

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper) - Maloco National High School**Salary Grade and Monthly Salary: **SG 9 / Php 21,211**

Qualification Standards:

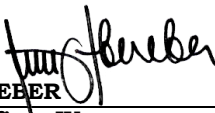
Education: **Completion of two-year studies in college**Training: **Four (4) hours of relevant training**Experience: **one (1) year relevant experience**Eligibility: **Career Service (Sub-Professional); First Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3MalocoNHS-001-2024	Bachelor of Science in Information Technology			Sales and Admin Supervisor/ Kalibo Cable Television Network Inc	7 years & 3 months	Career Service Eligibility - Professional	Qualified
2	ADAS3MalocoNHS-002-2024	Bachelor of Science in Business Administration major in Marketing	RBSoftech System Training June 13-24, 2022 Targeted Financial Sanctions August 10, 2022 Virtual Training on AML/CFT/CPF Law, Rules and Regulations and Risk Assessment System May 20, 2022 Credit Initiation & Loan Packaging May 5-6, 2022 s CFIEP-Consultation/Dialogue with CFIs (Orientation on "Bayanihan to Recover as One Act) October 28, 2020 AML-CFT Regulatory Framework (BSP Cir. 706 as Amended) June 22, 2019 Credit Investigation Seminar June 21, 2019	80 2 8 16 8 8 8	Loan Officer; Loan Bookkeeper Rural Bank of Ibajay, Inc.	7 years & 6 months	Career Service Eligibility - Professional	Qualified
3	ADAS3MalocoNHS-003-2024	Bachelor of Science in Business Administration Major in Financial Management	Tesda National Certificate in Bookkeeping III	292	Administrative Aide IV (DPWH 01/01/2023-12/31/2023)	1 year	Career Service Eligibility - Professional	Qualified

4	ADAS3MalocoNHS-004-2024	Bachelor of Science in Tourism Management	<p>Management of Barangat Funds and Property. August 11-13, 2023</p> <p>Clustered General Membership Assembly June 26-28, 2023</p> <p>Capacity Building on Adolescent Health, Anti- Drug Abuse, ELCAC and KKDAT November 19, 2022</p> <p>2022 National Reading Month and Basa Kasadya Kick-Off Ceremony November 9, 2022</p> <p>15th Visayas Geographical Conference "Fiscal Managament Under New Normal September 28-30, 2022</p> <p>One-Day Orientation Workshop on the Local Youth Development Council June 12, 2022</p> <p>Seminar on Handbook on the Financial Transactions of the Sangguniang Kabataan, Commission on Audit September 19-22, 2022</p> <p>National Barangay Congress of the Ligs ng mga Barangay sa Pilipinas</p>	<p>24</p> <p>30</p> <p>8</p> <p>4</p> <p>24</p> <p>8</p> <p>32</p> <p>24</p> <p>24</p>	Sangguniang Kabataan Chairperson 06/30/2018-11/11/2023	5 years & 4 months	Barangay Eligibility (SK Chairman)	Qualified
5	ADAS3MalocoNHS-005-2024	Bachelor of Elementary Education	<p>Provincial Level Training for the Brgy Profile Questionnaire for CBMS, Septmeber 8-13, 2023</p> <p>Provincial Level Training for the geotagging and Processing of Service Institutions, Infrastructure, and Government Projects, September 11-14, 2023</p> <p>Workshop on Understanding Ibajay's Brand Identity Through Knowledge Management, September 26, 2023</p>	<p>40</p> <p>32</p> <p>8</p>	Mother Teresa Academy, Inc., Grade 5 Adviser LGU Ibajay (MPDC Office), Office Clerk, Novemeber 11, 2021 up to Present	<p>6 months</p> <p>1 year & 2 months</p>	RA 1080 - Professional Teacher	Qualified
6	ADAS3MalocoNHS-006-2024	Bachelor of Science in Industrial Technology major in Fashion and Apparel	Programming (JAVA) NC III (11/10/2023-12/14/2023)	240	Sewer (Abner Carpio Fashion house Kalibo Aklan) (08/15/2022- 06/22/2023)		NONE	Disqualified
7	ADAS3MalocoNHS-007-2024	Bachelor in Elementary Education	<p>INFORMATION AND COOMUNICATION TEACHNOLOGY TRAINING /November 9,10,16,17,23,24, 2019- December 7,8,14,15, 2019</p> <p>VIRTUAL AND SCHOOL BASED INSET FOR TEACHER/December 14-19, 2020</p> <p>SCHOOL BASED INSET/February 15-17, 2021</p> <p>INSET / March 15-19, 2021</p> <p>TEN DAY SKILLS TRAINING WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY FOR TEACHER 1/July 19-23, 25-29, 2022</p> <p>MID-YEAR INSET/February 6-10, 2023</p>	<p>80</p> <p>40</p> <p>24</p> <p>40</p> <p>80</p> <p>40</p>	<p>SUBSTITUTE TEACHER / DEPARTMENT OF EDUCATION (EAHOG ELEMENTARY SCHOOL)/May 16-June 26, 2023</p> <p>VOLUNTEER TEACHER/DEPARTMENT OF EDUCATION (CATMON INTEGRATED SCHOOL)/September 3, 2019-Present</p> <p>FORMER SK CHAIRPERSON/BRGY. COUNCIL OF CATMON (BRGY. CATMON ALTAVAS, AKLAN)/June 30, 2018-November 13, 2023</p>	<p>1 month</p> <p>3 years & 2 months</p> <p>5 years & 4 months</p>	RA 1080 - Professional Teacher	Qualified

8	ADAS3MalocoNHS-008-2024	Bachelor of Science in Accountancy	<p>ADVANCE FINANCIAL ACCOUNTING AND REPORTING WEBINAR- 10/21/2023-10/21/2023 NEGOSYO CENTER CO-DESIGNING SEMINAR-WORKSHOP 7/9/2022-7/9/2022 TRAINING ON PRICING AND COSTING 07/27/2023-0/28/2023 SMALL BUSINESS COUNSELORS COURSE (SBCC) 101: DIAGNOSING ENTERPRISE 04/25/2022 - 05/04/2022 FORUM ON THE PCA AND THE PCC FOR BUSINESSES AND OTHER STAKEHOLDERS IN AKLAN 3/17/22-3/17/22 CHAMPIONING BUSINESS CONTINUITY PLANNING ONLINE COURSE 03/14/2022-03/14/2022 "PUBLIC SERVICE EXCELLENCE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION 3/2/2022-3/2/2022 "GETTING USED TO CHANGE IN THE WORKPLACE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION 2/2/2022-2/2/2022 "CAMARADERIE IN THE WORKPLACE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION 1/31/2022-1/31/2022 AGRI-AQUA TECHNOLOGY BUSINESS INCUBATION (ATBI) : A CELEBRATION OF TECHNOLOGY INNOVATION AND AGRIPRENEURSHIP - 6/24/22-6/24/22 WEBINAR FOR REGION 6 EXPORTERS AND WOULD-BE EXPORTERS 11/6/2021-11/6/2021 ACCOUNTING FOR NON-ACCOUNTANTS BATCH 2 -4/7/2021-5/26/2021</p>	<p>1 8 16 40 2.5 8 4 4 4 4 20</p>	<p>Business Counselor DEPARTMENT OF TRADE AND INDUSTRY AKLAN- 11/3/2020-present</p>	<p>3 years & 2 months</p>	<p>Career Service Eligibility - Professional</p>	<p>Qualified</p>
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Prepared and certified correct by:


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