



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

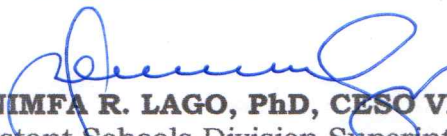
15 May 2025

DIVISIONAL MEMORANDUM
No. 173 , s. 2025

**NOTICE ON POSTED SELECTION LINE-UP FOR ADMINISTRATIVE AIDE VI
(CLERK III), ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE
OPERATOR), ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)
AND ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned
This Division

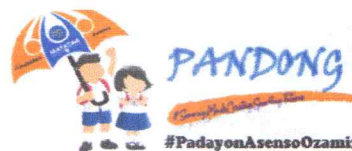
1. This is to inform the field that the Selection Line-Up for Administrative Aide VI (Clerk III), Administrative Assistant I (Accounting Machine Operator II), Administrative Assistant II (Administrative Assistant) and Administrative Assistant III (Senior Bookkeeper) positions are already available and viewable at our Division Website: <https://ozamiz.deped.gov.ph/>
→ Resources → Issuances → Divisional Memoranda
2. The Recruitment and Evaluation processes were based on DepEd Order No. 007, s. 2023.
3. For inquiries/clarification on the results, feel free to contact our Personnel Unit via DepEd email account: addaliza.saguin@deped.gov.ph.
4. Further, this Office observed the Equal Employment Opportunity Principle (EEOP) in all the steps undertaken in the recruitment and evaluation process. Hence, all decisions and actions were based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index under the following subjects:
HIRING SELECTION LINE-UP RECRUITMENT
AJS/DM – Notice on Posted Selection Line-Up for ADA VI, ADAS I, ADAS II & ADAS III POSITIONS
— /May 16, 2025



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
Region X – Northern Mindanao
SCHOOLS DIVISION OF OZAMIZ CITY
City of Ozamiz
TeleFax No. (088) 545-0990/ 545-0988



SELECTION LINE UP

Vacant Position:
Item No. :

Education
Experience
Training
Eligibility

ADMINISTRATIVE AIDE VI (CLERK III)
OSEC-DECSB-ADA6-660114-2014; OSEC-DECSB-ADA6-660115-2014; OSEC-DECSB-660118-2014;
OSEC-DECSB-ADA6-660120-2014; OSEC-DECSB-ADA6-660047-2004
Completion of 2 year studies in college
None Required
None Required
Career Service (Sub Professional) First Level Eligibility

QUALIFICATION STANDARD					
No.	Application Code	Education	Experience	Training	Eligibility
1	2025-ADA6-001	BS CRIMINOLOGY	NONE	NONE	PRC-CRIM
2	2025-ADA6-002	BSBA-MU	*COA STAFF JO-07/01/2023-PRESENT (LGU-DON VICTORIANO)	*8 HRS LEVERAGING FOR BUSINESS SUSTAINABILITY FOR THE FOOD CAFE INSUS TRIES 6/22/23- DTI *BREAKTHROUGH LEADERSHIP COURSE 5/29-30/21-THE ELITE	CSC-SUB
3	2025-ADA6-003	BACHELOR OF SECONDARY EDUCATION	*TEAM SUPERVISOR - 2020 CENSUS OF POPULATION AND HOUSING - 8/10/2020-10/3/2020 (PSA-OZAMIZ CITY)	*48 HRS TRAINING FOR SURVEY CONCEPTS AND PROCEDURES ON 8/17/2020-8/22/2020 (PSA)	R.A 1080 (LET)
4	2025-ADA6-004	BS-MARINE ENGINEERING	*ENGINE ROOM WATCH-KEEPING-11/20/2018-11/22/2019 (DAIMA SHIPPING CORP.) *SALES ASSOCIATE - 6/26/2023-4/27/2024 (HUMAN PERSONA HR MANAGEMENT SERVICE INC.)	*JUNIOR MT PROGRAM MODULE 1: POWER OF SELF AWARENESS - 9/24/2022 (PRINCE RETAIL) *JUNIOR MT PROGRAM MODULE 2: SUPERVISORY READINESS - 9/24/2022 (PRINCE RETAIL)	CSC-PROF
5	2025-ADA6-005	BS-NURSING;	MEMBER'S BENEFITS SUPERVISOR- 11/16, 2000 TO 11/21/2023	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS- 80 HOURS	RA 1080(NURSING)
6	2025-ADA6-006	BSBA/BSED-SOCIAL STUDIES	*ASSISTANT BRANCH MANAGER- 8/1/2014-3/11/2024 (MLHUILLIER-OZAM 2)	*OFFICE SYSTEM MANAGEMENT INTERNATIONAL SEMINAR - 12/15-24/2023 (CPDCFT TRAINING CENTER)	RA 1080 (LET)
7	2025-ADA6-007	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	*CASHIER/TELLER- 10/22/2016-05/29/2017 (TEKTON ENTRE MULTIPURPOSE COOP)	NONE	CSC-PROF
8	2025-ADA6-008	ASSOCIATE OF SCIENCE-IT/AB-POLSCI/BSED	*ASSISTANT BRANCH MANAGER-02/04/2019-06/13/2024 (MLHUILLIER BONIFACIO) *CASHIER-02/2014-06/05/2015 (KIER LOUIES' MOTOSUIT MFG)	NONE	LET
9	2025-ADA6-009	BSBA-FINANCIAL MGMT	*VIRTUAL MARKET RESEARCH INTERVIEWER- 8/01/22-11/5/22 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER- 4/17/23-09/23/23 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER- 6/13/24-11/06/24 (DYNATA)	NONE	CSC-PROF
10	2025-ADA6-010	BACHELOR OR ARTS IN SOCIOLOGY-MAGNA CUM LAUDE	*TUPAD COORDINATOR - 4/1/2023-12/31/2024	*ADVOCATING GREEN AGENDA PROGRAM- 12/11/24 (CSC) *3-DAY SEMINAR-WORKSHOP ON THE FORMULATION OF LOCAL DEVELOPMENT PLAN FOR CHILDREN 2024-202-- 04/15-17/24 (PROV. OF MIS. OCC)	CSC-HONOR GRAD
11	2025-ADA6-011	BSBA- MAJOR IN MARKETING MANAGEMENT	BARANGAY SK CHAIRMAN FROM JULY 1, 2018 TO OCTOBER 28, 2023	3 DAY TRAINING ON BARANGAY NEWLY ELECTED OFFICIALS TOWARDS GRASSROOTS RENEWAL AND EMPOWERMENT FOR ACCOUNTABLE AND TRANSPARENT BARANGAY PROGRAMS	CSC-BRGY OFFICIAL ELIGIBILITY
12	2025-ADA6-012	BS HOSPITALITY MGMT-CUM LAUDE	*ACCOUNTING STAFF- 08/01/2022-PRESENT (JOCELYN TITILE PROCESSOR ACCTG & BOOKKEEPING)	NONE	CS-HONOR GRAD

13	2025-ADA6-013	BS SOCIAL WORKS/ MPA (21 UNITS)	*JO ADMINISTRATIVE ASSISTANT - 7/1/2023-7/31/2024 (PCSO)	*ADMINISTRATIVE SUPPORT MANAGEMENT TRAINING - 5/27-29/2024 (STELLAR TRAINING CONSULTANCY SERVICES)	RA 1080 (SOCIAL WORKER)
14	2025-ADA6-014	BSA-FINANCIAL MGMT/ BSSED-SOC STUD	*ADMIN ENCODER-03/02/2020-03/15/2023 (PHIL. SPRING WATER RESOURCES INC)	*80HRS BASIC COMPUTER LITERACY-12/02/2024-12/12/2024 (ELTECH LEARNING HUB)	RA 1080 (LET)
15	2025-ADA6-015	BA SOCIOLOGY - CUM LAUDE	NONE	NONE	P.D 907 - HONOR GRAD ELEGIBILITY
16	2025-ADA6-016	BS PSYCHOLOGY	NONE	NONE	CS-PROFESSIONAL
17	2025-ADA6-017	BACHELOR OF SECONDARY EDUCATION MAJOR IN TLE	*FULL TIME FACULTY 6/19/2019-2/28/2022 (ABA AL-KHAIL COMPUTER SCHOOL) *SUBSTITUTE TEACHER 8/28/2023-9/26/2023 (ANCHOR OF HOPE BAPTIST CHRISTIAN SCHOOL) *PROCESSOR-FIELD VALIDATION TEAM 10/2/2023-PRESENT (DEPARTMENT OF AGRARIAN REFORM)	*CONTINUING PROFESSIONAL DEVELOPMENT FOR PROFESSIONAL TEACHERS "TEACH BEYOND THE BOX: CREATIVE AND IMAGINATIVE TEACHING FOR EDUCATION 4.0: EMPOWERING EDUCATION TO PRODUCE INNOVATION" - 2/29/2020- PHOENIX PUBLISHING HOUSE, CDO	RA 1080 (LET)
18	2025-ADA6-018	BSIT/BSED-MAED 39 UNITS	*SH FACULTY-06/13/2017-05/30/2024 (MISAMIS UNIVERSITY)	NONE	LET
19	2025-ADA6-019	BSSED	*SUBSTITUTE TEACHER- 8/15/2024-10/31/2024 (DEPED LDN)	*80HRS ADVANCED COMPUTER SKILLS TRAINING- 5/15-24/2023 (CPDCFT TRAINING CENTER)	LET
20	2025-ADA6-020	BSSED-FILIPINO	*PROVINCIAL STATISTICAL OFFICE-CLERK (POPCEN-CBMS) 06/17/24-12/31/24-PSA *PROVINCIAL STATISTICAL OFFICE-CLERK (CAF) 07/20/23-02/29/24-PSA	*56 HRS 2022 CAF HOUSEHOLD PROFILE QUESTIONNAIRE- 7/30/23-8/7/23 (PSA) *48 HRS 2022 CAF MACHINE PROCESSING-11/20-22/23 (PSA)	LET
21	2025-ADA6-021	BSIT	*INFORMATION TECHNOLOGIST I - 4/1/2018-PRESENT PGMO (TUDELA)	*DIGITAL TRANSFORMATION ICT PROJECT MANAGEMENT - 12/13-15/2023 (DICT)	CS-PROFESSIONAL
22	2025-ADA6-022	BSC-BA	*COLLECTION OFFICER-01/16/2012-02/28/25 JOZ APLUS LENDING CORP)	*3HRS STRATEGIC DECISION-MAKING: TOOLS & TECHNIQUES FOR EFFECTIVE MGMT-09/21/24 (DTI) *THE CIS CREDIT REPORTS & COMBATING ABUSIVE DEBT COLLECTION PRACTICES- 8/16/24 (CIC ACADEMY) *3HRS AMLC REGISTRATION & REPORTING GUIDELINES COURSE-8/16/24 (AMLC) *2HRS TARGETED FINANCIAL SANCTIONS COURSE- 8/15/24 (AMLC)	CS-PROF
23	2025-ADA6-023	BACHELOR IN ELEMENTARY EDUCATION	*CUSTOMER SERVICE REPRESENTATIVE 11/1/2022-02/16/2023 (METROPOLITAN BANK AND TRUST COMPANY-) *BIKE COURIER 07-20-2024 - PRESENT (FLASH EXPRESS)	*IT-PROGRAMMING- 2013-2015 (STI COLLEGE DIPOLOG CITY)	CS-PROFESSIONAL

24	2025-ADA6-024	BS COMPUTER ENGINEERING/ BSED MATHEMATICS	*SECRETARY- MAY 2010-JULY 2020 (LONDON ACADEMY) *IT STAFF- 10/1/2020- PRESENT (MEDINA GEN HOSPITAL)	*MASTERCLASS ON DESIGNING MATATAG READY SCIENCE AND MATH 8/17/2024-8/31/2024 (GOKONGWEI BROS. FOUNDATION)	RA 1080 (LET)/CS PROF
25	2025-ADA6-025	BEED/MA IN EDUC (18 UNITS)	*ELEMENTARY TEACHER - AUGUST 2021 TO PRESENT (GOPHERWOOD CHRISTIAN INT'L SCHOOL)	*80 HRS PERFORMCOMPUTER OPERATIONS: COMMON COMPETENCY- 1/30/2023-2/9/2023 (ICT COLLEGE)	RA 1080 (LET)
26	2025-ADA6-026	BSBA-MKTG MGMT	*SALES REPRESENTATIVE-08/2024-02/2025 (PSM MEDIA PRODUCTION)	NONE	CSS-PROF
27	2025-ADA6-027	AB SOCIOLOGY	NONE	*120 HRS BASIC COMPUTER LITERACY - 11/23/2024-12/10/2024 (GARALDE TECHNOLOGICAL DEVELOPMENT STUDIES, INC.)	CS-PROFESSIONAL
28	2025-ADA6-028	BSCS	*SALES DATA ANALYST/SALES DATA ENTRY- 01/02/2017-PRESENT (ELIM)	NONE	CS-PROF
29	2025-ADA6-029	BSC-MGMT	*HEAD OF FINANCE & ACCOUNTING- 01/17/2023-PRESENT (NELLY COFFEE AND TABLEA) *BOOKKEEPER-06/01/2008-2012 (GATA DAKU MULTI-PURPOSE COOP) *BRANCH MANAGER- 2013-06/30/2020 (GATA DAKU MULTI-PURPOSE COOP)	*15HRS BOOKKEEPING WITH QUICKBOOKS ONLINE- 01/31/-02/02/2025 (ABPG) *15HRS E-COMMERCE COURSE-01/14/ 2022 (FREELANCE ACADEMY) *3HRS BOOKKEEPING IN QUICKBOOKS ONLINE (BOOKKEEPING & ACCOUNTING)- 03/15/2021(UDEMY)	CS-PROF
30	2025-ADA6-030	BS OFFICE AD/BSED-SOC STUD	*COLLEGE SECRETARY COLLEGE OF MARITIME-08/07/2023 (MISAMIS UNIVERSITY)	*SEMINAR OF ANALYZING DATA USING APPROPRIATE STATISTICAL ANALYSIS-10/15/2024 (MU) *SEMINAR ON 5S & DOCUMENT CONTROL- 05/13/2023 (MU) *SEMINAR ON PERSONALIT DEVELOPMETN- 03/02/2024 (MU)	LET
31	2025-ADA6-031	BSBA-HRM(TOR ON PROCESS)	NONE	NONE	CS-PROF
32	2025-ADA6-032	BSBA-MKTG MGMT	12/31/2024 (OZAMIZ CITY OFFICE OF THE CITY COUNCIL) *ADMINISTRATIVE STAFF-09/01/2023- 01/01/2024 (OZAMIZ CITY OFFICE OF THE CITY COUNCIL) *BRGY TREASURER-05/15/2019-08/31/2023 (BRGY LAM-AN OZAMIZ)	*3-DAY SEMINAR/WORKSHOP ON GUIDELINES ON THE APPROPRIATION, RELEASE,PLANNING & BUDGETING PROCESS FOR THE SK FUND- 10/7- 9/2019(DBM)	CSS-PROF
33	2025-ADA6-033	BS-ACCT. TECH/11 UNITS MBA	*ADA III-08/03/2020-PRESENT (DEPED OZAMIZ OCNHS)	*32HRS LAWS & RULES ON GOVT EXPENDITURES- 07/3-6/2023(COA) *RECORDS MGMT TRAINING:DOCUMENTING POLICIES & PROCEDURES-12/27/2023(PRIMA EXCELLENCE) *80HRS ADVANCED BOOKKEEPING & FINANCIAL MGMT FOR PROFESSIONALS-12/27/23-PRIMA EXCELLENCE) *19HRS TAX UPDATE & TAX PRACTICE-08/02/21- 09/05/21(PHIL ASSOCIATION OF CERT TAX TECH. INC) *PHILGEPS ONLINE TRAINING-08/11- 12/2021(EBLACKBOARDS LEARNING & SLOUTIONS INC)	CS-PROF
34	2025-ADA6-034	BSCOMSCI: BSED	ADMINISTRATIVE ASSISTANT FROM 12/1/2013 TO JULY 2024/ LONDON ACADEMY	BASIC COMPUTER LITERACY- 80 HRS;	RA 1080 (LET)
35	2025-ADA6-035	BS SOCIAL WORKS	* 8 MONTHS DSWD VOLUNTEER SERVICE *SK Chairman- BRNGY KINUMAN NORTE, OZAMIZ CITY	*SEMINAR ON PERSONS WITH DISABILITY ENGAGEMENT DYNAMICS AND INCLUSION FOR SOCIAL WORKERS -10/14/2023 (DUX REGULUS TRAINING SERVICES INC.)	RA 1080 (SOCIAL WORKER)

36	2025-ADA6-036	BSED-ENGLISH	(PROVONCIAL DOH) *CREDIT MEMO ANALYST-2/20/23-4/20/24(ZAMJA MKTG CORP) *LEGAL AIDE-JO 02/18/21-06/27-22 (CITY LEGAL OFFICE -TANGUB CITY)	*BASIC OCCUPATIONAL SAFETY & HEALTH TRAINING-10/4-5/23 (DOLE) *WORLD DAY FOR SAFETY & HEALTH AT WORK-4/28/23(DOLE OSHC)	LET
37	2025-ADA6-037	BA SOCIOLOGY - MAGNA CUMLAUDE	* FULL-TIME FACULTY 8/10/2023-12/21/2024	*IN-SERVICE TRAINING AND DEVELOPMENT PROGRAM: "ILLUMINATING EXCELLENCE: EQUIPING FACULTY AND STAFF FOR GLOBAL COMPETENCE, ETHICAL LEADERSHIP AND GOD-CENTERED VALUES". 8/14/2024 (TANGUB CITY GLOBAL COLLEGE)	P.D 907 - HONOR GRAD ELEGIBILITY
38	2025-ADA6-038	BACHELOR OF ELEMENTARY EDUCATION	NONE	*36 HRS STENOGRAPHY SHORT TERM COURSE - 11/28/2023-2/22/2024 (MASTERS TECHNOLOGICAL INSTITUTE OF MINDANAO)	CS-SUBPROFESSIONAL
39	2025-ADA6-039	BSC-BA	*MEDICAL RECORDS CLERK- 10/01/2006-11/31/2006 (MUMC) *ASSISTANT BOOKKEEPER- 12/01/2006-12/31/2006 (MUMC) *BOOKKEEPER- 01/01/2007-PRESENT (MUMC)	*6HRS RA 9184 GOVT. PROCUREMENT REFORM ACT OF 2003 TRAINING- 6/5-7/2024 (STCS) *4HRS GOVT BUDGETING AND FISCAL POLICY TRAINING- 5/30-31/2024 (STCS) *WEBINAR SERIES ON PUBLIC SECTOR PRODUCTIVITY CONCEPTS AND TOOLS -3/22-24/2024 (DEVT. ACADEMY OF THE PHILS.) *WEBINAR SERIES ON FUTURES THINKING FOR ENHANCING PUBLIC SECTOR PRODUCTIVITY- 11/8-9/2021 (DEVT. ACADEMY OF THE PHILS.) *WEBINAR SERIES ON PRODUCTIVITY AND QUALITY FRAMEWORKS IN THE PUBLIC SECTOR-10/813-15/2021 (DEVT. ACADEMY OF THE PHILS.)	CS-PROF
40	2025-ADA6-040	BS ACCOUNTANCY	*POST AUDITOR- 04/07/2022-PRESENT (HSO PROPERTY DEVPT & SONSTRUCTION CORP)	*INTRODUCTION TO BOOKKEEPING- 01/24/25 (TESDA) *JOURNALIZING TRANSACTIONS- 01/29/2025 (TESDA) *4HRS MICROSOFT DIGITAL LITERACY COURSE: WORK WITH COMPUTERS- 01/29/2025 (MICROSOFT)	CSC-PROF
41	2025-ADA6-041	BSBA- MAJOR IN MARKETING MANAGEMENT	*COLLECTION OFFICER-10/12/2015-PRESENT (OZ APLUS LENDING CORP)	*OLAboutYourRights:THE CIC CREDIT REPORT AND COMBATING ABUSIVE DEBT COLLECTION PRACTICES-8/16/204 (CIC ACADEMY)	CS-PROFESSIONAL
42	2025-ADA6-042	BSED-EARLY CHILDHOOD EDUCATION	*ADMINISTRATIVE STAFF-06/12/2023-05/31/2024 (ACADEMIA LEGIS REVIEW CENTER INC) *ASST TEACHER-07/15/2019-03/27/2020 (ST SEBASTIAN KIDS LEARNING ACADEMY) *PRESCHOOL TEACHER AIDE- 9/1/2016-6/8/2018 (ST. THERESAS COLLEGE)	NONE	LET
43	2025-ADA6-043	BACHELOR OF INDUSTRIAL TECHNOLOGY MAJOR IN FSM - CUMLAUDE	*CLERK VI (JOB ORDER)- 1/2/2024-PRESENT (LGU-JIMENEZ)	NONE	P.D 907 - HONOR GRAD ELEGIBILITY
44	2025-ADA6-044	BSBA-FINANCIAL MGMT	*ADMIN OFFICER - 1/30/2023-PRESENT (MISAMIS CABLE MANAGEMENT AND DEVT CORP)	*80 HRS COMPUTER SKILLS DEVELOPMENT TRAINING-IMPROVING CLASSROOM LEARNING THRU ICT- 6/1-10/2024 (CPDCT)	CS-PROFESSIONAL
45	2025-ADA6-045	BSBA-HRM	NONE	NONE	CS-PROF
46	2025-ADA6-046	BS ACCOUNTANCY	ACCOUNTING STAFF-11/3/2009 TO 01/28/2015 BRANCH ACCOUNTANT- 01/29/2015 TO 12/13/2018	VIRTUAL BOOKKEEPING WITH XERO AND QUICKBOOK ONLINE	CS-PROFESSIONAL
47	2025-ADA6-047	BS-BIOLOGY	*BUSINESS TRANSCRIBER- 1/21/2017-4/11/2017 (ACCOLADE RESOURCES, INC.) *CENTER-BASED TUTOR- 4/23/2018-96/15/2019 (ENVIZION PHILIPPINES, INC.)	NONE	CS-PROFESSIONAL
XXX					

Prepared by:

DINALYN A. RAMAYRAT
AO II

Certified Correct:

ADDY LIZA J. SAQUIN
AO-IV/PERSONNEL

Noted by:

DIONESIO E. LIWAGON JR., CESE
Assistant School Division Superintendent



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
SCHOOLS DIVISION OF OZAMIZ CITY
City of Ozamiz
TeleFax No. (088) 545-0990/ 545-0988



SELECTION LINE UP

Vacant Position:
Item No. :
Education
Experience
Training
Eligibility

ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE OPERATOR II)
OSEC-DECSB-ADASI-660051-2014
COMPLETION OF 2 YEARS STUDIES IN COLLEGE
None Required
None Required
Career Service (Sub Professional) First Level Eligibility

QUALIFICATION STANDARD					
Application Code	Education	Experience	Training	Eligibility	
1 2025-ADA1-001	BSBA-MU	*COA STAFF JO-07/01/2023-PRESENT (LGU-DON VICTORIANO)	*8 HRS LEVERAGING FOR BUSINESS SUSTAINABILITY FOR THE FOOD CAFÉ INSUR TRIES 6/22/23- DTI *BREAKTHROUGH LEADERSHIP COURSE 5/29-30/21-THE ELITE	CSC-SUB	
2 2025-ADA1-002	BSBA-FINANCIAL MGMT-CUM LAUDE	*SALES ASSOCIATE-09/01/2020-PRESENT (AUB-OZAMIZ BRANCH) *CUSTOMER SERVICE REPRESENTATIVE III-04/16/2018-08/07/2020 (TELETECH)	NONE	CSC-HONOR GRAD	
3 2025-ADA1-003	BS-NURSING;	MEMBER'S BENEFITS SUPERVISOR- 11/16, 2000 TO 11/21/2023	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS- 80 HOURS	RA 1080 (NURSING)	
4 2025-ADA1-004	ASSOCIATE OF SCIENCE-IT/AB-POLSCI/BSED	*ASSISTANT BRANCH MANAGER-02/01/2019-06/13/2024 (MLHUILLIER BONIFACIO) *CASHIER-02/2014-06/05/2015 (KIER LOUIES' MOTOSUIT MFG)	NONE	LET	
5 2025-ADA1-005	BS COMSCI	EXECUTIVE RECRUITING ADMINISTRATION MANAGER- 04/30/2017 TO 01/30/2020	NONE	CSC-PROF	
6 2025-ADA1-006	BSBA-FINANCIAL MGMT	*VIRTUAL MARKET RESEARCH INTERVIEWER-8/01/22-11/5/22 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER-4/17/23-09/23/23 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER-6/3/24-11/06/24 (DYNATA)	NONE	CSC-PROF	
7 2025-ADA1-007	BS SOCIAL WORKS/ MPA (21 UNITS)	*JO ADMINISTRATIVE ASSISTANT - 7/1/2023-7/31/2024 (PCSO)	*ADMINISTRATIVE SUPPORT MANAGEMENT TRAINING - 5/27-29/2024 (STELLAR TRAINING CONSULTANCY SERVICES)	RA 1080 (SOCIAL WORKER)	
8 2025-ADA1-008	BSBA-FINANCIAL MGMT.	*SK CHAIRMAN-6/28/18-2/7/23(BRGY BALINTAWAK)	NONE	CSC-BRGY OFFICIAL ELIGIBILITY	
9 2025-ADA1-009	BSA-FINANCIAL MGMT/ BSSED-SOC STUD	*ADMIN ENCODER-03/02/2020-03/15/2023 (PHIL. SPRING WATER RESOURCES INC)	*80HRS BASIC COMPUTER LITERACY-12/02/2024-12/12/2024 (ELTECH LEARNING HUB)	LET	
10 2025-ADA1-010	BSIT/BSSED-MAED 39 UNITS	*SH FACULTY-06/13/2017-05/30/2024 (MISAMIS UNIVERSITY)	NONE	LET	
11 2025-ADA1-011	BS- HOSPITALITY MANAGEMENT	*BRANCH ASSISTANT - 4/16/2018-12/30/2022 (PALAWAN PAWNSHOP)	*BASIC ANTI-MONEY LAUNDERING AND COMBATING THE FINANCING OF TERRORISM - 9/23/2020 (PALAWAN PAWNSHOP)	CS-PROFESSIONAL	
12 2025-ADA1-012	BSCS, BSSED-MATH	*BOOKKEEPER/TEACHER-06/2013-07/2023- ST VINCENT'S HIGH SCHOOL FO BONIFACIO *CASHIER-08/2023-07/2024-ST VINCENT'S HIGH SCHOOL BONIFACIO *TEACHER- 08/2023-05/2024- ST. VINCENT'S HIGH SCHOOL BONIFACIO	*15DAYS MICROSOFT OFFICE & INTERNET LITERACY PROGRAM-10/15/2022-12/11/2022 (BLANCIA COLLEGE FOUNDATION INC.) *EMPOWERING PRIVATE EDUCATION STAKEHOLDERS FO A SUCCESSFUL MATATAG CURRICULUM IMPLEMENTATION- 04/13/2024 (REX) *	LET	
13 2025-ADA1-013	BSC-BA	*COLLECTION OFFICER-01/16/2012-02/28/25 JOZ APLUS LENDING CORP)	*3HRS STRATEGIC DECISION-MAKING TOOLS & TECHNIQUES FOR EFFECTIVE MGMT-09/21/24 (DTI) *THE CIS CREDIT REPORTS & COMBATING ABUSIVE DEBT COLLECTION PRACTICES-8/16/24(CIC ACADEMY) *3HRS AMLC REGISTRATION & REPORTING GUIDELINES COURSE-8/16/24 (AMLC) *2HRS TARGETED FINANCIAL SANCTIONS COURSE- 8/15/24 (AMLC)	CSS-PROF	

14	2025-ADA1-014	BSBA-MKTG MGMT	*SALES REPRESENTATIVE-08/2024-02/2025 (PSM MEDIA PRODUCTION)	NONE	CSS-PROF
15	2025-ADA1-015	BSCS	*SALES DATA ANALYST/SALES DATA ENTRY- 01/02/2017-PRESENT (ELIM)	NONE	CSS-PROF
16	2025-ADA1-016	BS OFFICE AD/BSAD-SOC STUD	*COLLEGE SECRETARY COLLEGE OF MARITIME- 08/07/2023 (MISAMIS UNIVERSITY)	*SEMINAR OF ANALYZING DATA USING APPROPRIATE STATISTICAL ANALYSIS- 10/15/2024 (MU) *SEMINAR ON SS & DOCUMENT CONTROL- 05/13/2023 (MU) *SEMINAR ON PERSONALITY DEVELOPMENT- 03/02/2024 (MU)	LET
17	2025-ADA1-017	BSBA-FINANCIAL MGMT.-MU	*MONEY SORTER- 8/10/22-10/6/23 (STAFF ALLIANCE, INC.	NONE	CSC-PROF
18	2025-ADA1-018	BSC-MGMT ACCTG	*MANAGEMENT TRAINEE-12/06/2018-PRESENT (PUREGOLD)	*24HRS INCLUSIVE EDUCATION FOR SCHOOL ADMINISTRATORS, TEACHERS & NON-TEACHING PERSONNEL: AN ADVANCED LEADERSHIP TRAINING-SEMINAR-10/11-13/2024(LCTC)	CSS-PROF
19	2025-ADA1-019	BSBA- MAJOR IN MARKETING MANAGEMENT- CUM LAUDE	*ACCOUNTING ASSISTANT - 5/10/2023- PRESENT (OZ APLUS LENDING CORP)	*3 HRS TRAINING ON STRATEGIC DECISION- MAKING:TOOLS AND TECHNIQUES FOR EFFECTIVE MANAGEMENT -8/21/2024 (DTI)	CS-PROF
20	2025-ADA1-020	BEED	*ASSISTANT CENSUS SUPERVISOR(CENSUS FOR AGRI. & FISHERIES-09/04/2023-12/30/2023 (PSA) *REGISTRATION KIT OPERATOR OF PHILSYS- 06/14/2021-06/30/2023 (PSA)	* 3HRS STATEMENT OF ASSETS, LIABILITIES & NET WORTH OVERVIEW-01/23/2025 (CSC) *3HRS PUBLIC SERVICE VALUES OVERVIEW- 01/15/2025 (CSC) *3HRS PUBLIC SERVICE VALUES OVERVIEW- 07/12/2024(CSC) *10HRS FINANCIAL EDUCATION- 06/13-14/2024 (CSC) *3HRS PUBLIC SERVICE VALUES OVERVIEW- 11/30/2023 (CSC)	LET
21	2025-ADA1-021	BSAD-ENGLISH	*DATA ENCODER II-04/22/24-07/31/24 (PROVONCIAL DOH) *CREDIT MEMO ANALYST-2/20/23- 4/20/24(ZAMJA MKTG CORP) *LEGAL AIDE-JO 02/18/21-06/27-22 (CITY LEGAL OFFICE -TANGUB CITY)	*BASIC OCCUPATIONAL SAFETY & HEALTH TRAINING-10/4-5/23 (DOLE) *WORLD DAY FOR SAFETY & HEALTH AT WORK- 4/28/23(DOLE OSHC)	LET
22	2025-ADA1-022	BSBA- MAJOR IN MARKETING MANAGEMENT	*COLLECTION OFFICER-10/12/2015-PRESENT (OZ APLUS LENDING CORP)	*OLAboutYourRights:THE CIC CREDIT REPORT AND COMEBATING ABUSIVE DEBT COLLECTION PRACTICES-8/16/204 (CIC ACADEMY)	CS-PROF

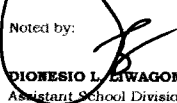
Prepared by:


DINALYN A. RAMAYRAT
AO II

Certified Correct:


ADD A LIZA J. SAQUIN
AO-IV/PERSONNEL

Noted by:


DIONISIO L. LIWAGON JR., CESE
Assistant School Division Superintendent



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
SCHOOLS DIVISION OF OZAMIZ CITY
City of Ozamiz
TeleFax No. (088) 545-0990/545-0886



SELECTION LINE UP

Vacant Position:
Item No. :
Education
Experience
Training
Eligibility

ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)
OSEC-DECSE-ADAS2-660331-2016; OSEC-DECSE-ADAS2-660327-2016
COMPLETION OF 2 YEARS STUDIES IN COLLEGE
1 YEAR OF RELEVANT EXPERIENCE
4 HOURS OF RELEVANT TRAINING
CAREER SERVICE (SUB PROFESSIONAL) FIRST LEVEL ELIGIBILITY

QUALIFICATION STANDARD					
	Application Code	Education	Experience	Training	Eligibility
1	2025-ADAS2-001	BSC-MGMT ACCTG	*BRANCH LITE UNIT HEAD-09/22/2009-PRESENT (1ST VALLEYBANK)	*292 HRS BOOKKEEPING NCII- 07/27/2023 (TESDA)	CSC-PROF
2	2025-ADAS2-002	BSBA-MU	*COA STAFF JO-07/01/2023-PRESENT (LGU-DON VICTORIANO)	*8 HRS LEVERAGING FOR BUSINESS SUSTAINABILITY FOR THE FOOD CAFE INSUS TRIES 6/22/23- DIT *BREAKTHROUGH LEADERSHIP COURSE 5/29-30/21-THE ELITE	CSC-SUB
3	2025-ADAS2-003	BSECE	*ADMINISTRATIVE AIDE III-01/03/2022-11/30/2023 (MUNICIPAL GOVT OF CLARIN) *ADMINISTRATIVE AIDE III-03/04/2020-12/31/2021 (PROVINCIAL GOVT OF OROQUIETA)	*NC II COMPUTER SYSTEM SERVICING-03/2020 (TESDA) *20HRS WEB CONTENT MANAGEMENT USING WORDPRESS-09/19-26/2022(DICT) *ELECTRONIC BUS. PERMITS & LICENSING SYSTEM ONLINE USER'S TRAINING-06/1-5/2020(DICT)	CSC-PROF
4	2025-ADAS2-004	BS-NURSING;	MEMBER'S BENEFITS SUPERVISOR- 11/16, 2000 TO 11/21/2023	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS- 80 HOURS	RA 1080 (NURSING)
5	2025-ADAS2-005	BEED	*ADMIN ASSISTANT-04/01/2021-PRESENT (BLUETRAK TRUCKING SERVICES) *ADMIN ASSISTANT-08/17/2020-03/31/2021(ROLOR BLUESKY TRUCKING CORP)	*100HRS COMPUTER OPERATIONS-01/21/2023-02/11/2023 (INTL COLLEGE OF PHILSOUTH)	LET
6	2025-ADAS2-006	BSBA/BSED-SOCIAL STUDIES	*ASSISTANT BRANCH MANAGER- 8/1/2014-3/11/2024 (MLHULLIER-OZAM 2)	*OFFICE SYSTEM MANAGEMENT INTERNATIONAL SEMINAR - 12/15-24/2023 (CPDCPT TRAINING CENTER)	RA 1080 (LET)
7	2025-ADAS2-007	BSEA-MAJOR IN FINANCIAL MANAGEMENT	*MUNICIPAL FINANCIAL ANALYST - 5/29/2023-12/31/2023 (DSWD) *ACCOUNTING HEAD - JULY 2019-JULY 2021 (FIL PRODUCT SERVICES TELEVISION OZAMIZ INC.)	*FINANCE TECHNICAL SESSION - 8/2-4/2023 (DSWD)	CS-PROFESSIONAL
8	2025-ADAS2-008	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	EXECUTIVE RECRUITING ADMINISTRATIVE MANAGER - 4/30/2017-PRESENT (BHO TECH)	ACCOUNTING FOUNDATIONS:BOOKKEEPING; MICROSOFT EXCEL	CS-PROFESSIONAL
9	2025-ADAS2-009	BSBA- FINANCIAL MANAGEMENT	CREDIT INVESTIGATOR /APPRAISER OZAMIZ CITY PMPC 1 YEAR	COLLATERAL APPRAISAL	CSC-PROF
10	2025-ADAS2-010	BSBA-FINANCIAL MGMT	*VIRTUAL MARKET RESEARCH INTERVIEWER-8/01/22-11/5/22 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER-4/17/23-09/23/23 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER-6/3/24-11/06/24 (DYNATA)	OPERATIONS AND FINANCIAL MANAGEMENT	CSC-PROF
11	2025-ADAS2-011	BSEA	CLERK III- MARCH 29, 2021 TO JUNE 30, 2023/ERC CUSTOMER ASSISTANT-JULY 3, 2017 TO MARCH 31, 2020/ LBP	ELECTRONIC DOCUMENT MANAGEMENT TRACKING SYSTEM	LET
12	2025-ADAS2-012	BSBA- MAJOR IN MARKETING MANAGEMENT	BARANGAY SK CHAIRMAN FROM JULY 1, 2018 TO OCTOBER 28, 2023	3 DAY TRAINING ON BARANGAY NEWLY ELECTED OFFICIALS TOWARDS GRASSROOTS RENEWAL AND EMPOWERMENT FOR ACCOUNTABLE AND TRANSPARENT BARANGAY PROGRAMS	CSC-BRGY OFFICIAL ELIGIBILITY
13	2025-ADAS2-013	BS ACCOUNTANCY	ACCOUNTING OFFICER-11/24/2021 TO 02/06/2025 (LEXAND CONSTRUCTION AND DEVELOPMENT)	QUALITY MANAGEMENT SYSTEM INTERNAL AUDITOR COURSE- 16 HOURS	CS-PROFESSIONAL

14	2025-ADAS2-014	BS PSYCHOLOGY/ MA IN PSYCHOLOGY MAJOR IN COUNSELING PSYCHOLOGY	*SPECIAL SCIENCE TEACHER I - 10/5/2021- PRESENT (PHIL. SCIENCE HIGH SCHOOL) *LIFE COACH - 7/1/2020-10/20/2021 (PSHS-SRC) *PART-TIME INSTRUCTOR - 5/19/2016-6/26/2020 (OLT) *HR STAFF - 8/1/2013-5/16/2014 (ADD GROUP OF COMPANIES)	*2024 GAD DATABASE AND GENDER ANALYSIS TRAINING- 8/30/2024 (DOST)	RA 10029 (LICENSE PSYCHOMETRICIAN)
15	2025-ADAS2-015	BSBA-FINANCIAL MGMT	*BOOKKEEPER 04/20/22- PRESENT (FEBRUARY 2025) (TUGEMCO)	FUNDAMENTALS OF COOPERATIVES/ PFCC 06/14-15/2023	CSC-PROF
16	2025-ADAS2-016	BS SOCIAL WORKS/ MPA (21 UNITS)	*JO ADMINISTRATIVE ASSISTANT - 7/1/2023-7/31/2024 (PCSO)	*ADMINISTRATIVE SUPPORT MANAGEMENT TRAINING - 5/27-29/2024 (STELLAR TRAINING CONSULTANCY SERVICES)	RA 1080 (SOCIAL WORKER)
17	2025-ADAS2-017	BSBA MAJOR IN FINANCIAL MANAGEMENT	BROGY TREASURER 6 YEARS	BUDGET OPERATIONS MANUAL FOR BARANGAYS	CS BROGY ELIGIBILITY
18	2025-ADAS2-018	BACHELOR OF SCIENCE IN COMMUNITY DEVELOPMENT	*ADMINISTRATIVE ASSOCIATE 02/25/2023- PRESENT	*TRAINING ON LEVEL I BASIC LEADERSHIP/ BASIC UNIONISM AND RELEVANT LABOR LAWS FOR LABOR UNION OFFICERS AND MEMBERS- 9/23/2023 (DOLE)	CS-SUBPROFESSIONAL
19	2025-ADAS2-019	BS-HRM	*CASHIER-11/05/2020-02/15/2023 (KIM SAN FOOD PRODUCTS TRDG)	*INTRODUCTION TO BOOKKEEPING & ONLINE QUICKBOOKS SALES PROCESS & INVENTORY MGMT COMPANY FILES SETUP & REPORT TIME & BILLING VAT MGMT & ASSETS/LIABILITIES MGMT BANK RECONCILIATION-05/6-7/2023 (CSC)	CSS-PROF
20	2025-ADAS2-020	BSC-MGMT	*HOUSEKEEPING IN CHARGE-10/05/2004-01/31/2006(MUMC) *PAYROLL MASTER-02/01/2006-07/15/2022 (MUMC) *ACCOUNTING HEAD-07/16/2022- PRESENT (MUMC)	*WAGE ORIENTATION/PRODUCTIVITY TOOLBOX TRAINING- 03/14/2024(NWPC) *WEBINAR SERIES ON PRODUCTIVITY & QUALITY FRAMEWORKS IN THE PUBLIC SECTOR 10/13-15/2021(DEVACADEMY OF THE PHIL.)	CSS-PROF
21	2025-ADAS2-021	BS-ACCTG TECH	*UNIVERSAL PROCESSOR-09/01/2019-PRESENT(BPI DIRECT BANKO,INC.)	*INTEGRATED COUNTERFEIT DETECTION & SORTING WORKSHOP FOR CASH HANDLERS-06/22/2024(BSP) *FINANCIAL CONSUMER PROTECTION PROGRAM COURSE- 01/16/2024(BPI)	CSS-PROF
22	2025-ADAS2-022	BSED-FILIPINO	*PROVINCIAL STATISTICAL OFFICE-CLERK(POPCEN- CBMS)06/17/24-12/31/24-PSA *PROVINCIAL STATISTICAL OFFICE-CLERK(CAF)07/20/23-02/29/24-PSA	*56 HRS 2022 CAF HOUSEHOLD PROFILE QUESTIONNAIRE 7/30/23-8/7/23 (PSA) *48 HRS 2022 CAF MACHINE PROCESSING- 11/20-22/23 (PSA)	LET
23	2025-ADAS2-023	BS- HOSPITALITY MANAGEMENT	*BRANCH ASSISTANT- 4/16/2018-12/30/2022 (PALAWAN PAWNSHOP)	*BASIC ANTI-MONEY LAUNDERING AND COMBATING THE FINANCING OF TERRORISM - 9/23/2020 (PALAWAN PAWNSHOP)	CS-PROFESSIONAL
24	2025-ADAS2-024	BSCS, BSED-MATH	*BOOKKEEPER/TEACHER-06/2013-07/2023- ST VINCENT'S HIGH SCHOOL FO BONIFACIO *CASHIER-08/2023-07/2024- ST VINCENT'S HIGH SCHOOL BONIFACIO *TEACHER- 08/2023-05/2024- ST. VINCENT'S HIGH SCHOOL BONIFACIO	*15DAYS MICROSOFT OFFICE & INTERNET LITERACY PROGRAM-10/15/2022-12/11/2022 (BLANCIA COLLEGE FOUNDATION INC.) *EMPOWERING PRIVATE EDUCATION STAKEHOLDERS FO A SUCCESSFUL MATATAG CURRICULUM IMPLEMENTATION- 04/13/2024 (REX)	LET
25	2025-ADAS2-025	BSC-BA	*COLLECTION OFFICER-01/16/2012-02/28/25 JOZ APLUS LENDING CORP)	*3HRS STRATEGIC DECISION-MAKING-TOOLS & TECHNIQUES FOR EFFECTIVE MGMT-09/21/24 (DTI) *THE CIS CREDIT REPORTS & COMBATING ABUSIVE DEBT COLLECTION PRACTICES-8/16/24(CIC ACADEMY) *3HRS AMLC REGISTRATION & REPORTING GUIDELINES COURSE-8/16/24 (AMLC) *2HRS TARGETED FINANCIAL SANCTIONS COURSE- 8/15/24 (AMLC)	CSS-PROF
26	2025-ADAS2-026	BSBA FINANCIAL MANAGEMENT/ BSED-SOCIAL STUDIES	*RESTAURANT MANAGER - NOV. 2017- PRESENT (TRIPLE J FASTFOOD VENTURES) *ASSISTANT RESTAURANT MANAGER - MAY 2016- NOV. 2017 (TRIPLE J FASTFOOD VENTURES) *SERVICE CREW - MARCH 2015- MAY 2016 (TRIPLE J FASTFOOD VENTURES)	*INTERNATIONAL SEMINAR WORKSHOP ON EFFECTIVE WORK MANAGEMENT FOR NON-TEACHING PERSONNEL - 6/9-11/2023(CHRDP)	RA 1080 (LET)
27	2025-ADAS2-027	BACHELOR IN ELEMENTARY EDUCATION	*CUSTOMER SERVICE REPRESENTATIVE 11/1/2022-02/16/2024(METROPOLITAN BANK AND TRUST COMPANY.) *BIKE COURIER 07-20-2024 - PRESENT (FLASH EXPRESS)	*IT-PROGRAMMING- 2013-2015 (STI COLEGE DIPOLOG CITY)	CS-PROFESSIONAL
28	2025-ADAS2-028	BS COMPUTER ENGINEERING/ BSED MATHEMATICS	*SECRETARY- MAY 2010-JULY 2020 (LONDON ACADEMY) *IT STAFF- 10/1/2020- PRESENT (MEDINA GEN HOSPITAL)	*MASTERCLASS ON DESIGNING MATATAG READY SCIENCE AND MATH 8/17/2024-8/31/2024 (GOKONGWEI BROS. FOUNDATION)	RA 1080 (LET)/CS PROF

29	2025-ADAS2-029	BSBA-MAJOR IN MARKETING MANAGEMENT (CUM LAUDE)	*ACCOUNT HOLDER - 2/20/2013-03/15/2016 (SAFEFREIGHT SERVICES INC.)	*3 HRS TRAINING ON PROPER HANDLING OF BOOKS OF ACCOUNTS AND OTHER ACCOUNTING RECORDS -2/27/2024 (POWERMAX CONSULTING GROUP INC.)	PD 907 (HONOR GRAD)
30	2025-ADAS2-030	BSBA-MAJOR IN MARKETING MANAGEMENT / MBA	*SALES ADMIN. DEPARTMENT HEAD (RSEC ENTERPRISE)	*BUSINESS ANALYTICS CONCEPTS & FRAMEWORKS 8/1/2023-8/31/2023 (UPOU)	CS-PROFESSIONAL
31	2025-ADAS2-031	BSC-MGMT	*HEAD OF FINANCE & ACCOUNTING-01/17/2023-PRESENT (NELLY COFFEE AND TABLE) *BOOKKEEPER-06/01/2008-2012 (GATA DAKU MULTI-PURPOSE COOP) *BRANCH MANAGER- 2013-06/30/2020 (GATA DAKU MULTI-PURPOSE COOP)	*15HRS BOOKKEEPING WITH QUICKBOOKS ONLINE- 01/31/-02/02/2025 (ABPG) *15HRS E-COMMERCE COURSE-01/14/2022 (FREELANCE ACADEMY) *3HRS BOOKKEEPING IN QUICKBOOKS ONLINE (BOOKKEEPING & ACCOUNTING)- 03/15/2021(UDEMY)	CSS-PROF
32	2025-ADAS2-032	BS OFFICE AD/BSBD-SOC STUD	*COLLEGE SECRETARY COLLEGE OF MARITIME-08/07/2023 (MISAMIS UNIVERSITY)	*SEMINAR OF ANALYZING DATA USING APPROPRIATE STATISTICAL ANALYSIS-10/15/2024 (MU) *SEMINAR ON SS & DOCUMENT CONTROL- 05/13/2023 (MU) *SEMINAR ON PERSONALITY DEVELOPMENT-03/02/2024 (MU)	LET
33	2025-ADAS2-033	BSC-MGMT ACCTG	*MANAGEMENT TRAINER- 12/06/2018-PRESENT (PUREGOLD)	*24HRS INCLUSIVE EDUCATION FOR SCHOOL ADMINISTRATORS, TEACHERS & NON-TEACHING PERSONNEL: AN ADVANCED LEADERSHIP TRAINING-SEMINAR-10/11-13/2024 (CTC)	CSS-PROF
34	2025-ADAS2-034	BSBA-MKTG MGMT	*ADMINISTRATIVE STAFF-02/01/2024-12/31/2024 (OZAMIZ CITY OFFICE OF THE CITY COUNCIL) *ADMINISTRATIVE STAFF-09/01/2023-01/01/2024 (OZAMIZ CITY OFFICE OF THE CITY COUNCIL) *BROG TREASURER-05/15/2019-08/31/2023 (BROG LAM AN OZAMIZ)	*3-DAY SEMINAR/WORKSHOP ON GUIDELINES ON THE APPROPRIATION, RELEASE, PLANNING & BUDGETING PROCESS FOR THE SK FUND- 10/7-9/2019 (DBM)	CS-PROF
35	2025-ADAS2-035	BSA	ADMINISTRATIVE ASSISTANT II FROM 07/1/2019 TO 09/17/2024 - PGMO; AREA PROJECT SUPERVISOR FROM 01/03/2005 TO 04/30/2010- PEOPLES BANK OF CARAGA	BASIC INCIDENT COMMAND SYSTEM TRAINING COURSE- JULY 8-10, 2020	CS-PROF
36	2025-ADAS2-036	BS-ACCT. TECH/11 UNITS MBA	*32HRS LAWS & RULES ON GOVT EXPENDITURES-07/3-6/2023(COA) *RECORDS MGMT TRAINING-DOCUMENTING POLICIES & PROCEDURES- 12/27/2023(PRIMA EXCELLENCE) *80HRS ADVANCED BOOKKEEPING & FINANCIAL MGMT FOR PROFESSIONALS- 12/27/24-PRIMA EXCELLENCE) *19HRS TAX UPDATE & TAX PRACTICE-08/02/21-09/05/21(PHIL ASSOCIATION OF CERT TAX TECH. INC)	*ADA III-08/03/2020-PRESENT (DEPED OZAMIZ OCNHS)	CS-PROF
37	2025-ADAS2-037	BS-ACCOUNTANCY	FINANCE STAFF/ TOTOTA CAGAYAN DE ORO, INC./ 2017 TO PRESENT	*30 HRS ONLINE SEMINAR ON TAX UPDATES AND TAX PRACTICE - 4/1-23/2023 (CTI)	CS-PROFESSIONAL
38	2025-ADAS2-038	BSBA- MAJOR IN MARKETING MANAGEMENT- CUM LAUDE	*ACCOUNTING ASSISTANT - 5/10/2023- PRESENT (OZ APLUS LENDING CORP)	*BOOKKEEPING WITH QUICKBOOKS ONLINE - 1/31/2025-2/2/2025 (BOOKKEEPING SOLUTIONS BY ABPG)	CS-PROFESSIONAL
39	2025-ADAS2-039	BSIT	*ACCOUNTING CLERK/APPOINTED POLLUTION OFFICER- 09/04/2017- PRESENT (OSAMCO MANUFACTURING CORP)	*10HRS FINANCIAL EDUCATION-06/13-14/2024 (CSC) *2HRS MANIFESTING THE PUBLIC SERVICE VALUES- 03/15/2024 (CSC) *3HRS PUBLIC SERVICE VALUES OVERVIEW-11/30/2023 (CSC)	CSC-PROF
40	2025-ADAS2-040	BSBA-FINANCIAL MGMT/BSBD-SOC STUD	*ADMIN. OFFICER-09/24/2012-03/23/2017(ROBINSONS SUPERMARKET) *PROGRAM PROJECT & SERVICE MGMT ASSOCIATE/PROJECT CONTROL SERVICES ASSOCIATE- 05/19/2017-03/20/2018 (ACCENTURE INC.) *SUB TEACHER-01/28/2025-02/28/2025 (DEPED OZAMIZ)	*USING EDUCATIONAL TECH IN THE ENGLISH LANGUAGE CLASSROOM-01/27/2023 (TESDA) *PARTICIPATING IN WORKPALCE COMMUNICATION- 01/29/2023 (TESDA) *80HRS ADVANCED COMPUTER SKILLS TRAINING- 12/16/2022-01/07/2023 (CPDCFT TAINING CENTER)	LET
41	2025-ADAS2-041	BSCOMSCI, BSBD	ADMINISTRATIVE ASSISTANT FROM 12/1/2013 TO JULY 2024/ LONDON ACADEMY	BASIC COMPUTER LITERACY- 80 HRS;	RA 1080 (LET)
42	2025-ADAS2-042	BS SOCIAL WORKS	* 8 MONTHS DSWD VOLUNTEER SERVICE *SK Chairman- BRNGY KINUMAN NORTE, OZAMIZ CITY	*SEMINAR ON PERSONS WITH DISABILITY ENGAGEMENT DYNAMICS AND INCLUSION FOR SOCIAL WORKERS - 10/14/2023 (DUX REGULUS TRAINING SERVICES INC.)	RA 1080 (SOCIAL WORKER)
43	2025-ADAS2-043	BSC-BUS AD	BOOKKEEPER FROM 01/01/2007 TO JANUARY 4, 2025- MUMC	*6HRS RA 9184- GOVT PROCUREMENT REFORMACT OF 2003 TRAINING-06/5-7/2024 (STCS) *4HRS GOVT. BUDGETING & FISCAL POLICY TRAINING-05/30-31/2024 (STCS) *WEBINAR SERIES ON PUBLIC SECTOR PRODUCTIVITY CONCEPTS & TOOLS- 03/22-24/2022(DEV. ACADEMY OF THE PHIL.)	CSC-PROF
44	2025-ADAS2-044	BS ACCOUNTANCY	*POST AUDITOR- 04/07/2022-PRESENT (HSO PROPERTY DEVT & SONSTRUCTION CORP	*INTRODUCTION TO BOOKKEEPING- 01/24/25 (TESDA) *JOURNALIZING TRANSACTIONS- 01/29/2025 (TESDA) *4HRS MICROSOFT DIGITAL LITERACY COURSE- WORK WITH COMPUTERS- 01/29/2025 (MICROSOFT)	CSC-PROF

43	2025-ADAS2-045	BSEB- MAJOR IN MARKETING MANAGEMENT	*COLLECTION OFFICER- 10/12/2015- PRESENT (OZ APLUS LENDING CORP)	*OLAboutYourRights:THE CIC CREDIT REPORT AND COMBATING ABUSIVE DEBT COLLECTION PRACTICES- 8/16/204 (CIC ACADEMY)	CS- PROFESSIONAL
46	2025-ADAS2-046	BSEB	*JO- 2016-2019 (CITY COUNCIL) *ADMIN AIDE III - 2019- PRESENT (TOURISM OFFICE)	*COMMUNITY TOUR GUIDING TRAINING - 6/27/2023-7/3/2023	CS- SUBPROFESSIONAL
47	2025-ADAS2-047	BS ACCOUNTANCY	ACCOUNTING STAFF- 11/3/2009 TO 01/28/2015 BRANCH ACCOUNTANT- 01/29/2015 TO 12/13/2018	VIRTUAL BOOKKEEPING WITH XERO AND QUICKBOOK ONLINE	CS- PROFESSIONAL

Prepared by:


DUHALYN A. RAMAYRAT
AO II

Certified Correct:


ADDA LIZA J. SAOUIN
AO-IV/PERSONNEL

Noted by:


DIONESIO L. LIWAGAN JR., CESE
Assistant School Division Superintendent



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
SCHOOLS DIVISION OF OZAMIZ CITY
City of Ozamiz
Tele/Fax No. (098) 545-0990/ 545-0988



SELECTION LINE UP

Vacant Position:
Item No. :

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
OSEC-DECSB-ADAS3-660047-2004; OSEC-DECSB-ADAS3-660075-2018; OSEC-DECSB-ADAS3-660077-2018; OSEC-DECSB-ADAS3-660080-2018;
OSEC-DECSB-ADAS3-660081-2018; OSEC-DECSB-ADAS3-660082-2018; OSEC-DECSB-ADAS3-660084-2018; OSEC-DECSB-ADAS3-660193-2017;
OSEC-DECSB-ADAS3-660194-2017; OSEC-DECSB-ADAS3-660195-2017; OSEC-DECSB-ADAS3-660057-2014; OSEC-DECSB-ADAS3-660191-2017

Education
Experience
Training
Eligibility

COMPLETION OF 2 YEARS STUDIES IN COLLEGE
1 YEAR OF RELEVANT EXPERIENCE
4 HOURS OF RELEVANT TRAINING
CAREER SERVICE (PROFESSIONAL) FIRST LEVEL ELIGIBILITY

QUALIFICATION STANDARD					
Application Code	Education	Experience	Training	Eligibility	
1 2025-ADAS3-001	BSC-MGMT ACCTG	*BRANCH LITE UNIT HEAD-09/22/2009-PRESENT (1ST VALLEYBANK)	*292 HRS BOOKKEEPING NCII- 07/27/2023 (TESDA)	CSC-PROF	
2 2025-ADAS3-002	BSEA	*COA STAFF JO-07/01/2023-PRESENT (LGU-DON VICTORIANO)	*8 HRS LEVERAGING FOR BUSINESS SUSTAINABILITY FOR THE FOOD CAFÉ INSUS TRIES 6/22/23- DTI *BREAKTHROUGH LEADERSHIP COURSE 5/29-30/21-THE ELITE	CSC-SUB	
3 2025-ADAS3-003	BSC-BA	*ADAS II-3/5/2018-PRESENT (DEPED OZAMIZ) *CASHIER-07/2012-11/9/2017 (FIL PRODUCTS)	*ORIENTATION ON THE PROCEDURAL GUIDELINES ON THE MGMT OF CASH ADVANCES FOR SCHOOL MAINTENANCE & OTHER OPERATING EXPENSES-02/12/2020(DEPED) *INTL SEMINAR WORKSHOP ON CONT. BUILDING COMPETENCE FOR NON-TEACHING PERSONNEL-02/3-4.11/2023 (CHPDF) *SEMINAR-WORKSHOP ON THE PREPARATION & SUBMISSION OF BUDGET EXECUTION DOCUMENTS FOR FY 2025 FOR NON-ILs SCHOOLS (SOB,PPMP,APP,MIDP, & WFP)-09/24-25/2024 (DEPED)	CSS-PROF	
4 2025-ADAS3-004	BS-NURSING;	MEMBER'S BENEFITS SUPERVISOR- 11/16, 2000 TO 11/21/2023	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS- 80 HOURS	RA 1080(NURSING)	
5 2025-ADAS3-005	BSCS	*ADA VI- 03/31/2023-PRESENT (DEPED OZAMIZ) * LOANS MONITORING SPECIALIST-10/2014-07/2019 (PECOM RURAL BANK) *LOANS PROCESSOR-02/2008-04/2013(1ST VALLEY BANK)	PERSONNEL ON RECORDS MGMT., ISO QUALITY ASSURANCE & PROFESSIONALISM IN THE WORKPLACE- 10/5-6, 12-13/2024 (CHPDF) *NQMS WORKSHOP TO HARMONIZE PROCESSES IN PERSONNEL SECTION, RECORDS SECTION, AND GENERAL SERVICES UNIT- 06/04/2024 (DEPED) *DIVISION ORIENTATION TO THE NQMS- 06/21,25-26/2024 (JUNE 21 & 25-26/2024)	CSC-PROF	
6 2025-ADAS3-006	BSBA-MAJOR IN FINANCIAL MANAGEMENT	*MUNICIPAL FINANCIAL ANALYST - 5/29/2023-12/31/2023 (DSWD) *ACCOUNTING HEAD - JULY 2019-JULY 2021 (FIL PRODUCT SERVICES TELEVISION OZAMIZ INC.)	*FINANCE TECHNICAL SESSION - 8/2-4/2023 (DSWD)	CS-PROFESSIONAL	
7 2025-ADAS3-007	BSBA-FINANCIAL MGMT	*VIRTUAL MARKET RESEARCH INTERVIEWER- 8/01/22-11/5/22 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER- 4/17/23-09/23/23 (DYNATA) *VIRTUAL MARKET RESEARCH INTERVIEWER- 6/3/24-11/06/24 (DYNATA)	OPERATIONS AND FINANCIAL MANAGEMENT	CSC-PROF	
8 2025-ADAS3-008	BSBA-FINANCIAL MGMT	*BOOKKEEPER-04/20/22-PRESENT (FEBRUARY 2025) (TUGEMCO)	FUNDAMENTALS OF COOPERATIVES/ PFCC 06/14-15/2023	CSC-PROF	
9 2025-ADAS3-009	BSBA-MARKETING MANAGEMENT; BSED; BSBA	CASHIER- NOVEMBER 11, 2010 TO DECEMBER 31, 2020/DES APPLIANCE; ADA IV- TANGUB CITY DIVISION	REGIONAL WORKSHOP ON RECONCILIATION OF ACCOUNTS	LET	
10 2025-ADAS3-010	BS SOCIAL WORKS/ MPA (21 UNITS)	*JO ADMINISTRATIVE ASSISTANT - 7/1/2023-7/31/2024 (PCSO)	*ADMINISTRATIVE SUPPORT MANAGEMENT TRAINING - 5/27-29/2024 (STELLAR TRAINING CONSULTANCY SERVICES)	RA 1080 (SOCIAL WORKER)	
11 2025-ADAS3-011	BSEA MAJOR IN FINANCIAL MANAGEMENT	BRGY TREASURER 6 YEARS	BUDGET OPERATIONS MANUAL FOR BARANGAYS	CS BRGY ELIGIBILITY	
12 2025-ADAS3-012	BSC-MGMT	*HOUSEKEEPING IN-CHARGE-10/08/2004-01/31/2006(MUMC) *PAYROLL MASTER-02/01/2006-07/15/2022 (MUMC) *ACCOUNTING HEAD-07/16/2022-PRESENT (MUMC)	*WAGE ORIENTATION/PRODUCTIVITY TOOLBOX TRAINING- 03/14/2024(NWPC) *WEBINAR SERIES ON PRODUCTIVITY & QUALITY FRAMEWORKS IN THE PUBLIC SECTOR-10/13-15/2021(DEV.ACADEMY OF THE PHIL.)	CSS-PROF	
13 2025-ADAS3-013	BS-ACCTG TECH	*UNIVERSAL PROCESSOR-09/01/2019-PRESENT(BPI DIRECT BAKO,INC.)	*INTEGRATED COUNTERFEIT DETECTION & SORTING WORKSHOP FOR CASH HANDLERS-06/22/2024(BSP) *FINANCIAL CONSUMER PROTECTION PROGRAM COURSE- 01/18/2024(BPI)	CSS-PROF	

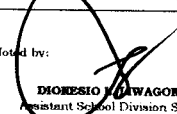
14	2025-ADAS3-014	BSC-MGMT ACCTG	*ADAS II- 03/05/18-PRESENT (DEPED OZAMIZ)	*SEMINAR-WORKSHOP ON THE PREP * SUBMISSION OF BUDGET EXECUTION DOCS FOR FY 2025 FOR NON-Ius SCHOOLS (SOB,PPMP,APP,MDP, & WFP)-09/24-25/24 (DEPED) *RESPONDING TO THE CONT. CHALLENGES OF INNOVATIONS & TECH. TO PUBLIC FINANCIAL MGMT-08/21-24/2024 (PAGBA) *BEDS-09/27-28/24 (DEPED)	CSS-PROF
15	2025-ADAS3-015	BSCS. ESED-MATH	*BOOKKEEPER/TEACHER-06/2013-07/2023- ST VINCENT'S HIGH SCHOOL FO BONIFACIO *CASHIER-08/2023-07/2024-ST VINCENT'S HIGH SCHOOL BONIFACIO *TEACHER- 08/2023-05/2024- ST. VINCENT'S HIGH SCHOOL BONIFACIO	*15DAYS MICROSOFT OFFICE & INTERNET LITERACY PROGRAM- 10/15/2022-12/11/2022 (BIANCIA COLLEGE FOUNDATION INC.) *EMPOWERING PRIVATE EDUCATION STAKEHOLDERS FO A SUCCESSFUL MATATAG CURRICULUM IMPLEMENTATION- 04/13/2024 (REX)	LET
16	2025-ADAS3-016	*BSBA- FINANCIAL MGMT	*ADAVI-03/31/2023-PRESENT	*EMPOWERING EXCELLENCE:THE STRATEGIC ROLE OF HUMAN RESOURCES IN SHAPING ORG. SUCCESS 9/30/24-DEPED *SCALING-UP POSITIVE VALUES IN THE WORKPLACE THROUGH SPORTS & IPOWER-09/28-29/23 (DEPED) *ORIENTATION-SEMINAR FOR SCHOOL HEADS & OTHER SCHOOL LEADERS ON OMNIBUS RULES ON APPOINTMENTS & OTHER HUMAN RESOURCE ACTIONS- 5/18/23- DEPED	CSC-PROF
17	2025-ADAS3-017	BSBA FINANCIAL MANAGEMENT/ ESED-SOCIAL STUDIES	*RESTAURANT MANAGER - NOV. 2017- PRESENT (TRIPLE J FASTFOOD VENTURES) *ASSISTANT RESTAURANT MANAGER - MAY 2016- NOV. 2017 (TRIPLE J FASTFOOD VENTURES) *SERVICE CREW - MARCH 2015- MAY 2016 (TRIPLE J FASTFOOD VENTURES)	*INTERNATIONAL SEMINAR WORKSHOP ON EFFECTIVE WORK MANAGEMENT FOR NON-TEACHING PERSONNEL - 6/9-11/2023(CHRDF)	RA 1080 (LET)
18	2025-ADAS3-018	BSC MGMT	*HEAD OF FINANCE & ACCOUNTING-01/17/2023-PRESENT (NELLY COFFEE AND TABLEA) *BOOKKEEPER-06/01/2008-2012 (GATA DAKU MULTI-PURPOSE COOP) *BRANCH MANAGER- 2013-06/30/2020 (GATA DAKU MULTI-PURPOSE COOP)	*15HRS BOOKKEEPING WITH QUICKBOOKS ONLINE- 01/31-02/02/2025 (ABPG) *15HRS E-COMMERCE COURSE-01/14/2022 (FREELANCE ACADEMY) *3HRS BOOKKEEPING IN QUICKBOOKS ONLINE (BOOKKEEPING & ACCOUNTING)- 03/15/2021(UEDEMY)	CSS-PROF
19	2025-ADAS3-019	BS OFFICE AD/ ESED-SOC STUD	*COLLEGE SECRETARY COLLEGE OF MARITIME- 08/07/2023 (MISAMIS UNIVERSITY)	*SEMINAR OF ANALYZING DATA USING APPROPRIATE STATISTICAL ANALYSIS-10/15/2024 (MU) *SEMINAR ON SS & DOCUMENT CONTROL- 05/13/2023 (MU) *SEMINAR ON PERSONALIT DEVELOPMETN-03/02/2024 (MU)	Lb1
20	2025-ADAS3-020	BSBA-MKTG MGMT	*ADMINISTRATIVE STAFF-02/01/2024-12/31/2024 (OZAMIZ CITY OFFICE OF THE CITY COUNCIL) *ADMINISTRATIVE STAFF-09/01/2023-01/01/2024 (OZAMIZ CITY OFFICE OF THE CITY COUNCIL) *BRGY TREASURER-05/15/2019-08/31/2023 (BRGY LAM-AN OZAMIZ)	*3-DAY SEMINAR/WORKSHOP ON GUIDELINES ON THE APPROPRIATION, RELEASE, PLANNING & BUDGETING PROCESS FOR THE SK FUND- 10/7-9/2019(DBM)	CSS-PROF
21	2025-ADAS3-021	BSCS	*ADA II-03/31/2023-PRESENT(DEPED OZAMIZ ONCHS) *UTILITY AIDE-01/11/2021-03/30/2023(DEPED OZAMIZ ONCHS)	*INTERNAL AUDITING STANDARDS FOR THE PHIL. PUBLIC SECTOR-08/22-24/2023 (COA)	CSS-PROF
22	2025-ADAS3-022	BSBA	*ADAS II- 11/10/2017-PRESENT (DEPED OZAMIZ) *STOCK ROOM IN-CHARGE-06/01/2009-01/14/2011 (MUMC) *TELLER-01/24/2011-05/24/2017 (PAGLAUM MULTI PURPOSE CCOP)	*SEMINAR-WORKSHOP ON THE PREPARATION & SUBMISSION OF BUDGET EXECUTION DOCUMENTS FOR FY 2025 FOR NON-Ius SCHOOLS (SOB,PPMP,APP,MDP & WFP)- 09/24-25/2024 (DEPED) *ORIENTATION SEMINAR OF SCHOOL HEAD & FINANCE PERSONNEL ON SCHOOL FIN. MGMT- 05/30-31/2023 (DEPED) *INTL SEMINAR WORKSHOP ON CONT. BUILDING COMPETENCE FOR NON-TEACHING PERSONNEL-02/3-4,11/2023(CHRDF) *ORIENTATION ON THE PROCEDURAL GUIDELINES ON THE MGMT CASH ADVANCES FOR SCHOOL MAINTENANCE & OTHER OPERATING EXPENSES-02/12/2020 (DEPED)	CSS-PROF
23	2025-ADAS3-023	BSC-BUS AD	BOOKKEEPER FROM 01/01/2007 TO JANUARY 4, 2025- MUMC	*6HRS RA 9184-GOVT PROCUREMENT REFORM ACT OF 2003 TRAINING-06/5-7/2024 (STCS) *4HRS GOVT. BUDGETING & FISCAL POLICY TRAINING-05/30-31/2024 (STCS) *WEBINAR SERIES ON PUBLIC SECTOR PRODUCTIVITY CONCEPTS & TOOLS- 03/22-24/2022(DEV. ACADEMY OF THE PHIL.)	CSC-PROF
24	2025-ADAS3-024	BS ACCOUNTANCY	*POST AUDITOR- 04/07/2022-PRESENT (HSO PROPERTY DEVT & SONCTRUCTION CORP)	*INTRODUCTION TO BOOKKEEPING- 01/24/25 (TESDA) *JOURNALIZING TRANSACTIONS- 01/29/2025 (TESDA) *4HRS MICROSOFT DIGITAL LITERACY COURSE: WORK WITH COMPUTERS- 01/29/2025 (MICROSOFT)	CSC-PROF
25	2025-ADAS3-025	BS ACCOUNTANCY	ACCOUNTING STAFF-11/3/2009 TO 01/28/2015 BRANCH ACCOUNTANT- 01/29/2015 TO 12/13/2018	VIRTUAL BOOKKEEPING WITH XERO AND QUICKBOOK ONLINE	CS-PROFESSIONAL

Prepared by:

DIMALYN A. RAMATRAT
AO II

Certified Correct:

ADDA LIZA J. SAQUIN
AO IV/PERSONNEL

Noted by:

DIONESIO M. AWAGON JR., CESE
Assistant School Division Superintendent