



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

12 JAN 2026

**DIVISION MEMORANDUM**

No. 020, s. 2026

**INITIAL EVALUATION RESULT OF VARIOUS  
NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent  
CID Chief  
SGOD Focal Persons  
Education Program Supervisor  
Elementary & Secondary School Heads  
All Others Concerned

1. The City Schools Division of Imus hereby releases the Initial Evaluation Result vis-à-vis the Qualification Standards of Nurse II, Administrative Officer IV, Administrative Officer II, Project Development Officer I, Administrative Assistant III, Administrative Assistant II and Administrative Aide VI positions.
2. A letter will be sent to the email address of the applicants for the complete details of the initial evaluation result.
3. Immediate widest dissemination of this Memorandum is desired.

Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.01.12  
06:37:22 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

RECRUITMENT  
SELECTION



**Address:** Toclong I-C, Imus City, Cavite  
**Telephone No.:** (046) 4198450 to 53  
**Email Address:** imus.city@deped.gov.ph  
**Website:** www.depedimuscity.com  
**Facebook Page:** @sdoimuscity



**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE AIDE VI  
Salary Grade and Monthly Salary: 6/18,957  
Qualification Standards  
Education Completion of two years in College  
Training None Required  
Experience None Required  
Eligibility Career Service Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	ADA6-2025-36-001	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	16	1 Y/1 M	PD 907	<b>QUALIFIED</b>
2	ADA6-2025-36-002	BACHELOR OF ARTS IN POLITICAL SCIENCE	0	0	PD 907	<b>QUALIFIED</b>
3	ADA6-2025-36-003	BACHELOR OF ELEMENTARY EDUCATION	NONE	8 Y	RA 1080 (TEACHER)	<b>QUALIFIED</b>

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Human Resource Management Officer

Date: 12/26/2025

**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE ASSISTANT II  
 Salary Grade and Monthly Salary: 8/21,448  
 Qualification Standards  
     Education Completion of two years in College  
     Training 4 hours of relevant training  
     Experience 1 year relevant experience  
     Eliibility Career Service Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	ADAS2-2025-36-001	BACHELOR PF MULTI-MEDIA ARTS	NONE	11 M	PD 907	<b>DISQUALIFIED</b>
2	ADAS2-2025-36-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION/MASTER IN MANAGEMENT GRAD	32	5 Y/11 M	CSC PROF	<b>QUALIFIED</b>
3	ADAS2-2025-36-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	80	3 Y	RA 1080 (TEACHER)	<b>QUALIFIED</b>

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Human Resource Management Officer

Date: 12/26/2025

**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE ASSISTANT III  
 Salary Grade and Monthly Salary: 9/23,226  
 Qualification Standards  
     Education Completion of two years in College  
     Training 4 hours of relevant training  
     Experience 1 year relevant experience  
     Eligibility Career Service Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	ADAS3-2025-36-003	BACHELOR OF SECONDARY EDUCATION	8	1 Y/2 M	CSC PROF	<b>QUALIFIED</b>
2	ADAS3-2025-36-004	BACHELOR OF SCIENCE IN ACCOUNTANCY	200	2 Y	CSC PROF	<b>QUALIFIED</b>
3	ADAS3-2025-36-005	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	200	1 Y	PD 907/CSC PROF	<b>QUALIFIED</b>
4	ADAS3-2025-36-006	BACHELOR OF SCIENCE IN CUSTOMS	80	9 Y/6 M	CSC PROF	<b>QUALIFIED</b>
5	ADAS3-2025-36-007	BACHELOR OF SCIENCE IN AERONAUTICAL ENGINEERING	24	2 Y/6 M	RA 1080 (AERONAUTICAL ENGINEER)	<b>QUALIFIED</b>
6	ADAS3-2025-36-008	BASIC MEDICAL TRANSCRIPTION PROGRAM	15	7 Y	CSC SUB-PROF	<b>DISQUALIFIED</b>
7	ADAS3-2025-36-009	ASSOCIATE COMPUTER SCIENCE	NONE	NONE	CSC SUB-PROF	<b>DISQUALIFIED</b>
8	ADAS3-2025-36-010	BACHELOR OF ARTS IN POLITICAL SCIENCE	NONE	NONE	PD 907	<b>DISQUALIFIED</b>
9	ADAS3-2025-36-011	BACHELOR OF ELEMENTARY EDUCATION	NONE	8 YEARS	RA 1080 (TEACHER)	<b>DISQUALIFIED</b>

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Human Resource Management Officer

Date: 12/26/2025

**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE OFFICER II  
 Salary Grade and Monthly Salary: 11/30,024  
 Qualification Standards  
     Education Bachelor's degree relevant to the job  
     Training None Required  
     Experience None Required  
     Eliibility Career Service Professional (Second Level Eligibility)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	AO2-2025-36-002	BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT	NONE	1 Y/2 M	PD 907	<b>QUALIFIED</b>
2	AO2-2025-36-003	BACHELOR IN SECONDARY EDUCATION	96	11 Y/5 M	RA 1080 (TEACHER)	<b>QUALIFIED</b>
3	AO2-2025-36-004	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	NONE	NONE	CSC PROF	<b>QUALIFIED</b>
4	AO2-2025-36-005	BACHELOR OF SECONDARY EDUCATION	240	5 Y	RA 1080 (TEACHER)	<b>QUALIFIED</b>
5	AO2-2025-36-006	BACHELOR OF ARTS IN PHILOSOPHY	NONE	NONE	CSC PROF	<b>QUALIFIED</b>
6	AO2-2025-36-007	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	88	21 Y/6 M	CSC PROF	<b>QUALIFIED</b>
7	AO2-2025-36-008	BACHELOR OF SCIENCE IN PSYCHOLOGY	NONE	3 M	RA 1080 (PSYCHOMETRICIAN)	<b>QUALIFIED</b>
8	AO2-2025-36-010	BACHELOR OF ARTS IN POLITICAL SCIENCE	NONE	NONE	PD 907	<b>QUALIFIED</b>
9	AO2-2025-36-011	BACHELOR OF SECONDARY EDUCATION	40	4 Y/4 M	RA 1080 (TEACHER)	<b>QUALIFIED</b>
10	AO2-2025-36-012	BACHELOR OF SCIENCE IN CUSTOMS	80	9 Y/6 M	CSC PROF	<b>QUALIFIED</b>
11	AO2-2025-36-013	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	32	1 Y/1 M	CSC PROF	<b>QUALIFIED</b>
12	AO2-2025-36-014	BACHELOR OF SCIENCE IN PSYCHOLOGY	16	NONE	PD 907/RA 1080 (PSYCHOMETRICIAN)	<b>QUALIFIED</b>
13	AO2-2025-36-015	BACHELOR OF SECONDARY EDUCATION	270	4 Y/7 M	RA 1080 (TEACHER)	<b>QUALIFIED</b>
14	AO2-2025-36-016	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	48	6 Y/8 M	CSC PROF	<b>QUALIFIED</b>
15	AO2-2025-36-017	BACHELOR OF ELEMENTARY EDUCATION	NONE	8 Y	RA 1080 (TEACHER)	<b>QUALIFIED</b>

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Human Resource Management Officer

Date: 12/26/2025

**INITIAL EVALUATION RESULT (IER)**

Position: ADMINISTRATIVE OFFICER IV  
 Salary Grade and Monthly Salary: 15/40,208  
 Qualification Standards  
     Education Bachelor's degree relevant to the job  
     Training 4 hours of relevant training  
     Experience 1 year relevant experience  
     Eligibility Career Service Professional (Second Level Eligibility)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	AO4-2025-36-001	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION/MASTER OF BUSINESS ADMINISTRATION (42 UNITS)	96	7 Y/9 M	PD 907	<b>QUALIFIED</b>
2	AO4-2025-36-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION/MASTER IN PUBLIC ADMINISTRATION GRAD	64	15 Y/5 M	CSC PROF	<b>QUALIFIED</b>
3	AO4-2025-36-003	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	32	5 Y/6 M	CSC PROF	<b>QUALIFIED</b>
4	AO4-2025-36-004	BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION/MASTER IN PUBLIC ADMINISTRATION (27 UNITS)	90	6 Y/8 M	CSC PROF	<b>QUALIFIED</b>
5	AO4-2025-36-005	BACHELOR OF SCIENCE IN PSYCHOLOGY/MASTER OF ARTS IN EDUC-33 UNITS)	40	5 Y	PD 907/ RA 1080 (PSYCHOMETRICIAN)	<b>QUALIFIED</b>

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Human Resource Management Officer

Date: 12/26/2025

**INITIAL EVALUATION RESULT (IER)**

Position: NURSE II  
Salary Grade and Monthly Salary: 16/43,560  
Qualification Standards  
Education Bachelor of Science in Nursing  
Training 4 hours of relevant training  
Experience At least 2 years of relevant experience  
Eligibility RA 1080 (Nursing Licensure Exam)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	NURS2-2025-36-002	BACHELOR OF SCIENCE IN NURSING	43	2 Y/8.5 M	RA 1080 (NURSE)	<b>QUALIFIED</b>
2	NURS2-2025-36-003	BACHELOR OF SCIENCE IN NURSING	NONE	1 Y/11 M	RA 1080 (NURSE)	<b>DISQUALIFIED</b>



Human Resource Management Officer

Date: 12/26/2025

**INITIAL EVALUATION RESULT (IER)**

Position: PROJECT DEVELOPMENT OFFICER I  
Salary Grade and Monthly Salary: 11/30,024  
Qualification Standards  
Education Bachelor's degree relevant to the job  
Training None Required  
Experience None Required  
Career Service Professional (Second Level  
Eligibility Eligibility)

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Hours	Years		
1	PDO1-2025-36-001	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	80	4 Y/2 M	CSC PROF	<b>QUALIFIED</b>
2	PDO1-2025-36-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	32	1 Y	CSC PROF	<b>QUALIFIED</b>
3	PDO1-2025-36-003	BACHELOR OF SCIENCE IN LEGAL MANAGEMENT	NONE	NONE	CSC PROF	<b>QUALIFIED</b>
4	PDO1-2025-36-004	BACHELOR OF SECONDARY EDUCATION	40	4 Y/4 M	RA 1080 (TEACHER)	<b>QUALIFIED</b>

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Human Resource Management Officer

Date: 12/26/2025