

**INITIAL EVALUATION RESULT (IER)**

Position: **Administrative Assistant II (Clerk IV)-Senior High School**  
 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	ADAS2-SHS-001-2024	BACHELOR OF SCIENCE IN ACCOUNTANCY	PURCHASING AND ASSET MANAGEMENT OFFICER TRAINING / JANUARY 29-31, 2020 / 3-DAYS MICROSOFT WORD, EXCEL, POWERPOINT TRAINING / OCTOBER 31, 2017 / EIGHT HOURS	80	BUSINESS AND CLIENT RELATIONS ASSOCIATE / CEBUANA LHULLIER - PAWNSAFE SERVICES CORPORATION / JANUARY 11, 2023 TO NOVEMBER 28, 2023 PURCHASING AND ASSET MANAGEMENT OFFICER / STI EDUCATION SERVICES GROUP, INC. / OCTOBER 15, 2013 TO APRIL 30, 2020 BOOKKEEPER / STI EDUCATION SERVICES GROUP, INC. / JULY 08, 2010 TO OCTOBER 14, 2013	10	CAREER SERVICE PROFESSIONAL	Qualified
2	ADAS2-SHS-002-2024	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY MAJOR IN FOOD TECHNOLOGY	TEN-DAY SKILLS TRAINING WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY FOR TEACHER I APPLICANT 07/19/2022 - 07/29/2022 80 HOURS	80	SWEET MARYANA 12/01/2022 TO PRESENT PHILIPPINE STATISTICS AUTHORITY 08/10/2020 - 09/12/2020 OFFICE OF THE SANGGUNIANG PANLALAWIGAN 01/01/2018 - 06/30/2018 OFFICE OF THE SANGGUNIANG BAYAN 02/01/2012 - 06/30/2016	6	RA 1080 - PROFESSIONAL TEACHER	Qualified
3	ADAS2-SHS-003-2024	Bachelor of Science in Accountancy	5S and Solid Waste Management in the Workplace Orientation 8 hrs Kabertek Safety Box Training and Computer Literacy 72 hrs	80	LGU KALIBO July 18, 2022- Present Gen. F. Castillo Memorial School Mar. 15, 2022- July 15, 2022 Village Manifold Trenders May 18, 1999- Nov. 27, 2021	24	Career Service Sub-Professional	Qualified
4	ADAS2-SHS-004-2024	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN COMPUTER MANAGEMENT	PUSO SA PAMUMUNO: HOW TO DESIGN PRODUCTIVE WORKPLACES WITH EMPATHY_02/21/24-02/21/24_2_HRS MAXIMIZING FEEDBACK IN THE WORKPLACE AND ITS IMPACT TO PERFORMANCE_2/14/24-2/14/24_2HRS NAVIGATING LEADERSHIP: A GUIDE TO EFFECTIVE COACHING AND MENTORING_1/31/24-1/31-24_2HRS BUILDING A CULTURE OF BELONGING:LEVERAGING PSYCHOLOGICAL SAFETY IN MODERN WORKPLACES_1/25/24-1/25/24_2HRS BEYOND WORDS:THE IMPACT OF ACTIVE LISTENING ON LEADERSHIP INFLUENCE_1/18/24-1/18/24_2HRS PAGOD KA NA BA?:IDENTIFYING AND MANAGING BURNOUT_12/20/23-12/20/23_2HRS PARENT LEADERS TRAINING CUM TEAM BUILDING OF PANTAWID PAMILYANG PILIPINO PROGRAM_12/18/23-12/19/23_48HRS EMBRACE SUCCESS:UNLEASHING YOUR PERSONAL POWER THROUGH THE EMOTIONAL FREEDOM TECHNIQUE_12/6/23-12/6/23_2HRS FLOWING WITH GRACE:EXPANDING HORIZONS ITH FLOW STATE_11/22/23-11/22/23_2HRS NAVIGATING COMPASSIONATE LAYOFFS:BALANCING EMPATHY AND FAIRNESS_11/15/23-11/15/23_2HRS SKILLS ENHANCEMENT TRAINING ON PANTAWID THRUST AND PRIORITIES FY 2024 CUM PLANNING WORKSHOP FOE PANTAWID MRB's and SDA's_11/13/23-11/14/23_48HRS WELNESS AND THE CULTURE OF CHANGE: A KEY TO A SUCCESSFUL WORKPLACES11/18/23-11/18/23_2HRS SITTING DANGEROUSLY:UNDERSTANDING THE SILENT THREAT TO YOUR HEALTH_10/27/23-10/27/23_3HRS MASTERING OUR ENERGY:MAKING TIME FOR WHATS MEANINGFUL10/25/23-10/25/23_2HRS RAPID CULTURE CHANGE: THE BRUCE LEE WAY WEBINAR_10/9/22-10/9/22_3HRS KABERTEK TRAINING_7/30/23-8/1/23_72HRS	218	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT 10/2/24-2/24/24 LOCAL GOVERNMENT UNIT KALIBO 06/13/2021-06/30/2022 NXT GEN MOTOR TRADERS INC. 04/1/2007-12/31/2020 VILLAGE MOTOR TRADERS INC 05/1/2007-03/30/2009	17	CAREER SERVICE SUB PROFESSIONAL	Qualified

5	<b>ADAS2-SHS-005-2024</b>	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	Career Service Professional Eligibility	Qualified
6	<b>ADAS2-SHS-006-2024</b>	BS INFORMATION TECHNOLOGY	1. IN-SERVICE TRAINING FOR TEACHERS (INSET) SY: 2023 - 2024 (JAN. 24 - 30, 2024)(40 HRS.) 2. CAPACITY BUILDING OF REMEDIAL READING TEACHERS FOR THE IMPLEMENTATION OF PROJECT "REAR" (SEP. 29, 2023) (8 HRS.) 3. MIDYEAR SCHOOL-BASED IN-SERVICE TRAINING (INSET) (FEB. 6-10, 2023) (40 HRS.) 4. DIVISION NATIONAL EMPLOYEES UNION CONGRESS (AKLAN CHAPTER) (NOV. 28, 2022) (8 HRS.) 5. MIDYEAR SCHOOL-BASED IN-SERVICE TRAINING (INSET) (JAN. 31 - FEB. 5, 2022) (48 HRS.) 6. STRENGTHENING THE KNOWLEDGE, SKILLS & ATTITUDE: DIVISION IN-SERVICE TRAINING FOR NON-TEACHING PERSONNEL (OCT. 13, 20, 27, 2021) (24 HRS.)	168	1. ADMINISTRATIVE AIDE IV (DEPED -MALINAO SCHOOL FOR PHIL. CRAFTSMEN) JAN. 29, 2021 - PRESENT 2. ADMINISTRATIVE AIDE III (DEPED -MALINAO SCHOOL FOR PHIL. CRAFTSMEN) AUG. 11, 2017 - JAN. 28, 2021 3. COMPUTER TEACHER (WADEFORD SCHOOL) MAY 19, 2014 - AUG. 10, 2017 4. DATA ENCODER (ROYAL SPRING CORP.) MAY 1, 2013 - MAY 15, 2014 5. GRAPHIC DESIGNER (CHICORY INTERACTIVE ADVERTISING) OCT. 1, 2012 - APR. 30, 2013 6. COMPUTER TECHNICIAN (CROWNTECH COMPUTERS) APR. 1, 2012 - SEPT. 15, 2012	11	Presidential Decree No. 907 - HONOR GRADUATE ELIGIBILITY	Qualified
7	<b>ADAS2-SHS-007-2024</b>	BACHELOR OF SCIENCE IN COMPUTE SCIENCE	Research and Innovation Colloquium and Training Workshop:10/20/2023-10/20/20238 Hrs Mid-Year School-Based In-Service Training02/06/2023-02/10/202340 Hrs Mid-Year In-Service Training01/31/2022-02/05/202240 Hrs Division In-Service Training for Non-Teaching Personnel10/13/2021-10/27/202124 Hrs	112	02/11/2013-04/30/2017 ALG JEWELRY & PAWNSHOP 08/01/2018-07/15/2019 CITI HARDWARE 08/07/2019-PRESENT DepEd - Malinao School for Philippine Craftsmen	9	Career Service Professional Examination	Qualified
8	<b>ADAS2-SHS-008-2024</b>	BACHELOR IN ELEMENTARY EDUCATION	GENDER SENSITIVITY TRAINING & MENTAL AWARENESS PROGRAM FROM 10/21/2022/ TO 10/22/2022	24	LGU-NUMANCIA AKLAN, OFFICE OF THE MAYOR FROM 04/17/2018 UP TO PRESENT	5	LICENSED PROFESSIONAL TEACHER	Qualified
9	<b>ADAS2-SHS-009-2024</b>	Bs in Accountancy	Tesda NCIII	200	SPR Boracay Travel and tours inc	8	Career Service Examination (Professional)	Qualified
10	<b>ADAS2-SHS-010-2024</b>	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	HIV CARE AND TREATMENT TRAINING07/18/2023 - 07/20/202324.0 HRS SEMINAR WORKSHOP ON THE MANAGEMENT OF BARANGAYS FUNDS AND PROPERTY08/11/2023 - 08/13/202324.0 HRS CLIENT CENTERED CASE MANAGMEENT TRAINING05/22/2023 - 05/26/202348.0 HRS FISCAL MANAGEMENT UNDER NEW NORMAL09/28/2022 æ* 09/30/202224.0 HRS 2022 NATIONAL BARANGAY CONGRESS ON THE LIGA NG MGA BARANGAY SA PILIPINAS 08/23/2022 æ* 08/25/202224.0HRS  HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SANGGUNIANG KABATAAN 08/15/2022 æ* 08/18/202232.0 HRS  ENCHANCING THE ABILITIES AND CAPABILITIES OF OUR BARANGAY LEADERS FOR EFFICIENT AND EFFECTIVE PUBLIC SERVICE TO OUR COUNTRY08/11/2022 æ* 08/13/202224.0 HRS  LOCAL YOUTH DEVELOPMENT COUNCIL06/12/2022 æ* 06/12/202228.0 HRS	360	CASE MANAGERSUSTAINED HEALTH INCENTIVES OF THE PHILIPPINES 01/02/2024 æ* PRESENT CASE MANAGERLOVE YOURSELF INC01/01/2023 æ* 12/31/2023 PEER NAVIGATORLOVE YOURSELF INCO1/01/2021 æ* 03/31/2023 SK CHAIRPERSONBUDIOT BARANGAY COUNCIL06/30/2018 æ* 11/08/2023 MARKETING PROFESSIONALTOYOTA AKLAN INC.05/15/2018 æ* 08/30/2018 FACULTY EVALUATORTECHNOLOGICAL INSTITUTE OF THE PHILIPPINES01/19/2016 æ* 05/10/2016 SALES REPRESENTATIVETITAN BARONG TRINOMA08/28/2015-10/28/2015	9	BARANGAY OFFICIAL ELIGIBILITY (SUB PROF)	Qualified
11	<b>ADAS2-SHS-011-2024</b>	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. June 18, 2018	4	Career Service Examination (Subprofessional) Career Service Examination (Professional)	Qualified
12	<b>ADAS2-SHS-012-2024</b>	Bachelor of Science in Business Administration Major in Operations Management	BOOKKEEPING/07-08-2020/8hrs APPRENTICE POD TRAINING FOR DISH NETWORK/04-08-2019 to 05-08-2019/176hrs TECH SUPPORT TRAINING/05-09-2019 to 06-09-2019/176hrs	360	Job Controller /Toyota Aklan Inc./05-23-2022 to Present Technical Support/Concentrix/04-08-2019 to 01-29-2020 Customer Representative II/12-11-2017 to 04-08-2018 Finance & Purchasing Officer/06-16-2016 to 09-30-2017	4	CAREER SERVICE - PROFESSIONAL LEVEL	Qualified

13	<b>ADAS2-SHS-013-2024</b>	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	Enhancing Administrative Skills : A Comprehensive Training Program for Administrative Assistants in the Philippines - 02/22/2024 - 02/26/2024 - 80 hrs. In - Service Training for Teachers 2024 - 01/24/2024 - 01/30/2024 - 40 hrs. BASIC COMPUTER SKILLS TRAINING - 04/05/2023 - 04/19/2023 - 120 hrs. Mid-Year In-Service Training for Teachers 02/06/2023 - 02/10/2023 - 40 hrs. STEM Education Master Course for Teachers - 12/27/2022 - 01/31/2023 - 20 hrs Ethnomathematics and Culturally Relevant Mathematics Education in the Philippines - 10/28/2022 - 10/28/2022 - 3 hrs 2021 In-Service Training (INSET) for Junior High School Teachers - 03/14/2022 - 03/16/2022 - 24 hrs. A Practical Guide on using ICT in Research for Teachers - 05/20/2020 - 05/20/2022 - 3hrs Comprehensive Guide in Photoshop Basic for Teachers - 05/23/2020 - 05/23/2020 - 3 hrs Practical Approaches in Delivering Math Lessons in Online Learning Environment - 05/22/2020 - 05/22/2020 - 3hrs Intermediate Microsoft Excel for Teachers - 05/11/2020 - 05/11/2020 - 3hrs Math as a Tool in Problem Solving - 04/14/2020 - 01/14/2020 - 3hrs	342	Municipal School Board Teacher - Tamalagon Integrated School (03/24/2022 - 06/30/2022, 08/01/2022 - 12/31/2022, 01/03/2023 - 02/19/2023, 05/18/2023 - 06/30/2023, 11/03/2023 - 12/31/2023, 01/03/2024 - Present) Teacher I (Substitute) - Tamalagon Integrated School (02/20/2023 - 05/17/2023) Private School Teacher - Irao Technical College ( 06/03/2019 - 04/01/2021) Private Tutor - Memoraise Arts and Workshop Center (10/25/2017 - 01/06/2018) Warehouse Support Staff (Inbound and Outbound Clerk) - First Pioneer Distribution Inc, Reverse Logistic Group Warehouse - (08/12/2016 - 07/31/2017) Private School Teacher -Maranatha Christian Academy ( 06/03/2019 - 04/01/2021) Assistant Instructor - Northwestern Visayan Colleges TESDA Center (10/01/2015 - 12/22/2016)	6	RA 1080 - PROFESSIONAL TEACHER CAREER SERVICE ELIGIBILITY - SUB PROFESSIONAL	Qualified
14	<b>ADAS2-SHS-014-2024</b>	Bachelor of Science in Elementary Education	Virtual-In-Service Training for Teachers (5 days) ICT Literacy Training for Teachers (10 days)	120	Child Development Worker	2	RA 1080 - PROFESSIONAL TEACHER CAREER SERVICE ELIGIBILITY - SUB PROFESSIONAL	Qualified
15	<b>ADAS2-SHS-015-2024</b>	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 Seminar on Handbook on the Financial Transactions of the Sangguniang Kabataan, Commission on Audit - Aklan Training Center, Old Buswang, Kalibo, Aklan (Sept 19-22, 2022) 32 Hours Social and Peace Awareness Campaign, by the Aklan Provincial Advisory Group for Police Transformation and Development (PAG PTD) (May 26, 2022) 16 Hours One-Day Orientation Workshop on the Local Youth Development Council (June 12, 2022) 8 Hours National Barangay Congress of the Liga ng mga Barangay sa Pilipinas - SMX Convention Center, Mall of Asia, Pasay City (Aug.23-25, 2022) 24 Hours Lnb Aklan Chapter Provincial Regional Congress "Enhancing the Abilities of or Barangay Leadership for Efficient and Effective Public Service to our Community - Acacia Convention Hall, Bacolod City (Aug.11-13, 2022) 24 Hours	242	Secretary of the Sangguniang Bayan Member Hon. Chelsea Makeen C. Fernandez	5	CAREER SERVICE ELIGIBILITY - SUB PROFESSIONAL	Qualified
16	<b>ADAS2-SHS-016-2024</b>	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 Buswang, Kalibo, Aklan (Sept 19-22, 2022) 32 Hours Social and Peace Awareness Campaign, by the Aklan Provincial Advisory Group for Police Transformation and Development (PAG PTD) - DLRC Ibhajay Central Elementary School, Ibhajay, Aklan (May 26, 2022) 8 Hours One-Day Orientation Workshop on the Local Youth Development Council Poblacion, Tangalan, Aklan (June 12, 2022) 8 Hours Lnb Aklan Chapter Provincial Regional Congress "Enhancing the Abilities of or Barangay Leadership for Efficient and Effective Public Service to our Community - Acacia Convention Hall, Bacolod City (Aug 11-13, 2022) 24 Hours Anti - Drug Advocacy Symposium for Sustainability of Drug - Cleared Barangay Status - Tangalan Sports and Cultural Center, Poblacion, Tangalan, Aklan (Oct 17, 2022) 8 Hours Liga ng mga Barangay - Aklan Chapter Provincial Congress 2021 "Knowledgeable and Equipped Barangays - Gateway to Efficient and Productive Local Government - La Carmela de Boracay, Malay, Aklan (Dec 13-15, 2021) 24 Hours	222	Sangguniang Kabataan (May 18, 2018 - November 11, 2023)	5	CAREER SERVICE ELIGIBILITY - SUB PROFESSIONAL	Qualified
17	<b>ADAS2-SHS-017-2024</b>	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	Career Service Professional Passer - 8/7/2022 Career Service Sub-Professional	Disqualified

18	ADAS2-SHS-018-2024	Bachelor of Science in Computer Science	TRAINING ON CBMS module in A. thematic mapping using CBMS DATA 11/15/2023-11/17/2023 24 HOURS 2022 COMMUNITY-BASED MONITORING SYSTEM TRAINING MODULE II-B- Data Processing: Data Tabulation and Analysis Using Descriptive Statistics 07/12/2023-07/14/2023 24 HOURS 2022 CBMS GEOTAGGING USING CBMS FORM 5 (SERVICE INSTITUTIONS AND INFRASTRUCTURE, GOVERNMENT PROJECTS, AND NATURAL RESOURCES 09/11/2023-09/14/2023 24 HOURS 10-day Training/Workshop on ICT Skills for Teacher I Applicant 07/19/2022-07/29/2022 80 HOURS COMPUTER SYSTEM SERVICING NC I 07/25/2022-12/09/2022 280 HOURS PHILIPPINE IDENTIFICATION SYSTEM (PHILSYS) INFORMATION AND EDUCATION CAMPAIGN (IEC) 11/11/2022-11/11/2022 24 HOURS FIVE-DAY TRAINING LIVE-OUT OF CBMS DATA AND MAP PROCESSING 10/17/2022-10/21/2022 5 DAYS 3rd LEVEL TRAINING ON JANUARY 2022 LABOR FORCE SURVEY (LFS) AND 2021 FAMILY INCOME AND EXPENDITURE SURVEY (FIES) VISIT 2 01/04/2022-01/04/2022 256 HOURS INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) LITERACY TRAINING 01/04/2020-02/09/2020 10 DAYS	872	OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR1/02/2024-Present OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR7/03/2023-12/29/2023 OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR1/03/2023-06/30/2023 OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR8/01/2022-12/31/2022 PHILIPPINES STATISTICS AUTHORITY01/10/2022-01/23/2022 PHILIPPINES STATISTICS AUTHORITY09/01/2020-09/15/2020 VERDE GRANDE COLLEGE INC.06/16/2017-02/28/2019 A.L.G JEWELRY AND PAWNSHOP-ALTAVAS 06/09/2015-06/15/2017 CROWNTech COMPUTER CENTER-03/18/2013-06/15/2013 INK FLOW AND PRINT SHOP06/04/2012-10/31/2012	5.5	LET(LICENSURE EXAMINATION FOR TEACHER)	Qualified
19	ADAS2-SHS-019-2024	Bachelor of Science in Business Administration Major in Marketing Management	MDRDM PLANNING WORKSHOP -08/19/2023-08/19/2023- 24 hours SMALL BUSINESS COUNSELORS COURSE (SBCC) 101: DIAGNOSING ENTERPRISE-06/05/2023-06/15/2023-8 hours FOSTERING COMPETITION FOR REGIONAL DEVELOPMENT: ONLINE REGIONAL ROADSHOW ON COMPETITION LAW AND POLICY FOR WESTERN VISAYAS-06/20/2023-06/20/2023-4 hours TRAINING ON VISUAL MERCHANDISING CUM HOW TO NEGOTIATE WITH BUYERS -10/27/2022-10/28/2022-16 hours NEGOSYO CENTER CO-DESIGNING SEMINAR-WORKSHOP- 09/07/2022-09/07/2022-8 hours TRAINING ON POTTERY ARTS DESIGNING TECHNIQUES - 09/05/2022-09/06/2022-16 hours TRAINING ON PRICING AND COSTING -07/27/2022-07/28/2022- 16 hours FORUM ON THE PCA AND THE PCC FOR BUSINESSES AND OTHER STAKEHOLDERS IN AKLAN-03/17/2022-03/17/2022-2.5 hours CHAMPIONING BUSINESS CONTINUITY PLANNING ONLINE COURSE 02/14/2023-02/14/2023-2.5 hours	150.5	OCTOBER 1,2020-PRESENT -JUNIOR BUSINESS COUNSELOR- DEPARTMENT OF TRADE AND INDUSTRY-NEGOSYO CENTER LEZO □ December 15,2019-April 15,2020-MARKETING OFFICER -MMG-AKLAN SPECIALTY CLINICS □ July 03,2018-September 25,2018-ON-THE-JOB-TRAINEE -SUZUKI AUTO ILOILO	3	CSC-Subprofessional Examination CSC-Professional Examination	Qualified
20	ADAS2-SHS-020-2024	BACHELOR OF SCIENCE IN ACCOUNTANCY	YEAR END TAX AND TAX UPDATE/ 4HRS	4	ROYAL SPRING CORPORATION/ APRIL 2013-PRESENT, AC DISTRIBUTORS INC./ 3/13/2012-10/10/2012, F&E GROUP OF COMPANIES/8/15/2011-3/10/2012	1	CERTIFIED PUBLIC ACCOUNTANT	Qualified
21	ADAS2-SHS-021-2024	BS ACCOUNTANCY ;MASTERS IN BUSINESS ADMINISTRATION (9 UNITS)	NAVIGATING COMPASSIONATE LAYOFFS: BALANCING EMPATHY AND FAIRNESS1/15/2023 -11/15/2023 1.5hrs SKILLS ENHANCEMENT TRAINING ON PANTAWID THRUST AND PRIORITIES FOR FY 2024 CUM PLANNING WORKSHOP FOR PANTAWID MRB'S AND SDA'S1/13/2023 - 11/14/202312hrs WELLNESS AND THE CULTURE OF CHANGE: A KEY TO SUCCESSFUL WORKPLACES1/08/2023-11/08/20231.5 hrs BUILDING OUR PERSONAL BRAND: UNLOCKING OUR POTENTIAL10/18/2023-10/18/20231.5hrs MOVE, BREATHE, THRIVE: THE POWER OF PHYSICAL ACTIVITY AND MINDFULNESS09/27/2023-09/27/20231.5hrs ROBERT'S RULE OF ORDER A GUIDE TO RUNNING AN EFFECTIVE MEETING08/17/2023-08/17/20233.5hrs STRENGTHS-BASED TEAMWORK: HOW TO MAXIMIZE INDIVIDUAL DIFFERENCES FOR COLLECTIVE SUCCESS08/16/2023: 08/16/20231.5 hrs COPING WITH BURNOUT: PROVEN STRATEGIES FOR AVOIDING AND	154.5	ACCOUNTING STAFF - ACCOUNTS PAYABLE CLASSIC CHARACTERS INCORPORATED 02/04/2014 - 08/05/2014 ACCOUNTING STAFF - VARIANCE ANALYST CLASSIC CHARACTERS INCORPORATED 08/05/2014 - 12/30/2016 TECHNICAL ASSISTANT DEPARTMENT OF TRADE AND INDUSTRY 04/03/2017 - 12/30/2017 BUSINESS COUNSELOR DEPARTMENT OF TRADE AND INDUSTRY 01/03/2018 - 12/30/2018 SENIOR BUSINESS COUNSELOR I DEPARTMENT OF TRADE AND INDUSTRY 01/02/2019 - 12/30/2022 SENIOR BUSINESS COUNSELOR I / DISTRICT LEADER DEPARTMENT OF TRADE AND INDUSTRY 12/30/2022 - 04/30/2023 MUNICIPAL ROVING BOOKKEEPER (AA III) DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT 05/22/2023 - 02/01/2024	9	CIVIL SERVICE ELIGIBILITY - CAREER SERVICE PROFESSIONAL	Qualified
22	ADAS2-SHS-022-2024	BS Psychology ;MS Guidance and Counseling - CAR	INSET 2021 - March 15-19, 2021 / 40hrs INSET 2022 - January 31 & February 2-5, 2022 / 40hrs Updates on Psychometrician's Career Path - Aug 12, 2023 - 4 hrs Reimagining Psychological Assessment Philippine Style - Aug 12, 2023 - 4 hrs	88	Department of Education - Malinao School for Philippine Craftsmen / April 15, 2021 - Present	2	Registered Psychometrician	Qualified
23	ADAS2-SHS-023-2024	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; SS and Solid Waste Management in the Workplace Orientation; Training-Seminar on Payroll Preparation	8	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

24	<b>ADAS2-SHS-024-2024</b>	Computer Based Accountancy	Year end performance assessment and capability enhancement seminar 5hrs.	5	Aklan Provincial Government Provincial Treasures Office from July 1 2022 up to present	1	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	Qualified
25	<b>ADAS2-SHS-025-2024</b>	Bachelor of Science in Business Administration	Year-End Performance Assessment and Capability Enhancement Training	8	Provincial Government of Aklan-Provincial Treasurer's Office	4	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	Qualified
26	<b>ADAS2-SHS-026-2024</b>	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT ;MASTER OF ARTS IN EDUCATION- MAJOR IN 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 Building Capabilities Through Professional Standards and Development for LCST Teacher/09/06/2022 to 09/06/2022/ 8 Hours	168	01/01/2023 to 12/31/2023 - College Instructor - Libacoo College of Science and Technology 01/01/2022 to 12/31/2022 - College Instructor - Libacoo College of Science and Technology 01/01/2021 to 12/31/2021 - College Instructor/BSHM In-Charge - Libacoo College of Science and Technology 01/01/2020 to 12/31/2020 - College Instructor/BSHM In-Charge - Libacoo College of Science and Technology 01/01/2019 to 12/31/2019 - College Instructor/BSHM In-Charge - Libacoo College of Science and Technology	4	LICENSED PROFESSIONAL TEACHER	Qualified
27	<b>ADAS2-SHS-027-2024</b>	Bachelor of Secondary Education major in English ;Master of Arts in Education major in English	Massive Open Online Courses English for Journalism/ 128 hours Certificate of Training 4th Level Training on 2020 Census of Population and Housing (CPH)/32 hours	160	Libacoo College of Science and Technology/LGU Libacoo September 1, 2022- December 31, 2023	1	Licensed Professional Teacher	Qualified
28	<b>ADAS2-SHS-028-2024</b>	Bachelor in Secondary Education Major in Social Studies ;9 units	Enhancing Faculty Capability Using the Latest Trends in Information Technology /06/28/2023 to 06/30/2023/ 24 Hours Faculty Development Training/Workshop on Effective Classroom Management-Developing College Culture, Pronunciation & Conversation-Teachers Performance, Research Proposal writing & Methodology, Module/Syllabus Writing 8/24/2022 to 8/26/2022/ 24 hours Orientation on the submission of Enrolment List & List of Graduates to tha issuance of Special Order (SO), Certification, Authentication & Verification (CAV) 10/26/2018 to 10/26/2018/ 8 hours K to 12 Updates & Tertiary Education Subsidy (TES) Portal's on Boarding 10/04/2018 to 10/04/2018/ 8 hours Orientation -Workshop with School Registrars & Hemis Coordinators 9/17/2018 to 9/18/2018/ 16 hours Coordinative & Consultative Conference among Local Colleges Administrators in Western Visayas 04/06/2018 to 04/06/2018/ 8 hours	88	01/01/2023 to 12/31/2023 - College Registrar/ College Instructor - Libacoo College of Science and Technology 01/01/2022 to 12/31/2022 - College Registrar/ College Instructor - Libacoo College of Science and Technology 01/01/2021 to 12/31/2021 - College Registrar- Libacoo College of Science and Technology 01/02/2020 to 12/31/2020 - College Registrar - Libacoo College of Science and Technology 01/01/2019 to 12/31/2019 - College Registrar - Libacoo College of Science and Technology 01/01/2018 to 12/31/2018 - College Registrar - Libacoo College of Science and Technology 01/01/2017 to 12/31/2017 - College Registrar - Libacoo College of Science and Technology 01/01/2016 to 12/31/2016 - College Registrar - Libacoo College of Science and Technology	7	License Professional Teacher	Qualified
29	<b>ADAS2-SHS-029-2024</b>	Bachelor of Science in Business Administration (Major in Financial Management)	1.Capability-Building on Intensifying Team Work in the Organization/09/23-25/22/24 hrs. 2.Division National Employees Union Congress (Aklan Chapter)/11/28/22/8 hrs. 3.Cybersecurity Awareness and Philippine National Public Key Infrastructure (PNPKI) Orientation/11/30/23/4hrs	36	DepEd-Division of Aklan/Administrative Aide I/May 31, 2022 a€ Present DepEd-Division of Aklan/Administrative Services Aide (Job Order)/July 12, 2012 a€ May 30, 2022	11	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	Qualified
30	<b>ADAS2-SHS-030-2024</b>	Bachelor of Science in Accountancy	Midyear In-Service Training for Public School Teachers01/24/2024-01/30/202440hrs Midyear In-Service Training for Public School Teachers02/06/2023-02/10/202340hrs Summer Apostolate through Teaching Catechesis" 5/31/2003-5/31/20034hrs Seminar on "International Accounting Standards in Philippine Settings"10/22/2002-10/22/20028 hrs Seminar on "Ethics in CPA Profession"10/22/2002-10/22/20028 hrs Seminar on Entrepreneurship10/05/2002-10/05/20028hrs Seminar Workshop on Project Feasibility Study9/28/2002-9/28/20028 hrs Mid Year Convention of National Federation of Junior Philippine Institute of Accountants 9/28/2001-9/30/200124 hrs Seminar on "International Accounting Standards"7/22/2000-7/22/20008hrs	148	ADMIN CLERK AIDE (Job Order)10/14/2022=present HEAD CASHIER03/03/2009=02/09/2013	12	CAREER SERVICE PROFESSIONAL	Qualified
31	<b>ADAS2-SHS-031-2024</b>	Bachelor of Science in Accountancy	Briefing on Tax Reform for Acceleration and Inclusion (TRAIN)	4	Rural Bank of Milagros (Masbate), Inc. / September 1, 1997 to May 31, 2002	4	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	Qualified
32	<b>ADAS2-SHS-032-2024</b>	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/GFPSJ 04/01/2018 - 12/31/2021 LGU BATAN-MGSO/ GENDER AND DEVELOPMENT FOCAL POINT SYSTEM / 01/01/2022 - PRESENT	6	CAREER SERVICE EXAM - SUBPROFESSIONAL	Qualified

33	<b>ADAS2-SHS-033-2024</b>	College Graduate	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)/November 14, 2020/4hrs	28	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, 209	18	Career Service Subprofessional Eligibility	Qualified
34	<b>ADAS2-SHS-034-2024</b>	Bachelor of Science in Management	FMIS NOT THE KEY CONSUMER TIPS FOR ONLINE SHOPPING AND FTEB'S MONITORING AND ENFORCEMENT ACTIVITIES, 11/10/2022-11/10/2022, 2 HOURS BUSINESS AND WORK ETHICS (MODULE 2), 10/3/2022-10/3/2022, 8 HOURS TRAINING ON PRICING AND COSTING, 7/27/2022-7/28/2022, 16 HOURS FOREIGN INVESTMENT ACT AND ITS AMENDMENT, 6/7/2022-6/7/2022, 4 HOURS SMALL BUSINESS COUNSELLORS COURSE (SBCC 101) a€ DIAGNOSING AN ENTERPRISE, 4/25/2022-5/4/2022, 40 HOURS ACCOUNTING FOR NON-ACCOUNTANTS, 4/5/2022-5/24/2022, 40 HOURS FORUM ON THE PCA AND THE PCC FOR BUSINESS AND OTHER STAKEHOLDERS IN AKLAN, 02/03/2022-02/03/2022, 2.5 HOURS PUBLIC SERVICE EXCELLENCE, 02/03/2022-02/03/2022, 8 HOURS GETTING USED TO CHANGE IN WORKPLACE, 02/02/2022-02/02/2022, 8 HOURS CALABARZENS IN THE WORKING LIFE 01/02/2022-01/02/2022	196	01/02/2024- PRESENT, JUNIOR BUSINESS COUNSELOR, DEPARTMENT OF TRADE AND INDUSTRY-AKLAN 10/16/2022- 12/31/2023, COCONUT FARMERS AND INDUSTRY DEVELOPMENT PLAN SUPPORT STAFF, DEPARTMENT OF TRADE AND INDUSTRY-AKLAN 01/04/2021-10/15/2022, SENIOR BUSINESS COUNSELOR I, DEPARTMENT OF TRADE AND INDUSTRY-AKLAN 01/23/2018-12/31/2020, JUNIOR BUSINESS COUNSELOR, DEPARTMENT OF TRADE AND INDUSTRY-AKLAN 08/16/2015-01/02/2018, BUDGET AND MANAGEMENT SPECIALIST I, BMB -B/ DEPARTMENT OF BUDGET AND MANAGEMENT 12/23/2014-08/15/2015, BUDGET AND MANAGEMENT SPECIALIST I, BMB -B/ DEPARTMENT OF BUDGET AND MANAGEMENT 11/09/2011-12/22/2014, BUDGET AND MANAGEMENT ANALYST, BMB -G/ DEPARTMENT OF BUDGET AND MANAGEMENT 03/16/2011-10/31/2011, ROAD TRANSPORT/CCU ASSISTANT, TOTAL PHILIPPINES CORPORATION - HEAD OFFICE 12/13/2010-03/13/2011, HSES ASSISTANT, TOTAL PHILIPPINES CORPORATION - HEAD OFFICE 08/17/2009-08/20/2010, JOB-ORDER (CLERICAL SERVICES), DEPARTMENT OF TRADE AND INDUSTRY-AKLAN PROVINCIAL OFFICE	14	Career Service Professional	Qualified
35	<b>ADAS2-SHS-035-2024</b>	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	CONSUMER CARE WEBINAR SESSION: "Sustainable Consumption 101: Your Ultimate Guide to Sustainable Living" 00/05/202330/05/20232 hrs TECHNICAL CONSUMER PROTECTION GROUP DEPARTMENT OF TRADE AND INDUSTRY SMALL BUSINESS COUNSELORS' COURSE (SBCC 102)- Business Environment 00/28/201910/30/201924 hrs TECHNICAL DEPARTMENT OF TRADE AND INDUSTRY REGIONAL OFFICE 6 SMALL BUSINESS COUNSELORS' COURSE (SBCC 101)- Diagnosing an Enterprise 04/01/201904/05/201940 hrs TECHNICAL DEPARTMENT OF TRADE AND INDUSTRY REGIONAL OFFICE 6	66	01/02/2018 PRESENT NEGOSYO CENTER BUSINESS COUNSELOR/TECHNICAL SUPPORT STAFF DEPARTMENT OF TRADE AND INDUSTRY AKLAN PROVINCIAL OFFICE 15,909.00 N/A JOB ORDER/CONTRACT OF SERVICE 01/04/201612/27/2017 NERBAC (NATIONAL ECONOMIC RESEARCH AND BUSINESS ASSISTANCE CENTER) STAFF DEPARTMENT OF TRADE AND INDUSTRY AKLAN PROVINCIAL OFFICE 1,110.00 N/A JOB ORDER 02/03/201412/29/2015 EXPANDED GOVERNMENT INTERNSHIP PROGRAM STAFF (PRICE MONITOR) DEPARTMENT OF TRADE AND INDUSTRY AKLAN PROVINCIAL OFFICE 6,314.00 N/A JOB ORDER	9	CIVIL SERVICE SUBPROFESSIONAL	Qualified
36	<b>ADAS2-SHS-036-2024</b>	Business Administration Major in Human Resource Development Management	PHILIPPINE PAYROLL AND OTHER GOVERNMENT COMPLIANCES, October 23-27, 2023, 15 Hours Training PAYROLL TAXATION, May 19, 2023, 2 Hours PAYROLL COMPUTATIONS, May 18, 2023, 2 Hours HOW TO CORRECT WAGE DISTORTION, July 19, 2023, 3 Hours LABOR LAW 2023 UPDATES AND COMPLIANCE, January 26, 2023, 8 Hours HUMAN RESOURCE MANAGEMENT, June 6, 2022, 2 Hours ORGANIZATIONAL EXCELLENCE THROUGH EMPLOYEE ENGAGEMENT, April 20, 2022, 4 Hours	36	ASIA PACIFIC MEDICAL CENTER-AKLAN, INC. March 7, 2023 - Present MMG AKLAN SPECIALTY CLINICS, May 2, 2019 - March 6, 2023 SOBELER CORPORATION, January 2018 - January 2019	5	CAREER SERVICE PROFESSIONAL	Qualified
37	<b>ADAS2-SHS-037-2024</b>	Bachelor of Science in Accountancy	LEARNING EVENT ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) MONITORING AND TECHNICAL GUIDANCE NOVEMBER 7, 2023 8 HOURS LEARNING EVENT ON THE LATEST PUBLIC FINANCIAL MANAGEMENT REFORMS AND CONCERNS AUGUST 23-26, 2022 32 HOURS LEARNING EVENT ON THE IMPLEMENTATION OF THE REVISED DENR ADMINISTRATIVE ORDER NO. 2022-09 (THE MANUAL OF AUTHORITIES ON HUMAN RESOURCE MATTERS) AND THE REVISED ADMINISTRATIVE ORDER NO. 2022-14 (THE MANUAL OF AUTHORITIES ON FINANCIAL MATTERS) OCTOBER 17-18, 2022 16 HOURS ONLINE LEARNING EVENT ON "FROM BROKE TO FINANCIAL CONFIDENCE: A MILLENNIAL APPROACH" NOVEMBER 9, 2021 8 HOURS WORKSHOP ON WITHHOLDING TAX SALENT PROVISION OF LAWS, MSD SECSIME, HRM SUMMIT RE-ECHO, BUDGET CYCLE AND TEAM BUILDING DECEMBER 9-10, 2019 16 HOURS	80	ADMINISTRATIVE AIDE VI under Budget Unit of DENR-PENRO Aklan since AUGUST 10, 2015 to PRESENT.	8	CAREER SERVICE SUB-PROFESSIONAL	Qualified

