


INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE AIDE III (CLERK I)-Batan Academy (A National School)**
 Salary Grade and Monthly Salary: **3 / 14,678.00**
 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	ADA3BatanAcademy-001-2024	Bachelor in Elementary Education	Agricultural Crops Production NC II May 17 to July 27, 2022 (336 hours) ICT Training Program with Basic Hardware Troubleshooting and Repair Ideology June 5 to 10, 2022 (80 hours) 2020 Census Population and Housing Training August 10 to 14, 2020 (40 hours)		Municipal School Board Teacher LGU Tangalan/ Tamalagon Integrated School March 6 to 31, 2023 Municipal School Board Teacher LGU Tangalan/ Tamalagon Integrated School March 2 to June 13, 2023 Enumerator Philippine Statistics Authority September 1 to 30, 2020		RA1080 Professional Teacher	QUALIFIED
2	ADA3BatanAcademy-002-2024	Bachelor of Science in Commerce	Positive parenting (12/19/2023- 12/20/23) 16 hrs ECCD accreditation of aCDW and centers (10/27-28/2022) 16 hrs Capability Building Seminar for CDW (11/19/2021) 8 hrs Early Childhood Care and Development Learning (9/16-17/2019) 16 hrs		Child Development Worker - Songcolan Child Development Center , Songcolan, Batan, Aklan (2018-2023) Distribution Staff - Empress Excel Enterprises (June 16, 2010 - Jan.31, 2013		Civil Service Examination- Professional Level	QUALIFIED
3	ADA3BatanAcademy-003-2024	Bachelor of Science in Business Administration	TEN DAYS SKILLS TRAINING-WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY FOR TEACHER I APPLICANTS		Inventory Accountant; Loans Processor; Accounting Staff; Administrative Aide I		Civil Service Examination- Professional Level	QUALIFIED
4	ADA3BatanAcademy-004-2024	Bachelor of Science in Accountancy and Bachelor of Science in Hotel and Restaurant Management	Year end tax and tax updates seminar (11/9/2023) 4.0 hrs. Briefing on Revenue Regulation no. 31-2020 dated. 4.2020 & Obligations of top withholding agents TWAs(09/14/2022) 4.0 hrs. Pre-membership Education Seminar(PMES)(10/18/2019) 4.0 hrs. Google Workspace seminar (7/23/2022) 4.0 hrs. Briefing on tax reform for acceleration and inclusion(TRAIN) (03/16/2018)4.0 hrs.		Filbake Food Corporation(January 18,2017 up to present)		Civil Service Examination- Professional Level	QUALIFIED
5	ADA3BatanAcademy-005-2024	Bachelor of Science in Accounting Technology	N/A		ZML MEDICAL SERVICES-August 16, 2018- November 30, 2021 RAF INTERNATIONAL FORWARDING SERVICES INC- April 26, 2022-Present		RA1080 Professional Teacher	QUALIFIED
6	ADA3BatanAcademy-006-2024	Bachelor of Science in Business Administration Major in Financial Management	Tesda National Certificate in Bookkeeping III		Administrative Aide IV (DPWH 2020-Present) Utility Worker (DPWH 2019-2020) Event Coordinator (Royal Suites Condotel July-Nov 2019)		Civil Service Examination- Professional Level	QUALIFIED
7	ADA3BatanAcademy-007-2024	Bachelor Science in Information Technology	Programming Foundations: Web Security, 01/07/2022-01/07/2022, 2 Total Hours; Information Security Fundamentals, 10/05/2021-10/07/2021, 24 Hours.		Data Encoder - Intern (Government Internship Program) 04/09/2018-05/11/2018		Honor Graduate Eligibility (PD NO. 907)	QUALIFIED
8	ADA3BatanAcademy-008-2024	Bachelor Of Science in Business Administration Major in Financial Management	N/A		MS Panay Distribution Inc./ 10/24/2016 to Present Dranix Distributors Inc./ 2/25/2016 to 10/17/2016 Development Bank of the Philippines/ 11/25/2013 to 2/27/2014		Civil Service Examination- Professional Level	QUALIFIED

9	ADA3BatanAcademy-009-2024	Accountancy	1. Product Specifications Training-PayPal (7/3/2023-7/14/2023)(80 hrs) 2. Global Customer Service Training(6/5/2023-6/25/2023) 3. Virtual Bookkeeping with Xero and Quickbooks Online(3/6/2023-3/8/2023)(18 hrs) 4. Quickbooks Online Certification(3/12/2023)(8hrs) 5. Xero Advisor Certification Programme (3/10/2023)(8hrs) 6. Refresher Course for Pharmacy Assistants(9/2392022)(8hrs)	1. Accounting Staff(Southwest Tours Boracay Inc) (2/8/2015-12/03/2015) 2. Pharmacy Assistant (Mercury Drug Corporation) (1/15/2016-5/31/2023) 3. Customer Service Representative(ePerformax Contact Centers and BPO (6/05/2023- PRESENT)	Civil Service Examination- Professional Level	QUALIFIED
10	ADA3BatanAcademy-010-2024	Computer Based Accountancy	Driving NC2 start of training 6/6/2022 end of training 6/29/2022 Duration 118hours	Aklan Provincial Government Provincial Treasures Office from July 1 2022 to Present	Civil Service Examination- Sub Professional Level	QUALIFIED
11	ADA3BatanAcademy-011-2024	Bachelor of Science in Fisheries	no certificate of training	not applicable	RA 1080-Fisheries Technologist	QUALIFIED
12	ADA3BatanAcademy-012-2024	BS in Business Administration(Management Accounting)	Briefing on PPGs Money Laundering and Terrorist Financing Prevention Program(8/22/2018- 8/22/2018)	Eight Under Par(Pawnshop Operator),Inc. (March 16,2013-present), Kok's stitch & craft (April 16,2012-August 18,2012)	Civil Service Examination- Sub Professional Level	QUALIFIED
13	ADA3BatanAcademy-013-2024	Bachelor of Science in Information Technology	no certificate of training	no certificate of employment	Civil Service Examination- Professional Level	QUALIFIED

Prepared and certified correct by:


MARLYN T. BEREBER
 Administrative Officer IV
 Date: April 5-6, 2024