Jun 2015	9.37	O				
			July to Dec. 2014	9.52	O				
2	BURGOS, ZYNA C.		Aug. Dec. 2015	4.373	VS	- BSC - Financial Management	with trainings	- ADAS II (8/3/15 to present) - Bookkeeper (7/1/11 to 8/2/15 (Barangay League Affairs Office - LGU Kapangan	CS - Professional
			Jan. to July 2015		VS				
			July to Dec. 2014		VS				
3	CADUNOG, VIMA G.	F	July to Dec. 2015			- Bachelor of Laws & Letters - BSC - Banking & Finance	with trainings	- Bookkeeper 11/5/15 to present (SDO Benguet) - Research Enumerator /Encoder 91/15 to 10/31/15 - Research Analyst 7/24/14 to 2/28/15 - Adm. Aide III (BSU) 1/07 to 6/30/07 - Contractual Clerk (BSU) 7/2005 to 12/2006	CS - Professional
			Jan. to Jun 2015						
			July to Dec. 2014						
4	LIDUA, BRYAN T.	M	July to Dec. 2015	4.82		- MPA - BS in Agribusiness - with units in Prof. Educ.	with trainings	- Admin Aide VI - AA6 (7/1/09 to present) - DOST - PSHS - Admin Aide III 1/2/07-6/1/09 Job Order - BSU - Research Aide; Customer Service Rep	LET
			Jan. to Jun 2015	4.82					
			July to Dec. 2014	4.75					

Date of Posting: May 23, 2016 (To be posted for at least fifteen (15) CALENDAR DAYS)

Prepared by:

ELEONORA A. ALBIDAS
AO V (HRMO III)

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No.	Name	Sex	Performance Rating			Education	Training	Experience	Eligibility
			Period	Score	Grade				
5	MERINO, MARCELLI T.	F	July to Dec. 2015	93	VS	- Bachelor of Science in Nursing	with trainings	- Laboratory Aide 1/28/16 to Present BSU-CN - Postal Aide 4/1/13 -1/2/16 (Phil Postal Corp.) - Project Nurse/Nutritionist 6/1/11-8/30/12 Nestle, Inc. - Phil - Tutor	RA 1080/ CS Prof
			Jan. to Jun 2015	93	VS	- Bachelor of Laws			
			July to Dec. 2014	95	VS				
6	PATNA-AN, FERMIN T.	M	July to Dec. 2015			- BS in Entrepreneurial Technology	with trainings	- ADAS 2- 10/15/15 to present - Contractual - AA3 - 8/16/2012 6/30/2014 - Contractual	CS Sub-Prof; NC II
			Jan. to Jun 2015						
			July to Dec. 2014						
7	WANKEY, MARLYN M.		July to Dec. 2015			- BS in Accaountancy	with training	- Accounting Staff 4 (Payroll Officer) - 10/31/2007 to present Pines City Doctors - Acctng Clerk - Bookkeeper - PH Nurse 10/1/12 - 3/30/13 CHD-DOH	CS Prof
			Jan. to Jun 2015						
			July to Dec. 2014						

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