

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II (CLERK IV)**
 Salary Grade and Monthly Salary: **8 / 19,744.00**
 Qualification Standards:
 Education: **Completion of two-year studies in college**
 Training: **Four (4) hours of relevant training**
 Experience: **one (1) year relevant experience**
 Eligibility: **Career Service (Sub-Professional); First Level Eligibility**

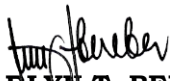
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS2ClerkIV-001-2024	Bachelor's of Secondary Education Major in Mathematics	ORAOHRA/ 9 hours		LGU MALAY/ Detailed at CSC FO AKLAN		Licensure Examination for Professional Teacher and CSE Subprofessional	Qualified
2	ADAS2ClerkIV-002-2024	Bachelor of Science in Information Technology	1. Financial Management October, 2020- October 2020, 8 hours Training 2. Leadership and Values Re-Orientatation, August 2018- August 2018, 8 hours Training		Libcao Development Cooperative- Altavas Branch, May 1, 2020- Present		Career Service Subprofessional Examination, March 26, 2023	Qualified
3	ADAS2ClerkIV-003-2024	Bachelor of Science in Business Administration major in Marketing	RBSoftech System Training June 13-14, 2022 80hours Targeted Financial Sanctions Webinar, August 10, 2022 2hours Virtual Training on AML/CFT/CPF Laws Rules and Regulations and Risk Assessment System Webinar May 20, 2022 8hours Credit Initiation & Loan Packaging Seminar May 5-6, 2022 16hours AML-CFT Regulatory Framework (BSP CIR. 706 as Amended) Seminar June 22, 2019 8hours Credit Investigation Seminar June 21, 2019 8hours		Rural Bank of Ibayay, Inc. June 2016 to present GAG Glass & Aluminum Supply December 2014 to April 2015 OKBank (Opportunity Kauswagan Bank, A Microfinance Thrift Bank) June 2014 to November 2014		Career Service Professional Eligibility	Qualified
4	ADAS2ClerkIV-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		RA 1080- Professional Teacher	Disqualified
5	ADAS2ClerkIV-006-2024	Bachelor of Science in Accountancy	Midyear In Service Training for Public School Teachers		Head Cashier; Administrative Clerk Aide		Career Service Professional Eligibility	Qualified
6	ADAS2ClerkIV-007-2024	Bachelor of Secondary Education major in Filipino	Values, Health and Livelihood Training of Transform Program for 15 weeks (no number of hours)		Community Health Champion Coordinator, June 2022-May 2023		RA 1080- Professional Teacher	Qualified
7	ADAS2ClerkIV-008-2024	Bachelor of Arts major in Psychology	Training on GAD Planning and 2024 Budget Formulation & GAD Analysis Feb. 27-28, 2023; 16 hrs Peace and Order and Public Safety (POPS) Planning Workshop for 2023-2025 Sept. 29-30, 2022 ; 16 hrs Community Based Anti-Illegal Drugs Advocacy (CBADA) Training Sept. 15-16, 2022; 16 hrs Orientation on Results Based Monitoring and Evaluation (RBME) on Local Infrastructure Projects July 22, 2022; 8 hrs		February 18, 2019 to date - Administrative Aide III(Clerk I) Office of the Municipal Mayor LGU-Libacao September 12, 2014 to February 15, 2019 - Community Facilitator/DSWD KALAHI-CIDSS NCDDP Municipal Coordinating Team, LGU Libacao		CSC Sub-Professional	Qualified

8	ADAS2ClerkIV-009-2024	Bachelor of Secondary Education Major in Social Studies	Parent Leaders Skills Enhancement and Orientation Training/ July 19-21,2023/ 24 hours Pre- deployment orientation seminar for Newly hired Pantawid City/Municipal Link/ July 10-12,2023 / 24 hours E-learning course on collaborative tools using Google platforms and other web-based applications/ May 10-12,2021/ 24 hours Mental Health Psychosocial Support for Frontline Service Providers of Pantawid Pamilya in Response to COVID 19 /March 19,2021	Municipal Link/ PDO II /Department of Social Welfare and Development /May 16,2023 - Present Social Welfare Assistant/Department of Social Welfare and Development/ March 26,2015-May 15, 2023 Kindergarten Volunteer Teacher Department of Education June 1,2013 to March 31, 2014 Community Development Organizer PINA Foundation July 26,2012 to January 31, 2013 Private Teacher Saint Catherine of Alexandria Catholic School January 6, 2009 to March 31,2011 Barangay Secretary LGU Madalag,Aklan-Brgy Paningayan November 30,2007 to November 30, 2010	Barangay Official Eligibility	Qualified
9	ADAS2ClerkIV-010-2024	Bachelor of Science in Accountancy Master in Public Administration - 24 units	Review and Planning Session on the Implementation of Administrative, Finance, and Spiritual Enhancement Seminar as Part of CBTA Activity 12/01/2023-12/02/2023 -10 hrs Orientation for Newly Hired Regular and COS Employees of DAR Aklan and Project SPLIT cum Contract Signing 09/18/2023-09/19/2023- 16 hrs Small Business Counselors Course 101: Diagnosing an Enterprise 06/05/2023-06/15/2023- 40 hrs Seminar-Writeshop on Introduction to Policy-Making and Research Writing with Prior Art Search and Patent Search 10/01/2022 -8 hrs	DAR - Capacity Building and Technical Assistance Support Staff - October 2, 2023 to December 31, 2023 DTI - Negosyo Center Technical Support Staff - July 16, 2019 to October 13, 2023 Barangay Council Poblacion, Malinao - July 1, 2018 to June 30, 2019 BIR - Student Trainee - April 27, 2017 to July 4, 2017	Career Service Professional	Qualified
10	ADAS2ClerkIV-011-2024	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	SETTING UP COMPUTER SERVERS 1/14/24 8hrs INTRODUCTION TO CSS 1/13/24 8hrs SETTING UP COMPUTER NETWORKS 1/13/24 8hrs RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION 1/12/24 8hrs PARTICIPATING IN WORKPLACE COMMUNICATION 1/11/24 8hrs INSTALLING AND CONFIGURING COMPUTER SYSTEMS 1/10/24 8hrs BASIC LIFE SUPPORT TRAINING FOR HEALTHCARE PROVIDERS 12/12/22-12/13/22 16hrs	DR. RAFAEL S. TUMBOKON MEMORIAL HOSPITAL 3/19/19-present HINDUJA GLOBAL SOLUTIONS 8/7/15-9/17/18 PROCESS SYNERGY INCORPORATED 6/15/14-6/15/15	CIVIL SERVICE ELIGIBILITY - PROFESSIONAL	Qualified
11	ADAS2ClerkIV-012-2024	Bachelor of Science in Accountancy	Philhealth Peers Virtual Conference october 22, 2022 4 hours, Philhealth Employer Engagement Representative Oct. 29, 2019 4 hours, Philhealth Employer Engagement Representative May 20, 2019 4 hours	Bakertilly Constantino and partners. Audit Associate Oct. 17, 2022-April 30,2023, GQ5 Distribution Accounting staff July 5, 2018 to October 15, 2022	Honor Graduate P.D. No. 97	Qualified
12	ADAS2ClerkIV-013-2024	Bachelor of Secondary Education Major in Mathematics	Basic Occupational Safety And Health Training for Safety Officer 1 Division Skills Enhancement Workshop in Dressmaking for TLE/TVL Teachers	UNWND Flashtels, Inc. May 31, 2021 - Feb. 25, 2022 Island Star Express, Inc. June 2016-May 2021	RA-1080- Professional Teacher Rating 76.80%	Qualified
13	ADAS2ClerkIV-014-2024	Bachelor of Science in Business Administration Major in Financial Management	Tesda National Certificate in Bokkeeping III	Administrative Aide IV (DPWH 2020-Present) Utility Worker (DPWH 2019-2020) Event Coordinator (Royal Suites Condotel July-Nov 2019)	CSC Professional Level	Qualified
14	ADAS2ClerkIV-015-2024	Bachelor of Arts major in masscommunication Bachelor of Secondary Education	Omni Modal Pedagogy 10day PPST based training on ICT in education	DPWH Aklan DEO February 18, 2013 to present	License professional teacher	Qualified
15	ADAS2ClerkIV-016-2024	Bachelor of Secondary Education Major in Mathematics	WORKSHOP ON ACTION RESEARCH WRITING 03/17/2023 - 03/17/2023 (8 hours) BASIC LIFE SUPPORT TRAINING 11/9/2022 - 11/9/2022 (8 hours) 3-DAY BARANGAY COMMUNITY BASED DISASTER RISK REDUCTION AND MANAGEMENT TRAINING WORKSHOP 6/7/2022 - 6/9/2022 (24 hours)	Employer: LGU TANGALAN Inclusive Date: January 2020-September 13, 2023	CSC Professional Level	Qualified
16	ADAS2ClerkIV-017-2024	Bachelor Of Science in Business Administration Major in Financial Management	N/A	MS Panay Distribution Inc./ 10/24/2016 to Present Dranix Dustributors Inc./ 2/25/2015 to 10/17/2016 Development Bank of the Philippines/ 11/25/2013 to 2/27/2014	Career Service Professional	Disqualified
17	ADAS2ClerkIV-018-2024	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION major in FINANCIAL MANAGEMENT	Cybersecurity Awareness and Philippine National Public Key Infrastructure (PNPKI) Orientation/November 30, 2022/4 Division National Employees Union Congress (Aklan Chapter)/November 28, 2022/8 Capability-Building on Intensifying Team Work in the Organization/September 23-25, 2022/24	Administrative Aide I - May 31, 2022 - Present Administrative Aide Services - July 12, 2012 à€ May 30, 2022	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	Qualified

18	ADAS2ClerkIV-020-2024	Bachelor in Science in Business Administration major in Business Management	DISTRICT TRAINING WORKSHOP FOR ADMINISTRATIVE ASSISTANT PERSONNEL (SEF) OF NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS IN THE DISTRICT OF MALAY 01/05/2024-01/25/2024(8 HOURS) DISTRICT TRAINING ON RPMS-PPST AND BRIGADA ESKWELA UPDATES 02/20/2022-02/20/2020 (8 HOURS) DISTRICT TRAINING ON FESTIVAL MANAGEMENT 01/10/2020-01/14/2020 (40 HOURS), IN-SERVICE TRAINING SEMINAR FOR TEACHERS 10/21/201910/25/2019 (40 HOURS)	ADMINISTRATIVE ASSISTANT-LOCAL SCHOOL BOARD SECRETARYDepEd MALAY DISTRICT OFFICE 09/17/2018-12/31/2022, ADMINISTRATIVE ASSISTANT DepEd MALAY DISTRICT OFFICE 01/01/2023-PRESENT	CAREER SERVICE ELIGIBILITY SUB-PROFESSIONAL	Qualified
19	ADAS2ClerkIV-022-2024	BS in Business Administration major in Human Resources Development Management	Total Quality Management (03.18.2021) 8hrs, IT Policies and Privacy Act/Encryption (03.19.2021) 4hrs and Modern Human Resources Management 101: Talent Recruitment Selection and Onboarding (3hrs)	Social Security System as Government Internship Program 10.04.2017-02.05.2027, Sanford Marketing Corporation as HR Assistant 06.21.2018 to 08.05.2023 and Sanford Marketing Corporation as HR Supervisor 06.21.2028 to Present	Civil Service Eligibility (Honor Grant)	Qualified
20	ADAS2ClerkIV-023-2024	Bachelor of Science in Hotel and Restaurant Management MAED-Educational Management (36 Units)	Enhancing Faculty Capability Using the Latest Trends in Information Technology/06/28/2023 to 06/30/2023/ 24 Hours Effective Classroom Managemet - Developing College Culture Pronunciation and Conversation - Teachers Performance Research Proposal Writing and Methodology Modules/Syllabi Writing/08/26/2022 to 08/26/2022/ 8 Hours Ten-Day Skills Training - Workshop on Information and Communication Yechnology for Teacher 1 Applicants/07/19-23/2022 to 07/25-29/2022/ 80 Hours	12/01/2018 to 12/31/2023 - College Instructor - Libacoo College of Science and Technology (5 years)	LET Passer	Qualified
21	ADAS2ClerkIV-024-2024	BACHELOR OF SCIENCE IN COMPUTER SCIENCE		LGU BANGA- SANGGUNIANG BAYAN OFFICE JANUARY 3,2019- DECEMBER 31,2021	BARANGAY OFFICIAL ELIGIBILITY	Qualified
22	ADAS2ClerkIV-025-2024	Bachelor of Science in Accountancy	Year End Performance Assessment & Capability Enhancement Seminar Workshop/12/22/23/8hrs Mid Year Performance Assessment & Capability Enhancement Seminar Workshop/05/26/22/8hrs Year End Performance Assessment & Capability Enhancement Seminar Workshop/12/23/21/8hrs Mid Year Performance Assessment & Capability Enhancement Seminar Workshop/07/26/19/8hrs	Provincial Treasurers Office/02/01/2019-Present Western Visayas Cyberlink Inc/04/20/2015-01/31/2019 Boracay Mini Mart/05/08/2014-12/31/2104 Brunio&Darums CPA/09/09/2013-01/17/2014 Boracay Isla Store/11/15/2011-02/15/2012	License Professional Teacher CSC Sub-Prof Level	Qualified
23	ADAS2ClerkIV-026-2024	Bachelor of Science in Business Administration Major in Operations Management Masters in Business Administration - 36 units earned with comprehensive exam passed	HR Process, Compensations, Benefits, and Hiring Processes in the Private Sector - 6/19/22 - 4 hours Managing Government Compensation and Employment Process - 6/25/22 - 4 hours Participating in Workplace Communication - 12/4/22 - 4 hours Orientation and Training on Collection Policies and Systems - 4/28/23 - 8 hours Members Forum held at the 2nd floor of Mary's Refreshment, Pob. Kalibo, Aklan - 9/8/23 - 4 hours Person with Disability Orientation held at NiAto's Ihaw-Ihaw, Bulwang, Numancia, Aklan - 9/22/23 - 4 hours Media Pasasalamat at Jill's Pasalubong Center and Resto Grill, Kalibo, Aklan - 12/5/23 - 4 hours OWA Family Day 2023 and Information Caravan on Reintegration and Membership Promotion in the Province of Aklan - 12/14/23 - 4 hours	1. Philhealth Regional Office VI (SIA 1) - 12/1/22 - to Present 2. Provincial General Services Office (Job Order) - 8/16/19 to 11/30/22 3. Provincial General Services Office (OJT) - 11/7/18 to 2/9/19 4. MMG-Aklan Specialty Clinics (OJT) - 11/10/18 to 1/21/19	Honor Graduate Eligibility	Qualified
24	ADAS2ClerkIV-027-2024	BS IN ACCOUNTANCY	TESDA NCIII in BOOKKEEPING	SPR BORACAY TRAVEL AND TOURS INC APRIL 17, 2023	PROFESSIONAL	Qualified
25	ADAS2ClerkIV-028-2024	Computer System Design and Programming	ROLL OUT TRAINING ON ENHANCED BARANGAY DEVELOPMENT PLANNING(AKLAN) AUGUST 16-18,2023 24	Punong Barangay - Barangay Calamcan, Libacoo, Aklan, June 29, 2018 - November 15, 2023	Civil Service Sub Professional(First Level)	Qualified

26	ADAS2ClerkIV-029-2024	Bachelor of Science in Hotel And Restaurant Management Master of Arts in Education (Educational Management 9 units)	(Division Leadership Training for Future Educational Leaders/November 12,2023/8 Hours) (Division Leadership Training for Future Educational Leaders/December 10,2023/8 Hours) (Recording and Reporting of Barangay Financial transactions-PPPSAS Compliant/September 8,2022-September 10,2022/24 Hours) (Training-Workshop on Data Gathering,Vulnerability Assessment and Analysis/October 20,2021/ 8 Hours) (2019 Capacity Building Seminar on Barangay Fiscal Administration and Governance/March 7,2019-March 10,2019/ 32 Hours) (Two(2) Days Training on Gender and Development Orientation and 2020 GAD Planning and Budgeting Formulation for Libacao Aklan Barangay Officials/ March 31,2019-April 2,2019/16 Hours)	Barangay Treasurer /Rivera Barangay Council/July 1,2018-November 15,2023	Licensed Professional Teacher	Qualified
27	ADAS2ClerkIV-030-2024	Computer Based Accountancy	Driving NC2 start of training 6/6/2022 end of training 6/29/2022 118hours	Aklan Provincial Government/ Provincial Treasures Office from July 1 2022 to Present	Civil service eligibility career service sub-professional examination	Qualified
28	ADAS2ClerkIV-031-2024	BS ACCOUNTANCY	NEGOSYO CENTER CO-DESIGNING SEMINAR-WORKSHOP 7/9/2022-7/9/2022 - 8 hours TRAINING ON PRICING AND COSTING 07/27/2023-0/28/2023 - 16 hours SMALL BUSINESS COUNSELORS COURSE (SBCC) 101: DIAGNOSING ENTERPRISE 04/25/2022 - 05/04/2022 - 40hours CHAMPIONING BUSINESS CONTINUITY PLANNING ONLINE COURSE 03/14/2022-03/14/2022 - 8 hours "GETTING USED TO CHANGE IN THE WORKPLACE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION 2/2/2022-2/2/2022- 4 hours	DEPARTMENT OF TRADE AND INDUSTRY AKLAN- 11/3/2020-present CITI HARDWARE-KALIBO BRANCH 7/1/2020-10/31/2020 CITI HARDWARE-TIGAYON BRANCH 8/21/2019-3/31/2020 BUREAU OF INTERNAL REVENUE 4/27/2017-7/4/2017	CSC PROFESSIONAL PASSER	Qualified
29	ADAS2ClerkIV-033-2024	Bachelor of Science in Accountancy	Tax Campaign Kick-Off 2023 -February 27, 2023 (3 hours); Briefing on Revenue Regulation No. 31-2020 - November 14, 2022 (4 hours)	Accounting Specialist at Village Motor Traders/Vision Mount Tabor Finance Corporation -April 1, 2023 to October 13, 2023	Career Service - Professional (Second Level) Eligibility	Qualified

Prepared and certified correct by:


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