



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 19, 2024

DIVISION MEMORANDUM

NO. 102, s. 2024

COMPARATIVE ASSESSMENT RESULT OF ADMINISTRATIVE ASSISTANT II

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public Elementary and Secondary Heads
All Others Concerned

1. Attached is the Comparative Assessment Result for the position of Administrative Assistant II. The candidates in the list are advised to wait for the text message from the Office of the Schools Division Superintendent or from the Human Resource Office for any updates on their status.
2. Should there be any inconsistencies in the data or feedback for or against possible appointment of any of the candidates in the list, feedback may be submitted to the Office of the Schools Division Superintendent, or it may be reported to the Human Resource Management Office within three (3) days after the posting of this memorandum.
3. For immediate dissemination, information, and compliance.

SUSAN S. COLLANO CESO V
Schools Division Superintendent





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

**COMPARATIVE ASSESSMENT RESULT
ADMINISTRATIVE ASSISTANT II**



Date of Final Deliberation: March 15, 2024

Position : ADMINISTRATIVE ASSISTANT II
School Division Office : Naga City

NO.	NAME OF APPLICANT	Education 5pts	Training 5pts	Experience 20pts	Performance 20pts	COMPARATIVE ASSESSMENT RESULTS										REMARKS	For Background Investigation (Y/N)		For Appointment (To filled-out by the Appointing Officer/Authority; Please sign opposite the name of the applicant)	Status of Appointment (Based on availability of PBET/LET/LEPT)
						OUTSTANDING ACCOMPLISHMENT 10pts					Application of Education 10pts	Application of L&D 10pts	Potential 20pts	TOTAL (100 points)	Yes		No			
						Awards and Recognition 4pts	Research & Innovation 4pts	Subject Matter Expert/Member ship in TWG 3pts	Resource Speakership/Le arning Facilitation 2pts	NEAP Accredited Learning Facilitator 2pts										
1	MIRANA, CATHERINE	1.00	5.00	20.00	19.80	0.00	0.00	0.00	0.00	0.00	0.00	7.00	15.73	68.53						
2	BATAN, CHRISTELLE JOYCE	1.00	5.00	20.00	18.00	2.00	0.00	0.00	0.00	0.00	0.00	7.00	15.08	68.08						
3	SANIEL, SANDEL	5.00	5.00	20.00	19.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.48	65.58						
4	REBLANDO, TERESA	1.00	5.00	20.00	19.80	0.00	0.00	0.00	2.00	0.00	0.00	0.00	15.88	63.68						
5	BALDRES, MICHAEL	1.00	5.00	16.00	20.00	0.00	2.00	0.00	0.00	0.00	0.00	3.00	15.20	62.20						
6	BARRIOS, JANET TORALDE	1.00	5.00	20.00	19.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.68	61.88						
7	BERMUDO, CEDRIAN ENCINAS	1.00	5.00	20.00	18.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.78	61.60						
8	REPOTENTE, SUNSHINE	1.00	5.00	20.00	19.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.88	61.36						
9	RELLORA-LEGASPI, GERMAINE	1.00	5.00	12.00	19.68	0.00	0.00	0.00	2.00	0.00	0.00	5.00	16.55	61.23						
10	MAYORES, MA. ALMA DY KOW	1.00	5.00	20.00	19.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.16	60.76						
11	NOLASCO, ANGELICA	1.00	5.00	20.00	19.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.66	60.66						
12	TOGNO, SHIELA MAY CABRADILLA, EUNICE	1.00	5.00	20.00	19.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	60.52						
13	CYRIL	1.00	5.00	20.00	18.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.65	59.45						

Prepared by the HRMPSB:

SHEILA MARGARITA M. DURANTE
Administrative Officer IV
HRMPSB Member

MARY ANN B. ROSAURO
Administrative Officer V
HRMPSB Member

DEXTER R. TUY
NEU Representative
HRMPSB Member

MICHAEL A. DEL ROSARIO
OIC-SGOD Chief
HRMPSB Member

FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
HRMPSB Chairman

Appointment conferred by:

SUSAN S. COLLANO CESO V
Schools Division Superintendent
Appointing Authority



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

**COMPARATIVE ASSESSMENT RESULT
ADMINISTRATIVE ASSISTANT II**



Date of Final Deliberation: March 15, 2024

Position : ADMINISTRATIVE ASSISTANT II
School Division Office : Naga City

NO.	NAME OF APPLICANT	Education 5pts	Training 5pts	Experience 20pts	Performance 20pts	COMPARATIVE ASSESSMENT RESULTS										REMARKS	For Background Investigation (Y/N)		For Appointment (To filled-out by the Appointing Officer/Authority; Please sign opposite the name of the applicant)	Status of Appointment (Based on availability of PBET/LET/LEPT)
						OUTSTANDING ACCOMPLISHMENT 10pts					Application of Education 10pts	Application of L&D 10pts	Potential 20pts	TOTAL (100 points)	Yes		No			
						Awards and Recognition 4pts	Research & Innovation 4pts	Subject Matter Expert/Member ship in TWG 3pts	Resource Speakership/Le arning Facilitation 2pts	NEAP Accredited Learning Facilitator 2pts										
14	JAENA, JERLYN	1.00	5.00	20.00	18.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.68	59.08					
15	LOPEZ, MARIANNE KATHLEEN	5.00	5.00	16.00	18.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.36	59.04					
16	BENITO, MELANIE MACALLA	1.00	5.00	20.00	18.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.54	58.98					
17	RAMIREZ, SHARMAINE	1.00	5.00	20.00	17.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.74	58.94					
18	JASARENO, JANELLE	1.00	5.00	19.92	12.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	15.58	58.50					
19	MAPANAO, AUGUSTUS	1.00	2.00	20.00	19.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.68	57.14					
20	LUNETAS, NENITA	1.00	1.00	20.00	17.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.05	55.75					
21	HAPSON, MARY GRACE	1.00	5.00	12.00	19.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.54	54.26					
22	ANONUEVO, JUAN PAULO	1.00	5.00	16.00	18.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.40					
23	PAMISAN, JESSA	1.00	5.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.11	29.11					
24	SAN BUENAVENTURA, CINDY	1.00	2.00	4.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.00					
25	CEJERO, JENNILYN PURCIL	1.00	5.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00					
26	DOLOSO, ROSE ANN	1.00	5.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00					

Prepared by the HRMPSB:

SHEILA MARGARITA M. DURANTE
Administrative Officer IV
HRMPSB Member

MARY ANN B. ROSAURO
Administrative Officer V
HRMPSB Member

DEXTER R. TUY
NEU Representative
HRMPSB Member

MICHAEL A. DEL ROSARIO
OIC-SGOD Chief
HRMPSB Member

FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
HRMPSB Chairman

Appointment conferred by:

SUSAN S. COLLANO CESOS V
Schools Division Superintendent
Appointing Authority



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

**COMPARATIVE ASSESSMENT RESULT
ADMINISTRATIVE ASSISTANT II**



Date of Final Deliberation: March 15, 2024

Position : ADMINISTRATIVE ASSISTANT II
School Division Office : Naga City

COMPARATIVE ASSESSMENT RESULTS															REMARKS	For Background Investigation (Y/N)		For Appointment (To filled-out by the Appointing Officer/Authority; Please sign opposite the name of the applicant)	Status of Appointment (Based on availability of PBET/LET/LEPT)
NO.	NAME OF APPLICANT	Education 5pts	Training 5pts	Experience 20pts	Performance 20pts	OUTSTANDING ACCOMPLISHMENT 10pts					Application of Education 10pts	Application of L&D 10pts	Potential 20pts	TOTAL (100 points)		Yes	No		
						Awards and Recognition 4pts	Research & Innovation 4pts	Subject Matter Expert/Membership in TWG 3pts	Resource Speakership/Learning Facilitation 2pts	NEAP Accredited Learning Facilitator 2pts									
27	JACOB, MAE ANN	1.00	2.00	0.00	18.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.87					
28	ENDRANO, ROMER B.	1.00	1.00	0.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00					
29	ENGUERO, ANGELICA	1.00	5.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00					
30	DE JESUS, HENRY LYN	1.00	4.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00					
31	FORTUNO, ANGELA	1.00	1.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00					
32	SANORJO, FERLYN	5.00	1.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00					
33	DEMATERA, JHEROME	1.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00					
34	ALMENDRAL, JOYCE ISABEL	1.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00					
35	SAN BUENAVENTURA, HANNA	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00					

*****Nothing Follows*****

Prepared by the HRMPSB:

SHEILA MARGARITA M. DURANTE
Administrative Officer IV
HRMPSB Member

MARY ANN B. ROSAURO
Administrative Officer V
HRMPSB Member

DEXTER R. TUY
NEU Representative
HRMPSB Member

MICHAEL A. DEL ROSARIO
OIC-SGOD Chief
HRMPSB Member

FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
HRMPSB Chairman

Appointment conferred by:

SUSAN S. COLLANO CESO V
Schools Division Superintendent
Appointing Authority