

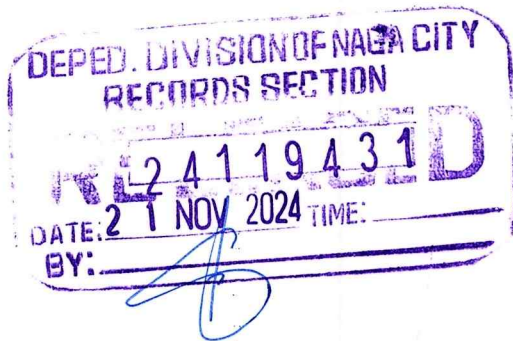
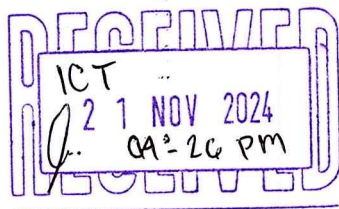


Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V  
**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY NO.3**  
November 21, 2024

(Division Memorandum 301, s.2024, re: Announcement of Vacancy  
for Non-teaching Positions)

1. The Schedule of assessment of qualified applicants for Administrative Assistant II OSDS-Accounting and Senior High School will be on November 22, 2024 at the Division Conference Hall at 8:00 in the morning.
2. Attached is the list of qualified applicants. Applicant code was sent thru e-mail.
3. For information and guidance of all concerned.



**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



Application Code	POSITION APPLIED FOR	EDUCATION	POST GRADUATE STUDIES (Pls. include the number of units earned in post graduate studies as reflected in the TOR/Certificate of Units Earned)	ELIGIBILITY	TRAINING ATTENDED (Title of Training, Inclusive date of training)	WORK EXPERIENCE (Name of Agency, Position/Title, Inclusive Period of Service)
ADA5IACC001	Administrative Assistant II (OSDS-Accounting)	BSBA Major in Management	N/A	Professional	VIRTUAL BOOKKEEPING, QUICKBOOKS, AND XERO TRAINING, December 2-4, 2023	Bria Homes Inc. - Bank Admin Staff - 09/29/2022 to 10/06/2023; Bria Homes Inc. - Sales Admin Staff - 10/29/2018 to 12/31/2021; IBM Business Services Inc. - Finance and Admin Business Analyst - 09/01/2017 to 03/31/2018
ADA5IACC002	Administrative Assistant II (OSDS-Accounting)	Bachelor of Science in Business Administration Major in Financial Accounting		Civil Service Examination (Professional)	FY 2023 Finance Midyear Cluster Forum-July 10-11, 2023 Training in Excel Operations (Advance Level)-July 12-14, 2023 Gender and Development (GAD) Training for ATI Bicol Staff-March 25-27, 2021 Go Digital with #StriveCommunity/Advanced Bookkeeping-December 9, 2023 ISO 9001:2015 Internal Quality Auditing Course-March 16-18, 2021	Agricultural Training Institute, Administrative Support Staff III, March 01, 2021 to Present Farm Station Agrivet, Junior Auditor, July 19, 2017- February 30, 2021
ADA5IACC003	Administrative Assistant II (OSDS-Accounting)	BS in Business Administration major in Financial Management	Certificate in Professional Education (18 units)	Licensed Professional Teacher and CS Professional	Advanced Bookkeeping and Financial Management for Professionals (Mar 3, 2024-Mar 12, 2024) Injuji Academy Bookkeeping (May 19, 2024-Oct 21, 2024)	Bria Homes, Inc., Admin Senior Staff, Nov 13, 2017-Aug 10, 2023
ADA5IACC004	Administrative Assistant II (OSDS-Accounting)					
ADA5IACC005	Administrative Assistant II (OSDS-Accounting)	BS Accountancy		CS Professional	The Rules of Government Corporate Compliance. (DOLE-SSS-BIR), may 20, 2005	
ADA5IACC006	Administrative Assistant II (OSDS-Accounting)	BS ENTREPRENEURSHIP		CSC-FIRST LEVEL SUB-PROFESSIONAL	VIRTUAL BOOKKEEPING WITH XERO AND QUICKBOOKS ONLINE- 10/15-21/2023 STAFF DEVELOPMENT TRAINING-COMF BIKOL- 6/3/2018-10/7/2018 BPI SINAAG UNIVERSITY- BUSINESS IDEATION- 10/12-11/18/2016	ADMIN STAFF-MITP COMF BIKO-4/26/2017- 6/19/2019 FARM OPERATION SUPERVISOR- MITP COMF BIKOL- 6/19/2019- 9/9/2024
ADA5IACC007	Administrative Assistant II (OSDS-Accounting)	Bachelor of Science in Accountancy		Civil Service Exam - Professional	EFFECTIVE OFFICE ADMINISTRATION AND CLERICAL SKILLS INTERNATIONAL TRAINING April 17 to 19, 2024 FM 102: DISBURSING OFFICER CASH FLOW MANAGEMENT TRAINING April 11 to 12, 2024 MICROSOFT EXCEL WORKSHOP FOR ACCOUNTANTS & BOOKKEEPERS March 23, 2024 BEGINNERS TO ADVANCED MS EXCEL TRAINING PROGRAM March 22, 2024	CAMARINES SUR NATIONAL HIGH SCHOOL, ADA III, July 23, 2024 to Present RURAL BANK OF SAN JOSE, (C.S.), INC., Branch Manager, March 1, 2015 to July 31, 2021 RURAL BANK OF SAN JOSE, (C.S.), INC., Branch Cashier, March 1, 2013 to Feb. 28, 2015
ADA5IACC008	Administrative Assistant II (OSDS-Accounting)	Bachelor of Science in Mathematics	Teacher Certificate Program with 24 units earned	Professional Teacher	Training on "Junior Accounting and Bookkeeping 101: Your First Step to Becoming A Certified Public Accountant", February 4, 2024 Training on FM 102: Disbursing Officer Cash Flow Management Training, January 30-31, 2024 Seminar on Stress Management entitled "Empowered Good Work Relationship in the Workplace through Team Building: Job Order Edition", December 1, 2023 Seminar on 4th International Conference on Education, Environment, and Agriculture (CEEAA2023), September 28-29, 2023	Central Bicol State University of Agriculture- Catabanga Campus, Administrative Aide III, October 13, 2014 to Present

24119431  
21 NOV 2024

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ADASHISH001	Administrative Assistant II (Senior HS)	Bachelor of Sciences in Industrial Technology major in Drafting	Special Learning Package (Methods of Teaching)	RA 1080- Licensure Examination for Professional Teachers	Key Administrative Transactions with Procurement Process May 23 to 24, 2022, 3 DAYS COLLEGE IN SERVICE TRAINING FOR FACULTY AND STAFF August 7-8, 2023 GENDER RESPONSIVE RESEARCH: QUANTITATIVE AND QUALITATIVE DATA GATHERING TECHNIQUES 3/4/203	Central Bicol State University of Agriculture- Pasacao Campus Administrative Aide III January 17, 2022 to Present, Jodans Engineering Accounting Staff and Site Secretary January 2018 to January 14, 2022
ADASHISH002	Administrative Assistant II (Senior HS)	Bachelor of Elementary Education		Professional License Teacher	School-Based in Service Training (INSET) for Teachers School Year 2023-2024 Seminar - Workshop on Gender Responsive Basic Education Basic Life Support Training for Intermediate Grade Levels	Mac Mariano Elementary School - School Clerk/Jobber - March 2023 up to Present Olivan Home Depot Inc. - HR Generalist/Purchasing Staff - May 2022 - October 2022 Staff Alliance Inc./Banco de Oro - Money Sorter - October 2021 - April 2022
ADASHISH003	Administrative Assistant II (Senior HS)	Bachelor of Secondary Education		Licence Professional Teacher	Basic Computer Literacy, July 06- July 16, 2024	
ADASHISH004	Administrative Assistant II (Senior HS)	BACHELOR OF SCIENCE IN PSYCHOLOGY		LICENSED PROFESSIONAL TEACHER	STANDARD FIRST AID AND BASIC LIFE SUPPORT-CPR WITH AED, JUNE 25-28, 2024	ROBINSONS SUPERMARKET RP NAGA BRANCH, ADMINISTRATIVE OFFICER, FEBRUARY 28, 2020 - FEBRUARY 05, 2023
ADASHISH005	Administrative Assistant II (Senior HS)	Bachelor of Science in Business Administration major in Management	None	Civil Service Professional	Career Development and Office System Administration in Schools, October 1-10, 2024 International Seminar on Leadership and Office Administration, September 15-24, 2024 Computer Skills Development Training: Improving Classroom Learning Thru ICT, September 1-10, 2024 13th National Congress and Seminar-Workshop of the DepEd NEU, "Dynamic Roles of the DepEd-NEU Towards Sustaining the Basic Education Reform Agenda, November 25-27 2019	DepEd-Naga, Camarines Sur National High School, Administrative Aide III, September 4, 2017- Present Nail Glamour Salon and Spa, OIC/Supervisor May 2016 - August 2017 Reika Chance Net Cafe, Manager, August 2012-April 2016
ADASHISH006	Administrative Assistant II (Senior HS)	BACHELOR OF SCIENCE IN TOURISM MANAGEMENT		CSE-PROFESSIONAL PASSER	International Seminar-Workshop for Non-Teaching Personnel as Global Workers in AI Assisted Workplace, September 27-30, 2024.	DL MACARANG ENTERPRISE SIGNAL TV INC, ADMINISTRATIVE STAFF, 2019-2020 DEPED CAMSUR, ADMINISTRATIVE ASSISTANT II, JANUARY 9, 2017 - MAY 31, 2024
ADASHISH007	Administrative Assistant II (Senior HS)	BACHELOR OF ELEMENTARY EDUCATION		PRC	MID-YEAR INOSERVICE TRAINING (INSET_ OF TEACHERS FOR SY 2023-2024)1/24/2024-1/30/2024 TELEVISED VIRTUAL IN-SERVICE TRAINING FOR TEACHERS 3,08/8/20228/11/2022 DISTRICT ORIENTATION ON PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)3/16/20223/17/2022	
ADASHISH008	Administrative Assistant II (Senior HS)	BS ENTREPRENEURSHIP		CSC- FIRST LEVEL SUB-PROFESSIONAL	VIRTUAL BOOKKEEPING- OCTOBER 20-28, 2023	ADMIN STAFF- CONSUELO CHITO MADRIGAL FOUNDATION BIKOL INC- APRIL 2017-2019 FARM OPERATIONS SUPERVISOR-CONSUELO CHITO MADRIGAL FOUNDATION BIKOL INC-AUGUST 2019-SEPTEMBER 2024

24119431  
21 NOV 2024

ADASISHS009	Administrative Assistant II (Senior HS)	Bachelor of Science in Accountancy		Civil Service Exam - Professional	EFFECTIVE OFFICE ADMINISTRATION AND CLERICAL SKILLS INTERNATIONAL TRAINING April 17 to 19, 2024 PM 102: DISBURSING OFFICER CASH FLOW MANAGEMENT TRAINING April 11 & 12, 2024 MICROSOFT EXCEL WORKSHOP FOR ACCOUNTANTS & BOOKKEEPERS March 23, 2024	CAMARINES SUR NATIONAL HIGH SCHOOL, ADA III, July 23, 2024 to Present RURAL BANK OF SAN JOSE, (C.S.), INC., Branch Manager, March 1, 2015 to July 31, 2021 RURAL BANK OF SAN JOSE, (C.S.), INC., Branch Cashier, March 1, 2013 to Feb. 28, 2015
ADASISHS010	Administrative Assistant II (Senior HS)	AB Mass Communication	SLP (Teaching Methods) from BISCASIT	PRC Licensed Professional Teacher	NC III for Events Management Services (11/5/2018 - 12/19/2018) EPP - English Proficiency Program (01/03/2019 - 01/25/2019)	* Atty. Carlo C. Villanueva Jr. Law office - Admin Officer/Legal Researcher/Encoder (07/2017 - Present) * DEPED Camarines Sur / ALS - Volunteer Teacher (01/03/2019 - 12/28/2019) * Stellar Philippines Inc., Naga City - Flight Reservation Specialist - (3/12/2016 - 5/20/2017) * Concenterix Naga City - Customer Relations (8/5/2015 - 2/10/2016)
ADASISHS011	Administrative Assistant II (Senior HS)	BACHELOR OF SCIENCE IN ENREPERENURSHIP		LET	EVENTS MANAGEMENT SERVICES NCIII (JUNE 8 - JULY 21, 2024) Tax Updates and Tax Practice-October 1 to 30, 2022	Tambo National High School, Clerk - January 2, 2022 - March 31, 2024 ARTS PRTC- CPA Review Center/Office Personnel, October 9, 2017 to March 21, 2020
ADASISHS012	Administrative Assistant II (Senior HS)	Bachelor's Degree	N/A	Licensed Professional Teacher	Training on "Junior Accounting and Bookkeeping 101: Your First Step to Becoming A Certified Public Accountant", February 4, 2024 Training on FM 102: Disbursing Officer Cash Flow Management Training, January 30-31, 2024	Central Bicol State University of Agriculture- Calabanga Campus, Administrative Aide III, October 13, 2014 to Present
ADASISHS013	Administrative Assistant II (Senior HS)	Bachelor of Science in Mathematics	Teacher Certificate Program	Professional Teacher	Seminar on Stress Management entitled "Empowered Good Work Relationship in the Workplace through Team Building: Job Order Editor", December 1, 2023 Seminar on 4th International Conference on Education, Environment, and Agriculture (ICEEA2023)", September 28-29, 2023	Aeneo de Naga University Inc., Purchasing Assistant, Feb.02, 2024-Present DSWD RO V, Project Development Officer II, July 27, 2023-Dec.31, 2023
ADASISHS014	Administrative Assistant II (Senior HS)	Bachelors of Arts major in Political Science	Certificate in Professional Educational/ 18 units National Certificate II in Computer Systems Servicing	Professional Teacher	Training on Community Facilitation and Social Marketing, October 11-13, 2023 CACG Orientation Seminar, December 04, 2021 Signature Verification and Forgery Detection Webinar, September 13, 2021 Know Your Philippine Currency & The Anti- Money Laundering and Countering Financing of	Branch Staff/Appraiser PawnshopKing Inc January 01, 2024 to present Kadapay Pawnshop and Jewelry Sept 14, 2022 to December 31, 2023. Area Manager M/hullier Financial Services April 08, 2008 to November 05, 2018
ADASISHS015	Administrative Assistant II (Senior HS)	Bachelor of Science in Information Technology		CSC Professional	Office and Administrative Management Training, October 13, 2024. Leadership and Management Skills for Success, September 30, 2024	

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21 NOV 2024