

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant I (Accounting Machine Operator II)-Office of the Schools Division Superintendent**
 Salary Grade and Monthly Salary: **7 / 18,620.00**
 Qualification Standards:
 Education: **Completion of two-year studies 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)
			Title	Hours	Details	Years		
1	ADAS1-OSDS-001-2024	Bachelor of Science in Accountancy	HOPE BASIC COURSE, 08/07/2023 TO 08/10/2023 , 32hrs DIALOGUE WITH CPA,TAX FRACTIONERS AND BOOKKEEPERS, 06/21/2022, 3hrs SECuring the Philippines Capital Market and Business Sector Webinar Series, 03/19/2021 TO 03/26/2021, 6hrs	41	Asia Pacific Medical Center-Aklan, 03/01/2023 to Present Atty.Marion M. Pescasiosa Law and Accounting firm, 02/01/2019 to 02/28/2023 Fil-Anaserve Incorporated, 02/01/2016 to 11/30/2018	7.75	CSE Career Service Professional Examination CSE Fire Officer Examination NAPOLCOM PNP entrance Examination	Qualified
2	ADAS1-OSDS-002-2024	Bachelor of Science in Accountancy ;Master's Degree in Business Administration (9 units)	National Certificate III in Bookkeeping (December 21, 2022, 240 hours)	240	Local Government Unit of Kalibo - Municipal Assessor's Office (July 1, 2022 to Present) Provincial Government of Aklan - Provincial Accounting Office (July 1, 2019 to June 30, 2022)	4.58	Career Service Professional Eligibility	Qualified
3	ADAS1-OSDS-003-2024	Bachelor of Science in Accounting Technology	Automotive Sales Essentials 3/9/2018-4/9/2018 5 hours Customer Engagement 20/10/2019-22/10/2019 5 hours World of Data 4/5/209-4/13/2019 18 hours Information Technology for a Sustainable Future 3/5/2019-11/5/2019 20 hours	48	Suzuki Auto Kalibo - Sakura Autoworld Inc.	3.16	Career Service Examination (Subprofessional) Career Service Examination (Professional)	Qualified
4	ADAS1-OSDS-004-2024	BACHELOR OF SCIENCE IN ACCOUNTANCY	CYBERSECURITY AWARENESS and PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE (PNPK) ORIENTATION Bookkeeping NCIII MICROSOFT DIGITAL LITERACY MICROSOFT DIGITAL LITERACY: PARTICIPATE SAFELY AND RESPONSIBLY ONLINE MICROSOFT DIGITAL LITERACY: COMMUNICATE ONLINE MICROSOFT DIGITAL LITERACY: COLLABORATE AND MANAGE CONTENT DIGITALLY Microsoft Digital Literacy: Create Digital Content	340	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (COA-DEPED) July 1, 2022-PRESENT DEPARTMENT OF EDUCATION-COA,DIVISION OF AKLAN June 1, 2021-June 30, 2022 PSA Dec. 28, 2020-March 31, 2021 PSA Aug 17-Sept 17, 2020	2.9	CSE-PROFESSIONAL	Qualified
5	ADAS1-OSDS-005-2024	Bachelor of Science in Tourism Management	Management of Barangay Funds and Property - Punta Villa Resort, Arevalo, Iloilo City (August 11-13, 2023) 24 Hours Clustered General Membership Assembly - Tagaytay Country Hotel, Tagaytay City (June 26-28, 2023) 30 Hours Capacity Building on Adolescent Health, Anti - Drug Abuse, ELCAC and KKDAT - Tagas, Tangalan, Aklan (Nov 19, 2022) 8 Hours 2022 National Reading Month and Basa Kasadya Kick-Off Ceremony - Tamalagon Integrated School, Tamalagon, Tangalan, Aklan (Sept 19, 2022) 4 Hours 15th Visayas Geographical Conference "Fiscal Management Under New Normal - IEC Convention Center Cebu City (Sept 28-30, 2022) 24 Hours	242	Secretary of the Sangguniang Bayan Member Hon. Chelsea Makeen C. Fernandez (February 1, 2024)		Sub Professional	Qualified

6	ADAS1-OSDS-006-2024	Bachelor of Science in Criminology	Management of Barangay Funds and Property - Punta Villa Resort, Arevalo, Iloilo (Aug 11-13, 2023) 24 Hours Linggo ng Kabataan Celebration 2023 - Baybay Covered Court (Aug 20-21, 2023) 16 Hours Clustered General Membership Assembly - Tagaytay Country Hotel, Tagaytay City (June 26-28, 2023) 30 Hours Capacity Building on Adolescent Health, Anti - Drug Abuse, ELCAC and KKDAT - Tagas, Tangalan, Aklan (Nov 19, 2023) 8 Hours 15th Visayas Geographical Conference "Fiscal Management Under New Normal - IEC Convention Center Cebu City (Sept 28-30, 2022) 24 Hours Seminar on Handbook on the Financial Transactions of the Sangguniang Kabataan, Commission on Audit - Aklan Training Center, Old Busuanga, Kalibo, Aklan (Sept 19-22, 2022) 32 Hours	222	Sangguniang Kabataan (May 18, 2018 - November 11, 2023)	5.4	Sub Professional	Qualified
7	ADAS1-OSDS-007-2024	Bachelor of Science in Accounting Technology	N/A	N/A	Dr. Rafael S. Tumbokon Memorial Hospital - February 1, 2024 - Present Department of Health Western Visayas - May 10, 2022 - December 31, 2023 ALG Jewelry & Pawnshop/ALG Group of Company - May 2019 - August 2020	2.9	Career Service Professional Passer - 8/7/2022 Career Service Sub-Professional Passer - 8/12/2018	Qualified
8	ADAS1-OSDS-008-2024	Bachelor of Science in Information Technology/ Bachelor of Secondary Education	Digitaljobshp Technical Training - Graphic Design Course Using Canva- December 4, 2023- December 26, 2023 - 76 Hours Modules of Basic ICT Literacy - January 26, 2019- February 4, 2019- 80 Hours	156	Encoder- Philippine Statistics Authority/ Landbank of the Philippines- October 15, 2021- December 30, 2021 Office Clerk- Aklan State University Banga Campus- May 15, 2019- February 17, 2020 Administrative Assistant II- St. Jude College PHINMA- October 10, 2016- January 29, 2017 Administrative Assistant II- Department of Social Welfare and Development- March 16, 2015- December 31, 2015	2.5	License Professional Teacher	Qualified
9	ADAS1-OSDS-009-2024	Bachelor in Office Information Management; Bachelor of Secondary Education	Unlocking Your Cybersecurity Career: Demystifying ISC2 Entry-Level Certifications; NIST Risk Management Framework for CII Organizations; Cyber Resilience: Understanding the Evolving Landscape of Data Leaks; Comprehensive Insights into Open RAN: Basic Open RAN Courses; Philippine Qualification Framework on Accountancy Profession-The CPAs In Public Practice Perspective; Philippine Qualification Framework on Accountancy Profession-The CPAs in Commerce and Industry Perspective; 5S and Solid Waste Management in the Workplace Orientation; Training-Seminar on Payroll Preparation	4	Local Government Unit of Kalibo, Aklan, Philippines (07-01-2023 to Present); Sangguniang Panlalawigan of Aklan (07-01-2016 to 06-30-2022); MSAM Law Offices, Kalibo, Aklan (10-01-2015 to 06-30-2016); Globe-Premium Dealer, Maria Gracia Enterprises, Kalibo, Aklan (06-01-2013 to 03-09-2015)	9	Republic Act 1080-Professional Teacher; Career Service Eligibility-Professional; Presidential Decree No. 907	Qualified
10	ADAS1-OSDS-010-2024	Computer Based Accountancy	Public consultation on the draft-dof joint memorandum circular feb 2, 2024 2hrs.	2	Aklan Provincial Government Provincial Treasures Office from July 1 2022 up to present	1.6	Csc sub-professional level	Qualified
11	ADAS1-OSDS-011-2024	Bachelor of Science in Accountancy	N/A	N/A	Rural Bank of Milagros (Masbate), Inc. / September 1, 1997 to May 31, 2002	4.6	Sub- Professional	Qualified
12	ADAS1-OSDS-012-2024	Bachelor of Science in Secondary Education Major in Mathematics	1. Basic Occupational Safety and Health Training for Safety Officer 1 (Aug. 7-8, 2021) 16hrs 2. Division Skills Enhancement Workshop in Dressmaking for TLE/TVL Teachers (Sept. 28-30, 2023) 3. In-Service Training for Teachers (INSET) for School Year 2023-2024 (Jan. 24-30, 2024) 40hrs	128	Island Star Express, Inc. - HR Associate (June 2016-May 2021) UNWND Flashtels, Inc. - HR/Admin Coordinator (June 2021-Feb.22, 2022) Catmon Integrated School - MSB Teacher (Aug. 2023-present)	6.1	RA 1080 Professional Teacher With a Rating of 76.80%	Qualified

13	ADAS1-OSDS-013-2024	BS Information Technology	CAPACITY BUILDING ON PSYCHOSOCIAL AWARENESS AND STRESS MANAGEMENT / 12/22/2021-12/23/2021 / 16 ORIENTATION ON GENDER AWARENESS AND GENDER EQUALITY / 03/08/2022 / 8 SERBISYO PARA KAY JUANA - 2022 MUNICIPAL WOMEN'S MONTH CELEBRATION / 03/24/2022 / 8 TEN-DAY SKILLS TRAINING-WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY / 07/19/2022-07/29/2022 / 80	112	DIGITAL PARADISE NETOPIA - 04/06/2017-10/23/2017 PROVINCIAL GOVERNORS OFFICE DETAILED AT LGU BATAN-MAYOR'S OFFICE/MGSO/GFPS/ 04/01/2018 - 12/31/2021 LGU BATAN-MGSO/GENDER AND DEVELOPMENT FOCAL POINT SYSTEM / 01/01/2022 - PRESENT	6.3	CAREER SERVICE EXAM - SUBPROFESSIONAL	Qualified
14	ADAS1-OSDS-014-2024	BS Accountancy	Year-end Tax and Tax Updates Seminar/November 9, 2023/4hrs Business Taxation Made Easy/May 4-5,2023/12hrs Tax Pulong-Pulong 2023/March 2, 2023/4hrs Pre-membership Education Seminar/November 23, 2022/4hrs Briefing on Revenue Regulation No. 31-2020 dated November 4, 2020 and obligation of top withholding agent (TWAs)	24	Zenco Sales Inc/March 28, 2011 to July 19, 2021 JMC Movers/Jan 2, 2010 to March 19, 2011 Robial Forwarders Inc/July 23, 2002 to December 31, 2009	18.8	Career Service Subprofessional Eligibility	Qualified
15	ADAS1-OSDS-015-2024	BSed Mathematics ;Educational Management (9 units earned)	2024 IN-SERVICE TRAINING FOR TEACHER- 40 hrs 2023 IN-SERVICE TRAINING FOR TEACHER -40 hrs TELEVISED VIRTUAL IN -SERVICE TRAINING FOR TEACHER- 32 hrs 2nd DOST -SEI PROJECT STAR INTERNATIONAL CONFERENCE - 8 hrs 2021 IN-SERVICE TRAINING FOR TEACHER -48 hrs 2020 IN-SERVICE TRAINING FOR TEACHER -48 hrs Three(3) MODULES OF DIGITAL LITERACY TRAINING FOR TEACHER -80 hrs 2019 IN-SERVICE TRAINING FOR TEACHERS -40 hrs	336	Municipal School Board Teacher(Department of Education-Talon Integrated School) June 4, 2019 - Present Cashier/Encoder (Metro Island Mart. Co) January 2012- June 2012	5.16	RA 1080 Professional Teacher	Qualified
16	ADAS1-OSDS-016-2024	Bachelor of Science in Accountancy	Learning & Development (December 18-20, 2023) On the Job Training (300 hrs)	300	Agricultural Training Institute (September 4, 2023 - Present) ALG Jewelry and Pawnshop (July 22, 2019 to December 31, 2022)	3.9	Career Service Professional	Qualified
17	ADAS1-OSDS-017-2024	Bachelor of Secondary Education	Civil Service Updates seminar - July 5, 2023 Capacity Wellness Seminar-Sept. 29, 2023 ECHO-SEMINAR 2023 - May 8, 2023 Team Building and Echo-Seminar - July 7-8, 2022 In-Service Training:Empowering People in the Workplace - December 23, 2021	48 hours	Contractual employee at Radio Mindanao Network, Inc from September 1, 2019 - January 31, 2020	5 months	LET	Qualified
18	ADAS1-OSDS-018-2024	Bachelor of Science in Customs Administration	1. 1st Aklan Youth Congress on Drug Abuse Prevention Education (AYC-DAPE)/03-25-2019/6 hours 2. Sangguniang Kabataan Mandatory Training (SKMT)/05-18-2018/ 8 hours 3. On the Job Training (OJT)/04-12-2016 to 04-30-2016/200 hours	214	1. Provincial Government of Aklan (November 2018- June 2019) 2. Provincial Government of Aklan (January 2020- June 2023) 3. Local Government Unit of Kalibo (July 2023 to present)	4.6	Honor Graduate Eligibility (PD 907)	Qualified
19	ADAS1-OSDS-020-2024	Bachelor of Science in Accountancy	no certificate of relevant training	N/A	*Rural Bank of San Enrique 2004-2007 *BDO Universal Bank 2007- 2016 *SkyTelecom Trading Corp, UAE 2017-2018 *KeyBS DMCC,Dubai UAE 2018-2020 *Office of the Provincial Accountant (PACCO), Province of Aklan 2022 - Present	4.91	Career Service Professional Eligible with the rate of 83.39	Qualified

20	ADAS1-OSDS-021-2024	AB Political Science	no certificate of relevant training		<i>Staff in Comelec</i>	2	RA 1080 (Teacher)	Qualified
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Prepared and certified correct by:


MARLYN T. BEREBER
Administrative Officer IV
Date: April 15, 2024