

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II (Disbursing Officer II)-Office of the Schools Division Superintendent

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-OSDS-043-2024	Bachelors of Science in Information Technology	Office Management and Effective Administration Skills	8	Branch Manager at Trikee Solutions and Teller at Banco De Oro Unibank	3 yrs and 3 months	Career Service Professional	QUALIFIED
2	ADAS2-OSDS-044-2024	Bachelor of Science in Commerce Major in Computer Management	* PARTICIPATION DURING THE IN-SERVICE TRAINING (INSET) JAN. 24-26,2024 - JAN. 29-30, 2024 - 40 HOURS * PARTICIPATION DURING THE MID - YEAR BREAK IN - SERVICE TRAINING FEB. 6, 2023 - FEB. 10, 2023 - 40 HOURS	40 HRS 40 HRS	Administrative Aide III	2 years	Career Service Sub-Professional	QUALIFIED
3	ADAS2-OSDS-047-2024	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	KNOW YOUR MONEY LEARNING SESSION-06/25/2023-4 HOURS, TARGETED FINANCIAL SANCTIONS (TFS) COURSE-01/25/2024-2 HOURS, AMLC REGISTRATION AND REPORTING GUIDELINES (ARRG) COURSE-01/17/2024-3 HOURS, ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING(AML-CTF) FUNDAMENTALS COURSE-4 HOURS	4hours 2hours 3hours 4hours	TELLER/NEW ACCOUNTS CLERK/CUSTOMER SERVICE ASSOCIATE-PRODUCERS SAVINGS BANK CORPORATION-12/3/2018-PRESENT	6yrs. & 1mos.	CAREER SERVICE EXAMINATION (PROFESSIONAL)	QUALIFIED
4	ADAS2-OSDS-049-2024	BS Management	1. Cashiers Refresher Course/October 11, 2023/5 hours 2. Targeted Financial Sanctions (TFS) Course/August 31, 2023/2 hours 3. Anti-Money Laundering and Counter-Terrorism Financing Fundamentals Course/August 8, 2023/3 hours 4. Counterfeit Detection, New Generation Currency (NGC), eNGC Banknotes Relevant Laws and Policies, and 1000-Polymer Banknote/June 25, 2023/4 hours	5hours 2hours 3hours 4hours	1. Cashier/Producers Savings Bank Corporation/May 16, 2022-Present 2. Teller/Producers Savings Bank Corporation/March 6, 2017-May 15,2022	7 yrs. & 1 mos.	Career Service Professional	QUALIFIED

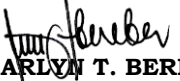
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	ADAS2-OSDS-050-2024	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	SEMINAR WORKSHOP ON THE MANAGEMENT OF BARANGAYS FUNDS AND PROPERTY- 08/11/2023 - 08/13/2023 24.0 HRS CLIENT CENTERED CASE MANAGMEENT TRAINING-05/22/2023 - 05/26/2023-48.0 HRS FISCAL MANAGEMENT UNDER NEW NORMAL-09/28/2022 â€” 09/30/2022-24.0 HRS 2022 NATIONAL BARANGAY CONGRESS ON THE LIGA NG MGA BARANGAY SA PILIPINAS 08/23/2022 â€” 08/25/2022-24.0HRS HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SANGGUNIANG KABATAAN - 08/15/2022 â€” 08/18/2022-32.0 HRS	24 48 24 24 32	CASE MANAGER SUSTAINED HEALTH INCENTIVES OF THE PHILIPPINES 03/01/2024 â€” PRESENT CASE MANAGER MOVE YOURSELF IN 03/01/2021 â€” 03/31/2023 SK CHAIRPERSON BUDIOT BARANGAY COUNCIL 06/30/2018 â€” 11/08/2023 MARKETING PROFESSIONAL TOYOTA AKLAN INC. 08/15/2017â€” 08/29/2018 FACULTY EVALUATOR TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES 01/18/2016 â€” 04/27/2016	1 mos. 2yrs. & 11mos. 5 yrs. & 4mos. 1 yr. 3 mos.	BARANGAY OFFICIAL ELIGIBILITY	QUALIFIED
6	ADAS2-OSDS-053-2024	BACHELOR OF ARTS MAJOR IN ENGLISH	Ten-Day Skills Training-Workshop on Information and Communication Technology for Teacher I Applicants (July 19 to 23 and 25 to 29, 2022)		no relevant work experience		RA 1080 - PROFESSIONAL TEACHER	DISQUALIFIED
7	ADAS2-OSDS-055-2024	Bachelor of Science in Accountancy	Certified Bookkeeper Program, 06/25/2023 - 09/08/2023 Business Analytics Concepts and Frameworks, 08/01/23 - 08/31/23, Briefing on Rev. Reg. No. 31-2020 and Obligations of Top Withholding Agents, 11/14/22 - 11/14/22 Basics of Resilience, 01/15/24 - 02/16/24 Establishing and Operating Micro-Small Medium Enterprises (MSMEs), 04/02/24 Microsoft Digital Literacy, 03/05/24	40 hours 16 hours 16 hours 8 hours 8 hours	Department Of Trade and Industry - Aklan, Junior Business Counselor, 09/04/23 - Present Aklan Cable Television Co. Inc, Bookkeeper, 08/19/2020 - 09/01/2023	7 months 3 years	Civil Service Professional	QUALIFIED
8	ADAS2-OSDS-056-2024	Bachelor of Science in Nursing	No relevant training		No relevant experience		RA 1080-NURSE	DISQUALIFIED
9	ADAS2-OSDS-057-2024	BS in Accountancy	Advance MS Excel Training and Introduction to Power BI-Dec. 10-11,2019	16	World Vision Development Foundtion Inc. -May 14, 2012 - April 3, 2020	7 yrs & 11 mos.	PD 907-Honor Graduate	QUALIFIED
10	ADAS2-OSDS-058-2024	Bachelor of Science in Accounting Technology	Customer Engagement 10/20/2019 - 10/22/2019 15 hrs. Information Technology for a Sustainable Future 5/3/2019 - 5/11/2019 20 hrs. Mastering MS Office 1/23/2023 - 1/25/2023 24 hrs. Tech4Good: Using IT for Positive Change 1/25/2024 - 1/27/2024	15 hrs 20 hrs 24hrs 24hrs	Sakura Autoworld Inc. / Suzuki Auto Kalibo June 18, 2018 - present	5 yrs & 9 mos.	Civil Service Sub-professional Eligibility Civil Service Professional Eligibility	QUALIFIED
11	ADAS2-OSDS-060-2024	Bachelor of Science in Business Administration	1.Capability-Building on Intensifying Team Work in the Organization/September 23-25, 2022/24 hours 2.Division National Employees Union Congress (Aklan Chapter)/November 28, 2022/8 hours 3.Cybersecurity Awareness and Philippine National Public Key Infrastructure (PNPKI) Orientation/November 30, 2023/4 hours 4. Strengthening the KNowledge, Skills, and Attitude: Division In-Service Training for Non-Teaching Personnel (Championing the Support System) 5. Capability-Building on Organizing Effectiveness (july 5-7, 2019)	24 8 4 24 24	Deped, Division of Aklan May 31, 2022 - Present Daped, Division of Aklan July 12, 2012 â€” May 30, 2022	10 years	CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
12	ADAS2-OSDS-062-2024	Bachelor of Science in Commerce Major in Computer Management	DISTRICT IN-SERVICE TRAINING FOR TEACHERS (INSET) S.Y 2023-2024 01/24-26/2024-01/29-30/2024 40 HOURS DIVISION CAPACITY BUILDING FOR THE NON-IMPLEMENTING UNIT(Non-IU) SCHOOL'S FINANCIAL STAFF 10/16-18/2023 24 HOURS MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS 2023 02/06-10/2023 40 HOURS DIVISION ANNUAL TRAINING WORKSHOP FOR THE NON-IMPLEMENTING UNIT (Non-IU) SCHOOL'S FINANCIAL STAFF 10/24, 26/2022 - 11/03/2022 24 HOURS MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS S.Y 2021-2022 01/31/2022 - 02/2-5/2022 16 HOURS STRENGTHENING THE KNOWLEDGE, SKILLS AND ATTITUDE: DIVISION IN-SERVICE TRAINING FOR NON-TEACHING PERSONNEL (CHAMPIONING THE SUPPORT SYSTEM) 10/13, 20 & 27/2021 24 HOURS DIVISION VIRTUAL TRAINING WORKSHOP OF NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS' FINANCIAL STAFF ON THE IMPLEMENTATION OF DEPED ORDER NO.29 S.2019 09/13, 15 & 17, 2021 24 HOURS ENHANCEMENT CAPABILITY/CAPACITY OF LOCAL TREASURY STAFF ON EXAMINATION OF BOOKS OF ACCOUNTS OF BUSINESS TAXPAYERS 09/25-27/2024 24 HOURS SEMINAR-WORKSHOP ON THE UPDATES IN ELECTRONIC STATEMENTS OF RECEIPTS AND EXPENDITURES (eSRE) 09/24-25/2019 16 HOURS	40 24 40 24 16 24 24 24 16	DEPED DIVISION OF AKLAN 04/20/2021 TO Present LGU NUMANCIA 03/16/2013 TO 04/19/2021	3 years 8 years & 1 month	CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	QUALIFIED
13	ADAS2-OSDS-063-2024	BS IN ACCOUNTANCY	1. Virtual Bookkeeping with Xero and Quickbooks Online(3/6/2023-3/8/2023)(18 hrs) 2. Quickbooks Online Certification(3/12/2023)(8hrs) 3. Xero Advisor Certification Programme (3/10/2023)(8hrs)	18 8 8	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. Admin Support Staff (COS)- Lalab National High School (4/1/2025-Present)	10 months 7 years & 4months	CAREER SERVICE PROFESSIONAL ELIGIBILITY	QUALIFIED
14	ADAS2-OSDS-065-2024	BACHELOR IN INFORMATION TECHNOLOGY AND BACHELOR OF SCIENCE IN SECONDARY EDUCATION	SCHOOL BASED IN SERVICE TRAINING FOR TEACHER 2024 □ DATE: 01/29/2024-01/30/2024 HOURS:16 HOURS □ SCHOOL BASED IN SERVICE TRAINING FOR TEACHER 2023 □ DATE: 02/06/2023-02/10/2024 □ HOURS-40 HOURS □	16 40	ADMINISTRATIVE ASSISTANT Marc 15, 2022 - March 31, 2024	2 years	RA 1080 - PROFESSIONAL TEACHER	QUALIFIED
15	ADAS2-OSDS-066-2024	BACHELOR OF SCIENCE IN ACCOUNTANCY	2 Day Basic Orientation for Barangay Newlyn Elected Officials (BNEO) towards Grassroots Renewal and Empowerment for Accountable and Transparent (GREAT) Barangays at Gov. Corazon L. Cabagnot Tourism and Training Center, Old Buswang, Kalibo, Aklan02/28/2024 TO 02/29/2024 16 HRS STRENGTHENING OF BARANGAY VAW DESK OPERATIONS CUM BARANGAY GAD PLANNING AND BUDGETTING at Mayor Conference Hall, Makato, Aklan □ 12/22/2022 TO 12/22/2022 8 HRS 15TH VISAYAS GEOGRAPHICAL CONFERENCE at the IEC Convention Center (IC3) Minore Park, Brgy, Luz, Cebu City09/28/2022 TO 09/30/2022 24 HRS 2022 NATIONAL BARANGAY CONGRESS & FORUM ON BARANGAY YOUTH AND GENDER DEVELOPMENT at Marriot Grand Ballroom, Newport Boulevard, Pasay City. □ 08/23/2022 TO 08/25/2022 24 HRS □	16 8 24 24	BARANGAY TREASURER LGU-BARANGAY ALIBAGON FROM 11/30/2023 UP TO PRESENT □ BARANGAY TREASURER LGU-BARANGAY ALIBAGON FROM 07/01/2018 TO 11/30/2023 BARANGAY TREASURER LGU-BARANGAY ALIBAGON FROM 12/01/2013 TO 06/30/2018 □ □	5months 5years 4 years & 6months	Barangay Official (Barangay treasurer) Eligibility	QUALIFIED
16	ADAS2-OSDS-067-2024	TWO YEAR COMPUTER PROGRAMMING	Continuing Professional Eduation (CPE) Seminar for Real Estate Brokers and Real Estate Salespersons	12	VISA HQ MAY 25, 2022 TO PRESENT	1 year & 11 months	Civil Service Professional Level	QUALIFIED

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17	ADAS2-OSDS-069-2024	Bachelor of Science in Business Administration Major in Marketing Management	MDRRM PLANNING WORKSHOP -08/14/2023-08/16/2023- 24 hours SMALL BUSINESS COUNSELORS COURSE (SBCC) 101: DIAGNOSING ENTERPRISE-06/05/2023-06/15/2023-40 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 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-03/14/2022-03/14/2022-8 hours Payong App Walkthrough for MSMEs-03/03/2022-03/03/2022-4 hours "PUBLIC SERVICE EXCELLENCE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION-02/03/2022-02/03/2022-4 hours "GETTING USED TO CHANGE IN THE WORKPLACE" DURING NEGOSYO CENTER BUSINESS COUNSELLORS GENERAL ASSEMBLY'S ONLINE SESSION-02/02/2022-02/02/2022-4 hours	24 40 16 8 16 2.5 8 4 4 4 4 4 20	OCTOBER 1,2020-PRESENT -JUNIOR BUSINESS COUNSELOR-DEPARTMENT OF TRADE AND INDUSTRY-NEGOSYO CENTER LEZO	3 years & 4months	Civil Service Professional Level	QUALIFIED
18	ADAS2-OSDS-070-2024	Bachelor of Secondary Education	In-Service Training for Teachers 2024, January 24-30, 2024, 40 hours The Seminar workshop on work Ethics and Personality Development to All Job Order Employees of the Municipality of New Washington (Dec. 19 & 20, 2022) Gender Sensitivity Training and Work-Place Etiquette Seminar for Male and Female Employees of LGU New Washington (Oct. 4-5, 2022)	40 16 16	LGU-New Washington, July 5, 2016 - Oct. 2, 2020 Municipal Vice Mayor Office July 1, 2022 - Oct. 16, 2023	4years & 3months 1 year & 3months	RA 1080 - Professional Teacher	QUALIFIED
19	ADAS2-OSDS-071-2024	Bachelor of Science in Accountancy	Filipino Brand of Service Excellence (07/14/2023 - 07/14/2023) 8 hours Inventory on Property, Plant and Equipment (02/08/2023 - 02/11/2023) 24 hours Fire Prevention Awareness Program (03/09/2022 - 03/10/2023) 16 hours Fire Prevention Awareness Program (03/11/2021 - 03/12/2021) 16 hours	8 24 16 16	(Lserv Corporation - Administrative Assistant) July 1, 2022 - April 2024 (Civil Aviation Authority of the Philippines Kalibo International Airport -Office Assistant) December 16, 2019 - June 30, 2022	1year & 10 months 2 years & 6 months	Civil Service Professional Level	QUALIFIED
20	ADAS2-OSDS-072-2024	Bachelor of Science major in TLE	Computer Skills Development Training Improving Classroom Learning Thru ICT	80	FROST 'N CONE CORPORATION Encoder (March 10, 2018 - April 15, 2024)	6 years	LET	QUALIFIED
21	ADAS2-OSDS-073-2024	Bachelor of Science in Business Administration Master in Public Administration (MPA) - 36 units	HABI: THE PHILIPPINE TEXTILE COUNCIL 13TH LIKHANG HABI MARKET FAIR - October 13-15, 2024 FOSTERING COMPETITION FOR REGIONAL DEVELOPMENT: ONLINE REGIONAL ROADSHOW ON COMPETITION LAW AND POLICY FOR WESTERN VISAYAS - June 20, 2023 NEGOSYO CENTER co-DESIGNING SEMINAR-WORKSHOP - September 7, 2022 SEMINAR-WORKSHOP ON LAWS AND RULES ON GOVERNMENT EXPENDITURES (LARGE) -July 19-20, 2022 VISAYAS ICT VIRTUAL CONFERENCE -August 25-26, 2021 ECONOMIC AND FINANCIAL LITERACY WEEK ONLINE FORUM -November 13, 2020	36 8 8 16 16 3 4 4 20 36 8	Provincial Governors Office - Aklan Tourism and Trade Investment Promotions Center (PGO-ATTIPC) August 1, 2017 - present	6 years & 8 months	PD 907- HONOR GRADUATE	QUALIFIED

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			Title	Hours	Details	Years		
22	ADAS2-OSDS-074-2024	Bachelor of Arts in Political Science	No relevant training		Warehouse Supervisor at PH Global Jet Express/ Teacher at Aklan Catholic College	1 yr and 10 months	Civil Service Professional Level	DISQUALIFIED
23	ADAS2-OSDS-075-2024	Bachelor of Science in Business Administration	Financial Management Training	8 hours	Branch staff at M.Lhuillier Financial Services	6 months only	Civil Service Professional Level	DISQUALIFIED

Prepared and certified correct by:


MARLYN T. BEREBER
 Administrative Officer IV
 Date: August 1, 2024