

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper) - Bacan National High School**

Salary Grade and Monthly Salary: **SG 9 / Php 21,211**

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	ADAS3BacanNHS-001-2024	Bachelor of Science in Accountancy	BOOKKEEPING NCIII		PSA AUGUST 17-SEPTEMBER17,2020 PSA DECEMBER 28,2020-MARCH 31,2021 DEPED(COA Deped) JUNE 1,2021-JUNE 30,2022 TESDA(COA DEPED) JULY 1,2022-PRESENT		CSE-PROFESSIONAL	Qualified
2	ADAS3BacanNHS-002-2024	B.S. in Accountancy	Occupational First Aid and Basic Life Support Training - Sept. 26-27, 2022 - 16hrs		1. Ramsgate Lending Corporation-June 9,2014 - April 15, 2017 2. Ramsgate Lending Corporation - July 27,2017 to Present		Career Service (Professional Level)	Qualified
3	ADAS3BacanNHS-003-2024	B.S. in Accountancy	BOOKKEEPING NCIII 3/3/2018-04/16/2018 - 292 hrs.		1. Accounting Officer - Prime Bread and Butter Bakeshop - 12/10/2018-present (5 yrs. & 2 months)		Career Service (Professional Level)	Qualified
4	ADAS3BacanNHS-005-2024	Bachelor Of Science In Accountancy	MIDYEAR IN-SERVICE TRAINING FOR PUBLIC SCHOOL TEACHERS - 2/6-10/2023 - 40 HRS.		PROVINCIAL ADMIN CLERK AIDE - 10/14/2022-PRESENT - 1 YR & 2 MONTHS; HEAD CASHIER - GENESIS TRANSPORT SERVICES, INC. - 3/3/2009-2/9/2013 - 3 YRS. & 11 MONTHS;		Civil Service-Professional Level	Qualified

5	ADAS3BacanNHS-006-2024	Bachelor of Arts major in Psychology	<p>Training on GAD Planning and 2024 Budget Formulation & GAD Analysis Feb. 27-28, 2023; 16 hrs</p> <p>Peace and Order and Public Safety (POPS) Planning Workshop for 2023-2025 Sept. 29-30, 2022 ; 16 hrs</p> <p>Community Based Anti-Illegal Drugs Advocacy (CBAIDA) Training Sept. 15-16, 2022; 16 hrs</p> <p>Orientation on Results Based Monitoring and Evaluation (RBME) on Local Infrastructure Projects July 22, 2022; 8 hrs</p> <p>Women Empowerment and Basic Life Support Training Nov. 18, 2021; 8 hrs</p> <p>Reorientation/Retooling of SubayBAYAN to the LGU Encoders Oct. 12, 2021; 8 hrs</p> <p>GAD Planning and Budgeting Formulation for Libacao GFPS March 3-4, 2020; 16 hrs</p> <p>Training on the Formulation of Executive Legislative Agenda (ELA) & Comprehensive Development Plan (CDP) Feb.21-22, 2020; 16 hrs</p> <p>Enhancement Seminar on Katarungang Pambarangay Oct. 8-9, 2019</p>	<p>Training on GAD Planning and 2024 Budget Formulation & GAD Analysis Feb. 27-28, 2023; 16 hrs</p> <p>Peace and Order and Public Safety (POPS) Planning Workshop for 2023-2025 Sept. 29-30, 2022 ; 16 hrs</p> <p>Community Based Anti-Illegal Drugs Advocacy (CBAIDA) Training Sept. 15-16, 2022; 16 hrs</p> <p>Orientation on Results Based Monitoring and Evaluation (RBME) on Local Infrastructure Projects July 22, 2022; 8 hrs</p> <p>Women Empowerment and Basic Life Support Training Nov. 18, 2021; 8 hrs</p> <p>Reorientation/Retooling of SubayBAYAN to the LGU Encoders Oct. 12, 2021; 8 hrs</p> <p>GAD Planning and Budgeting Formulation for Libacao GFPS March 3-4, 2020; 16 hrs</p> <p>Training on the Formulation of Executive Legislative Agenda (ELA) & Comprehensive Development Plan (CDP) Feb.21-22, 2020; 16 hrs</p> <p>Enhancement Seminar on Katarungang</p>	CSC Sub-Professional	Qualified
6	ADAS3BacanNHS-007-2024	Bachelor Of Science In Accountancy	<p>Certified Bookkeeper Program, 06/25/2023 - 08/02/2023, 40hrs</p> <p>Business Analytics Concepts and Frameworks, 08/01/23 - 08/31/23, 16hrs</p> <p>Briefing on Rev. Reg. No. 31-2020 and Obligations of Top Withholding Agents, 11/14/22 - 11/14/22, 5hrs</p> <p>Occupational First Aid and BLS-CPR with AED, 03/29/22 - 03/30/22, 16hrs</p>	<p>Certified Bookkeeper Program, 06/25/2023 - 08/02/2023, 40hrs</p> <p>Business Analytics Concepts and Frameworks, 08/01/23 - 08/31/23, 16hrs</p> <p>Briefing on Rev. Reg. No. 31-2020 and Obligations of Top Withholding Agents, 11/14/22 - 11/14/22, 5hrs</p> <p>Occupational First Aid and BLS-CPR with AED, 03/29/22 - 03/30/22, 16hrs</p>	Civil Service Professional	Qualified
7	ADAS3BacanNHS-009-2024	Bachelor in Elementary Education	<p>10-Days Skills Training-Workshop on Information and Communication Technology for Teacher 1 applicants- July 19-29, 2022- 80 hours</p> <p>Training on Basic Microsoft (MS) Windows, word and Excel - August 7-9, 2023- 24 hours</p>	<p>10-Days Skills Training-Workshop on Information and Communication Technology for Teacher 1 applicants- July 19-29, 2022- 80 hours</p> <p>Training on Basic Microsoft (MS) Windows, word and Excel - August 7-9, 2023- 24 hours</p>	Licensed Professional Teacher	Qualified
8	ADAS3BacanNHS-011-2024	BS in Business Administration(Management Accounting)	<p>Briefing on PPGs Money Laundering and Terrorist Financing Prevention Program(8/22/2018-8/22/2018)</p>	<p>Eight Under Par(Pawnshop Operator), Inc. (March 16,2013-present) Kok's Stitch & Craft(April 16,2012-August 18,2012)</p>	Civil Service(Subprofessional)	Qualified

9	ADAS3BacanNHS-012-2024	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 MALAY01/05/2024-01/25/2024(8 HOURS), DISTRICT TRAINING ON RPMS-PPST AND BRIGADA ESKWELA UPDATES02/20/2022-02/20/2020(8 HOURS), DISTRICT TRAINING ON FESTIVAL MANAGEMENT01/10/2020-01/14/2020(40 HOURS), IN-SERVICE TRAINING SEMINAR FOR TEACHERS10/21/201910/25/2019(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
10	ADAS3BacanNHS013-2024	BS in Business Administration major in Human Resources Developmng 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 Pro	Civil Service Eligibility (PD 907)	Qualified
11	ADAS3BacanNHS-014-2024	Bachelor of Science in Accountancy	1.) District Training on Conducting BARF-Aligned Action Research, 5/24/2022-5/26/2022, 24 hours	1.)DepEd-Buruanga Vocational School (03/24/2022-Present) 2.)DU EK SAM, INC. - Caticlan (04/04/2019-03/11/2022) 3.) CALVESTON INTERNATIONAL INC. (06/29/2018-10/20/2018)	Career Service Eligibility - Professional	Qualified
12	ADAS3BacanNHS-015-2024	Bachelor of Science in Accountancy	1. SEMI-ANNUAL WORSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR's) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS on October 19-21, 2023, 24 Training Hours; 2. PhilHealth's 1st SEMESTER 2023 PEERS FORUM on June 06, 2023 - 4 hours Training Hours. 3. SEMI-ANNUAL WORSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR's) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS on May 15-17, 2023, 24 Training Hours; 4. SEMI-ANNUAL WORSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR's) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS on November 14-16 2023, 24 Training Hours; 5. Training on Budget Monitoring (BMS), Enhanced Financial Reporting Expenses for Financial Reporting System (eFRS) and Web-Based Monitoring of School Maintenance and Other Operating Expenses for Finance Personnel (Cluster 1-Divisions of Aklan, Antique, Capiz, Passi City and Roxas City) on November 7-9, 2022. -24 Hours Training Hours 6.SEMI-ANNUAL WORSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR's) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS on August 10-12 2022, 24 Training Hours; 7. Seminar-Workshop on the Different Platforms & Online	1. ADMINISTRATIVE ASSISTANT III DEPARTMENT OF EDUCATION REGION VI; DIVISION OF AKLAN August 01, 2019 to Present 2. ADMINISTRATIVE AIDE IV (CLERK II) LOCAL GOVERNMENT OF BANGA May 5, 2015 to June 6, 2018 3.ADMINISTRATIVE AIDE IV (CLERK II)/TOURISM OFFICER DESIGNATE LOCAL GOVERNMENT OF BANGA September 01, 2018-July 31, 2018	Career Service Subprofessional Examination Midwife Licensure Examination	Qualified

13	ADAS3BacanNHS-016-2024	Bachelor of Science in Accountancy	Philippine Taxation, Bookkeeping, and Payroll for Individual and Business (09/30/2023 to 10/01/2023) (10hours) Receiving and Responding to Workplace Communication (10/01/2023 to 10/01/2023) (2hours) Participating in Workplace Communication (09/28/2023 to 09/28/2023) (2hours) How's of Audit: Not the Usual You Know (09/22/2023 to 09/22/2023) (8hours) Bookkeeper Examination (02/26/2022 to 02/26/2022)		Career Service Professional	Qualified
14	ADAS3BacanNHS-017-2024	Bachelor of Science in Accountancy	PHILHEALTH EMPLOYER ENGAGEMENT REPRESENTATIVES (PEERS) FORUM - 5/20/2019 - 8 HRS.; START AND IMPROVE YOUR BUSINESS (TESDA) - 12/1/2022 - 8 HRS.; ORIENTATION AND TRAINING ON COLLECTION POLICIES AND SYSTEMS - 4/8/2023 - 8 HRS.; PERSONS WITH DISABILITY ORIENTATION -9/22/2023 - 8 HRS.; PHIL HEALTH MEMBERS FORUM - 9/8/2023 - 8 HRS.	LGU-KALIBO JOB ORDER - 11/18/2019-6/30/2022 - 2 YRS. & 7 MONTHS; NEXTGEN MOTORS ACCOUNTING ASSISTANT - 12/1/2017-8/31/2019 - 1 YR. & 8 MONTHS: PC CREDIT & COLLECTION SPECIALIST - 1/20/2014-4/16/2016 - 2 YRS. & 3 MONTHS; NXTGEN MOTORS CASHIER/ACCOUNTING STAFF - 2/16/2004-11/2/2012 - 8 YRS. & 9 MONTHS	Career Service Professional	Qualified
15	ADAS3BacanNHS-018-2024	BS IN ACCOUNTANCY	TESDA NCIII IN BOOKKEEPING	SPR BORACAY TRAVEL AND TOURS INC APRIL 17, 2023	Career Service Professional	Qualified
16	ADAS3BacanNHS-019-2024	Bachelor of Science in Accountancy	The Anti Money laundering Act of 2001 and AML Compliance, 6/16/2022-6/16/2022, 8 Performance Management, 4/13/2022-6/16/2022, 8 Bookkeeping and Cash Handling Webinar, 12/13/2022-3/13/2022, 16 Mental Health Awareness Policy & Program Workshop, 6/27-28/2022 & 7/5-6/2022, 32 Data Privacy Awareness & Compliance Basics Webinar, 9/25/2020-9/25/2020, 8 Workers Organization Development Program Training, 10/24/2019-10/25/2019, 16 HR Summit, 8/15/2019-8/16/2019, 16 Customer Service Seminar, 10/8/2019- 10/9/2019, 16 Financial Management Training, 7/6/2019-7/7/2019, 16 Fundamentals of Cooperative Training, 6/29/2019-6/30/2019, 16 Basic Occupational Safety & Health Training, 6/1-	Customer Relations Specialist, Barbaza Multipurpose Cooperative, 9/4/2022-3/16/2023 Recruitment & Training Officer, Barbaza Multipurpose Cooperative, 6/1/2020-9/3/2022 HR Specialist, Barbaza Multipurpose Cooperative, 6/4/2018-5/31/2020 Compliance Officer, Filbake Food Corporation, 9/13/2013-10/7/2017 Administrative Associate, Filbake Food Corporation, 10/7/2012-12/9/2013 Teller, Overseas Money Express Corporation, 4/5/2012-10/5/2012	Career Service Eligibility Professional	Qualified
17	ADAS3BacanNHS-020-2024	BS ACCOUNTANCY	WEBINAR- 10/21/2023-10/21/2023- 1hour 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 FORUM ON THE PCA AND THE PCC FOR BUSINESSES AND OTHER STAKEHOLDERS IN AKLAN 3/17/22-3/17/22 - 2.5hours CHAMPIONING BUSINESS CONTINUITY PLANNING ONLINE COURSE 03/14/2022-03/14/2022 - 8 hours "PUBLIC SERVICE EXCELLENCE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION 3/2/2022-3/2/2022 -	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	Career Service Professional	Qualified

18	ADAS3BacanNHS-021-2024	BACHELOR OF SPECIAL EDUCATION WITH SPECIALIZATION IN TEACHING CHILDREN WITH HEARING IMPAIRMENT	BASIC COMPUTER LITERACY 08/11/2023-08/22/2023 80 HRS PROVINCIAL LEVEL TRAINING FOR PRINTABLE IDENTIFICATION 09/27/2022 - 09/28/2022 16 HRS TRAINING ON PHILSYS STEP 3 REGISTRATION CONCERNS AND QUERIES 07/16/2022 - 07/16/2022 8 HRS 2022 PHILSYS PROVINCIAL LEVEL TRAINING 01/17/2022 - 01/19/2022 24 HRS 3RD LEVEL TRAINING ON STEP 2 REGISTRATION ON PHILSYS 07/19/2021- 07/21/2021 24 HRS 2ND LEVEL TRAINING ON STEP 1 REGISTRATION OF PHILSYS 01/13/2021 - 01/15/2021 24 HRS 2020 CENSUS OF POPULATION AND HOUSING - MANUAL PROCESSING 10/21/2020 - 10/23/2020 24 HRS 2020 CENSUS OF POPULATION AND HOUSING - 4TH LEVEL TRAINING 08/10/2020 - 08/15/2020 48 HRS	04/01/2023 PRESENT PHILSYS - REGISTRATION KIT OPERATOR PHILIPPINE STATISTICS AUTHORITY - AKLAN 07/19/2021 03/31/2023 PHILSYS - REGISTRATION CENTER SUPERVISOR PHILIPPINE STATISTICS AUTHORITY - AKLAN 01/18/2021 04/20/2021 PHILSYS - DATA COLLECTOR PHILIPPINE STATISTICS AUTHORITY - AKLAN 10/26/2020 12/31/2020 CENSUS 2020 - MANUAL PROCESSOR PHILIPPINE STATISTICS AUTHORITY - AKLAN 09/01/2020 09/29/2020 CENSUS 2020 - HEAD QUARTER CLERK PHILIPPINE STATISTICS AUTHORITY - AKLAN 07/23/2018 09/15/2019 TEACHER THERAPIST OGADON, A VERY BRIGHT LIGHT INTERVENTION CENTER - KALIBO 12/18/2017 07/21/2018 CLERK LOCAL GOVERNMENT UNIT OF ALTAVAS 06/21/2017 12/18/2017 DOLE - GOVERNMENT INTERNSHIP PROGRAM LOCAL GOVERNMENT UNIT OF ALTAVAS	RA 1080- PROFESSIONAL TEACHER	Qualified
19	ADAS3BacanNHS-022-2024	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
20	ADAS3BacanNHS-023-2024	Bachelor of Science in Commerce	5 Days Basic Training for Call Center and ESL (English as a Second Language) - October 26, 2022	Cashier at Village Motor Traders/Vision Mount Tabor Finance Corporation - January 2, 2004 to July 25, 2022	Career Service - Professional (Second Level) Eligibility	Qualified

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: April 5-6, 2024