

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)-Office of the Schools Division Superintendent**

Salary Grade and Monthly **9 / 22,219.00**

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	ADAS3-OSDS-019-2024	Bachelor of Science in Accountancy	1. Managerial Accounting 101 2. Train Law - Tax Reform Fundamentals 3. Effective Communication for Professionals	3 3 3	no attached certificate of employment		Civil Service Professional Eligibility	DISQUALIFIED
2	ADAS3-OSDS-023-2024	Bachelor of Science in Accountancy	Pre-opening and Onboarding Program (Onboarding, HR Policies, Leadership Organizational Culture, and Team Buiding) / October 14, 2021/ 8 hours PULONG-PULONG Tax Campaign T.Y. 2020 / March 5, 2020 / 3.5 hours	8 3.5	Finance Associate, Feliz Hotel Boracay, Inc., June 27, 2022 - December 19, 2022 Accounting Associate, UNWND Flashtels, Inc., September 27, 2021 - May 10, 2022 Accounts Payable Clerk, Fuente Triange Realty Development, Inc., August 14, 2019 - April 22, 2022	5 months 7 months 2 years & 8months	Career Service Professional Eligibility Career Service Sub-Professional Eligibility	QUALIFIED
3	ADAS3-OSDS-025-2024	Bachelor of Science in Business Administration major in Business Management with Masters in Business Administration(36 units)	3rd National Assembly & Capacity Development Seminar, August 23-25, 2023 District In-Service Training, Feb. 7-8, 2023 2020-2021 Division Virtual In-Service Training, Dec. 14-15, 2020 and School-Based In-Service Training Dec. 16-19, 2020 School-Based In-Service Training, Jan. 31, Feb. 2-5, 2022	24 16 48 40	Department of Education August 31, 2016- Present	7 years & 7mos	LET(Licensure Exam for Teachers)	QUALIFIED

4	ADAS3-OSDS-027-2024	Bachelor of Science in Business Administration major in Business Management	<p>IN-SERVICE TRAINING SEMINAR FOR TEACHERS 40 HOURS,</p> <p>DISTRICT TRAINING WORKSHOP FOR ADMINISTRATIVE ASSISTANT PERSONNEL (SEF) OF NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS IN THE DISTRICT OF MALAY 8 HOURS,</p> <p>DISTRICT TRAINING ON RPMS-PPST AND BRIGADA ESKWELA UPDATES 8 HOURS,</p> <p>DISTRICT TRAINING ON FESTIVAL MANAGEMENT 40 HOURS,</p> <p>IN-SERVICE TRAINING SEMINAR FOR TEACHERS 40 HOURS,</p> <p>10-DAY TEACHNOLOGY WORKSHOPS (MS WORD,MS EXCEL, MS POWERPOINT, BASIC PHOTOSHOP, BASIC VIDEO EDITING) 80 HOURS</p>	<p>40</p> <p>8</p> <p>8</p> <p>40</p> <p>40</p> <p>80</p>	<p>DepEd MALAY DISTRICT OFFICE (ADMINISTRATIVE ASSISTANT, 01/01/2023-Present),</p> <p>DepEd MALAY DISTRICT OFFICE (LOCAL SCHOOL BOARD SECRETARY, 09/17/2018-12/31/2022)</p>	5 years & 7 months	CAREER SERVICE ELIGIBILITY SUB-PROFESSIONAL	QUALIFIED
5	ADAS3-OSDS-029-2024	Bachelor of Science in Business Administration Major in Financial Management	<p>Client-Centered Case Management Training, May 26, 2023</p> <p>15th Visayas Geographical Conference, Sept. 28-30, 2022</p> <p>2022 National Barangay Congress of the LIGA NG MGA BARANGAY SA PILIPINAS on Aug. 23-25, 2022</p> <p>Handbook of the Financial Transactions of the Sangguniang Kabataan (HFTSK) on Aug. 15-18, 2022</p> <p>Enhancing the Abilities and Capabilities of our Barangay Leaders for Efficient and Effective Public Service to our Community on Aug. 11-13, 2022</p> <p>One-day Orientation-Workshop on the Local Youth Development Council (LYDC), June 12, 2022</p> <p>Knowledgeable and Equipped Barangays - Gateway to Efficient and Productive Local Government on Dec. 10-12, 2021</p> <p>2020 Sangguniang Kabataan Plan Formulation on Jan. 31 - Feb. 1, 2020</p>	<p>8</p> <p>24</p> <p>24</p> <p>32</p> <p>24</p> <p>8</p> <p>24</p> <p>16</p>	<p>SK Chairperson - 06/30/2018 - 11/11/2023</p> <p>Marketing Professional, Toyota Aklan Inc.</p>	<p>5 years & 4 months</p> <p>1 year</p>	* only receipt	QUALIFIED
6	ADAS3-OSDS-030-2024	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	<p>CONVERSATIONS WITH DEPED OFFICIALS, 09/27-28/2023 16 HRS.,</p> <p>1ST DIVISION NATIONAL EMPLOYEES UNION (AKLAN CHAPTER), 11/28/2022, 8 HRS,</p> <p>CAPABILITY BUILDING ON INTENSIFYING TEAM WORK IN THE ORGANIZATION TOWARDS PROFESSIONAL PRODUCTIVITY. 09/23,24,25/2022, 24 HRS,</p> <p>STRENGTHENING THE KNOWLEDGE, SKILLS AND ATTITUDE DIVISION IN-SERVICE TRAINING FOR NON TEACHING PERSONNEL 10/13-20,27/2021</p>	<p>16</p> <p>8</p> <p>24</p> <p>24</p>	DEPARTMENT OF EDUCATION/DIVISION OFFICE, 12/17/2019-PRESENT	4 years & 3 months	CAREER SERVICE BARANGAY OFFICIAL ELIGIBILITY	QUALIFIED

7	ADAS3-OSDS-031-2024	Bachelor of Secondary Education	<p>Orientation Training- 7/19-21/2023 /24hrs 24</p> <p>Pre Deployment Orientation seminar for newly hired pantawid city/municipal link- 7/10-12/2023 24hrs 24</p> <p>Webinar on skills enhancement training on administrative roles And functions 5/19/2022 8hrs 8</p> <p>E- learnings course on collaborative tools using Google platforms and other web-based applications. 5/10-12/2021 24hrs 24</p> <p>Webinar on Mental Health Psychosocial Support for Frontline Service Providers of Pantawid Pamilya in Response to Covid 19 3/19/2021 8hrs 8</p>	<p>Project Development Officer II Department of Social Welfare and Development FO VI May 16, 2023 to Present</p> <p>Social Welfare Assistant Department of Social Welfare and Development FOVI March 24,2015 to May 15, 2023</p> <p>Barangay Secretary Brgy Paningayan LGU Madalag Nov. 30,2007 to Nov. 30, 2010</p>	11 years & 5 months	CSC Resolution No. 93-3666 Barangay Official Eligibility	QUALIFIED
8	ADAS3-OSDS-034-2024	Bachelor of Science in Accountancy	<p>Sama-sama para sa Cyberseguridad (Nov. 30, 2023) 8</p> <p>Division Workshop on the Development of Effective and Efficient Utilization of the School Libraries and Learning Resource Centers in Preparation for the National Celebration of the 33rd Library and Information Services Month (Nov. 20-24,2023) 40</p> <p>Hampang Pagpadungog 2023 (Oct. 28 & Nov. 4, 2023) 16 16</p> <p>Re-orientation on the Procurement Planning Process (Aug. 17-18, 2023) 40 8</p> <p>Division Workshop on Enhance Literacy Visual Dramatic Learning Resources for Effective Teaching Across all Learning Areas (July 24-28, 2023) 24</p> <p>1st Division National Employee Union Congress (Aklan Chapter) (Nov. 28, 2022) 24</p> <p>Capability-Building on Intensifying Team Work in the Organization Towards Professional Productivity (Sept. 23-25, 2022) 40 8</p> <p>Strengthening the Knowledge, Skills and Attitude: Division In-Service Training for Non-Teaching Personnel (Oct. 13, 20 and 27, 2021) 8</p>	<p>Linabuan NHS (June 16, 1999 - Aug. 31, 2016)</p> <p>DepEd Division Office (Sept. 1, 2016 - Present)</p>	17 years 2 months 7 years 8 months	Career Service Subprofessional	QUALIFIED
9	ADAS3-OSDS-036-2024	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) 80	NONE	0	RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED

10	ADAS3-OSDS-037-2024	Bachelor of Science in Accountancy	<p>Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools - 10/19-21/2023 - 24 HOURS</p> <p>Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools - 5/15-17/2023 - 24 HOURS</p> <p>1st Division National Employees Union Congress (Aklan Chapter) - 11/8/2022 - 8 HOURS</p> <p>Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools - 11/14-16/2022 - 24 HOURS</p> <p>Training on Budget Monitoring System (BMS), Enhanced Financial Reporting System (eFRS) and Web-Based Monitoring of School Maintenance and other Operating Expenses for Finance Personnel - 11/7-9/2022 - 24 HOURS</p> <p>Semi-Annual Workshop on the Preparation of</p>	<p>24</p> <p>24</p> <p>8</p> <p>24</p> <p>24</p> <p>24</p> <p>24</p>	<p>Administrative Assistant - Bookkeeper Designate Department of Education - Division of Aklan 5/24/2021 - PRESENT</p> <p>Administrative Assistant - Disbursing Officer Department of Education - Division of Aklan 7/2/2018 - 5/23/2021</p>	5 years & 9months	Philippine Career Service Examination (CSE) Paper and Pencil Test (PPT) second level (professional) passer	QUALIFIED
11	ADAS3-OSDS-039-2024	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</p> <p>Occupational First Aid and BLS-CPR with AED, 03/29/22 - 03/30/22, 16hrs</p> <p>Basics of Resilience, 01/15/24 - 02/16/24, 16hrs</p> <p>Establishing and Operating Micro-Small Medium Enterprises (MSMEs), 04/02/24,</p> <p>Microsoft Digital Literacy, 03/05/24,</p>	<p>40</p> <p>16</p> <p>5</p> <p>16</p> <p>8</p> <p>8</p>	<p>Department Of Trade and Industry - Aklan, Junior Business Counselor, 09/04/23 - Present</p> <p>Aklan Cable Television Co. Inc, Bookkeeper, 08/19/2020 - 09/01/2023</p>	3 years & 7 months	Civil Service Professional	QUALIFIED
12	ADAS3-OSDS-041-2024	Bachelor in Office Information Management	<p>1st Division National Employees Union Congress (Aklan Chapter) (Nov. 28, 2022)</p> <p>Strengthening the Knowledge, Skills, and Attitude: Division In-Service Training for Non-Teaching Personnel (Championing the Support System) (Oct. 13, 20 & 27, 2021)</p> <p>ONE DAY ORIENTATION ON DepEd Computerization Program (DCP) Manual DCP Monitoring System and HumanHub (Sept. 4, 2019)</p> <p>Performance Review on Results-Based Performance Management System (May 15, 2019)</p>	<p>8</p> <p>24</p> <p>8</p> <p>8</p>	<p>DEPED, Kinalangay Viejo IS (Sept. 01, 2016 - Present)</p>	7 years & 8months	Career Service Eligibility - Sub-Professional	QUALIFIED

13	ADAS3-OSDS-042-2024	Bachelor of Science in Commerce Major in Computer Management	<p>DISTRICT IN-SERVICE TRAINING FOR TEACHERS (INSET) S.Y 2023-2024 01/24-26/2024-01/29-30/2024 40 HOURS</p> <p>DIVISION CAPACITY BUILDING FOR THE NON-IMPLEMENTING UNIT(Non-IU) SCHOOL'S FINANCIAL STAFF 10/16-18/2023 24 HOURS</p> <p>MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS 2023 02/06-10/2023 40 HOURS</p>	40 24 40 24 24	<p>LGU NUMANCIA, MTO March 16, 2013 to April 19, 2021</p> <p>DEPED - Malinao (April 20, 2021 - Present)</p>	8 years 2 years & 11 months	CAREER SERVICE ELIGIBILITY-SUBPROFESSIONAL	QUALIFIED
14	ADAS3-OSDS-043-2024	BS NURSING	No relevant training		No relevant experience		RA 1080-NURSE	DISQUALIFIED
15	ADAS3-OSDS-044-2024	BACHELOR'S OF SCIENCE IN ACCOUNTANCY	MS EXCEL TRAINING INTRODUCTION TO POWER BI 12/10-11/2019 (TOTAL HRS. 16)	16	<p>PROGRAM FINANCE SPECIALIST - WORLD VISION DEVELOPMENT FOUNDATION INC. 5/14/2012 TO 4/3/2020</p> <p>INTERNAL AUDITOR - GQ5 DISTRIBUTION 11/8/2008 TO 2/5/2010</p> <p>JUNIOR ACCOUNTANT - RD PAWNSHOP INC. 6/5/2008 TO 10/30/2008</p>	7 years & 10months 1 year & 3 months 4 months	CERTIFICATE OF ELIGIBILITY (HONOR GRADUATE)	QUALIFIED
16	ADAS3-OSDS-045-2024	Bachelor of Science in Accounting Technology	<p>Customer Engagement 10/20/2019 - 10/22/2019 15 hrs.</p> <p>Database Management with theme "World of Data" 04/5, 6,13/2019</p> <p>Information Technology for a Sustainable Future 5/3/2019 - 5/11/2019 20 hrs.</p> <p>Mastering MS Office 1/23/2023 - 1/25/2023 24 hrs.</p> <p>Tech4Good: Using IT for Positive Change 1/25/2024 - 1/27/2024</p>	15 24 20 24 24	<p>Sakura Autoworld Inc. / Suzuki Auto Kalibo June 18, 2018 - Sept. 11, 2022</p> <p>March 30, 2023 - Jan. 10, 2024</p>	4 years & 11months	Civil Service Sub-professional Eligibility Civil Service Professional Eligibility	QUALIFIED
17	ADAS3-OSDS-046-2024	Bachelor of Science in Business Administration	<p>1.Capability-Building on Intensifying Team Work in the Organization/September 23-25, 2022/24 hours</p> <p>2.Division National Employees Union Congress (Aklan Chapter)/November 28, 2022/8 hours</p> <p>3.Cybersecurity Awareness and Philippine National Public Key Infrastructure (PNPKI) Orientation/November 30, 2023/4 hours</p> <p>4. Strengthening the KNowledge, Skills, and Attitude: Division In-Service Training for Non-Teaching Personnel (Championing the Support System)</p> <p>5. Capability-Building on Organizing Effectiveness</p>	24 8 4 24 24	<p>Deped, Division of Aklan May 31, 2022 - Present</p> <p>Deped, Division of Aklan July 12, 2012 - May 30, 2022</p>	10 years	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	QUALIFIED
18	ADAS3-OSDS-048-2024	Bachelor Of Science In Business Administration Major In Financial	No relevant training	N/A	MS Panay Distribution Inc. (April 24, 2017 - present)	6 yrs. & 10 mos.	CSC-PROFESSIONAL	DISQUALIFIED

19	ADAS3-OSDS-049-2024	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	ICT Training-July 19-23 & 25-29, 2022 Credit Investigation & Collection Process Training-March 18-19,2019	80 16	CREDIT STAFF- J MARKETING CORPORATION/ KALIBO, AKLAN - 1/6/2017 TO 10/01/2020 ADMIN. ASST. - SAVEMORE-KALIBO -4/112016 TO 05/30/2016 INTERNAL PRICING CUSTODIAN-MASING & SON'S GROUP OF CO. 10/11/2013 TO 3/18/2016	3 yrs & 4mos. 1mos. 2yrs. & 5mos.	CSC-PROFESSIONAL	QUALIFIED
20	ADAS3-OSDS-051-2024	BACHELOR OF SCIENCE IN ACCOUNTANCY	KALAH-CIDSS Regional Tactic Session: Finance Unit, Quarter 2 July 6-7,2022 Bookkeeping for Micro Enterprises(Virtual)August 27,2021 How to deal with toxic bosses- Feb. 8, 2023 Taming your Inner Critic-Feb 22, 2023 Learning to say No:Communicating your Needs- Feb. 28, 2023 Pathways for Limitless Development May 17, 2023	16 8 8 8 8	DSWD-2ND QRT. 2021 TO 2ND QRT. 2023	2yrs. & 6 mos.	CSC-PROFESSIONAL	QUALIFIED
21	ADAS3-OSDS-052-2024	Bachelor of Science in Accountancy	Briefing on Revenue Regulation No. 31-2020 dated Nov. 4, 2020 and Obligations of Top Withholding Agents	4	Accounting Clerk-Toyota Aklan Incorporated	2 yrs.n10 mos.	CSC-PROFESSIONAL	QUALIFIED
22	ADAS3-OSDS-053-2024	Bachelor of Science in Accounting Technology	No relevant training	N/A	Encoder-RAF International Forwarding Phil. Inc.	1 yr. & 9 mos.	RA1080 - PROFESSIONAL TEACHER	DISQUALIFIED
23	ADAS3-OSDS-055-2024	Bachelor of Science in Accountancy	Anti-Money Laundering March 22, 2021-4 hours; Financial Consumer Protection Webinar March 22, 2021-4 hours; Signature Verification and Forgery Detection February 19, 2022 - 8 hours; Know Your Money and Counterfeit Detection February 26, 2022 - 8 hours; Mock-Up Branch On Line Training June 22, 2022 - 24 hours	4 4 8 8 24	UCPB Savings Bank - March 1, 2021 to August 20, 2022 Fellowcraft Business Inc. - April 17, 2019 to February 22, 2021 Asia Pacific Commercial Bank, Inc.(OFW) - October 15, 2012 to May 19, 2017 First Commercial Bank Palau Branch (OFW) -February 5, 2002 to August 31, 2012 UCPB Rural Bank, inc. - July 28, 1997 to October 31, 2001	1yr & 5mos 1yr. & 11mos 4 yrs & 7 mos 10yrs & 6mos 4yrs. 3mos	Career Service Professional Examination and Civil Service Presidential Decree No. 907	QUALIFIED

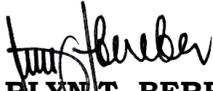
24	ADAS3-OSDS-056-2024	Bachelor of Science in Computer Science	HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) AND REPORTING PROCESS LOCAL TRAINING - JUL 12-13, 2022 AIRPORT SECURITY AND SAFETY AWARENESS SEMINAR - NOV 4, 2021 FIRE PREVENTION AWARENESS PROGRAM - MAR 11-12, 2021 LOCAL STRATEGIC PLANNING WORKSHOP - FEB 17-18, 2021 UPDATES ON REVISED IRR 2016 OF RA 9184 SEMINAR and PREPARATION OF BIDDING DOCUMENTS SEMINAR - DEC 10-11, 2019 Safety Management System Training April 23, 2019	16 8 8 16 16 16 8	Metro Motorbikes C orp.-June 18,2014-Feb. 8,2018 CAAP-Feb. 9,2018-Feb.28,2020 LSERV Corp. March 1,2020 to present	3yrs & 7mos 2 yrs 4 yrs	CSC-PROFESSIONAL	QUALIFIED
25	ADAS3-OSDS-057-2024	Bachelor of Elementary Education	Financial Level Training for Printable ID-9/25-26/2022 Training on PhilSys Step 3 Registration Concern-July 16,2022 Provincial Level Training Step2 Registration-January 17-19,2022 3rd level training on Registration June 24-26,2021 DICT-March 24, 2021-April 6,2021 PhilSys Training Jan. 13-15,2021	16 8 24 24 80 24	Bllomfield Integrated Academy- June 2019-Jan.2020 PSA-Aug. 2020 to present	7mos. 2yrs. & 2mos.	RA1080 - PROFESSIONAL TEACHER	QUALIFIED
26	ADAS3-OSDS-058-2024	BS Accountancy	Universal Teller training	192	eastwest-July 2, 2018-present	5 yrs & 8 mos	CSC-PROFESSIONAL	QUALIFIED
27	ADAS3-OSDS-059-2024	Bachelor in Animal Science	Labor Force- LFS and Family Income and Expenditure Jan. 2-8, 2024 Labor Force Survey and Family Income and Expenditure survey visit July 2-8, 2023 Training of 3rd level of January 2022 LFS and Family Income and Expenditure survey/01-3-9-2022 LFS and Family Income and Expenditure survey/06-28-07-03-2021	56 56 56 48	Philippines Statistics Authority 08-17-22-2020 09-1-21,2020 DiocesanbSocial Action Center June 1,2014-july 15,2017	25 days 3 yrs & 14 days	RA1080 - PROFESSIONAL TEACHER	QUALIFIED
28	ADAS3-OSDS-060-2024	Bachelor of Science in Hotel Restaurant Management	*Division Leadership Training For Future Educational Leaders/11-12-2023,12-10-2023 *Recording and Reporting of Barangay Financials Transactions -PPPSAS Compliant/09-08-10-2023 *Training -Workshop on Data Gathering, Vulnerability Assessment and Analysis/ 10-20-2021 *Two (2) Days Training on Gender and Development Orientation and 2020 GAD Planning and Budgeting Formulation for Libacao,Aklan Officials/03-31-2019 -04-02-2019	16 24 8 24	Barangay Treasurer(Rivera Barangay Council/July 01,2018-November 15,2023	5yrs.& 4mos.	RA1080 - PROFESSIONAL TEACHER	QUALIFIED

29	ADAS3-OSDS-062-2024	Bachelor of Secondary Education Major in Filipino	Ten-day Skills Training Workshop on Information and Communication Technology for T-1 Applicants/ (07-19, 23, 25-29, 2022) Enhancing Client Service and Stress Management (08/30/ 2023) Mid Year-INSET SY. 2023-2024 (01/24-26, 29-30/2024) District Echo Training Workshop on Book Development using Bloom Software (06/09-11/23)	80 8 40 24	Municipal School Office -Clerk (02/01/2014-to present)	9 yrs& 8mos.	RA1080 - PROFESSIONAL TEACHER	QUALIFIED
30	ADAS3-OSDS-065-2024	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN COMPUTER MANAGEMENT	CARRYING THE INVISIBLE BURDEN: UNDERSTANDING THE MENTAL LOAD AND HOW TO MANAGE IT WELL_3/27/2024_2HRS BUILDING RAPPOR AND TRUST: COMMUNICATION STRATEGIES FOR EFFECTIVE COACHING RELATIONSHIP_3/20/2024_2HRS PAKIKIPAG-UGNAYAN: CREATING A CULTURE OF CONNECTION T WORK POSITIVE WORKPLACES_3/13/2024_2HRS THE UNDERESTIMATED POWER OF SMALL TALKS: HOW TO HAVE MORE ENERGIZING AND MEANINGFUL CONVERSATION_2/28/2024_2HRS PUSO SA PAMUMUNO: HOW TO DESIGN PRODUCTIVE WORKPLACES WITH EMPATHY_2/21/2024_2HRS	2 2 2 16 2 2 2 16 2	ADMINISTRATIVE AIDE LGU KALIBO 6/13/2021-6/30/2022 ACCOUNTING SPECIALIST NXTGEN MOTOR TRADERS INC. 4/1/2009-12/31/2020 REGISTRATION CLERK VILLAGE MOTOR TRADERS INC. 5/1/2007-3/30/2009	1yr	CSC-PROFESSIONAL	QUALIFIED
31	ADAS3-OSDS-066-2024	Bachelor of Science in Information Technology	Division In-Service Training for Non-Teaching Personnel (Championing the Support System) 1st Division National Employees Union Congress (Aklan Chapter)	24 hours 8 hours	DEPED - DIVISION OFFICE	4years & 4months	Career Service Professional Eligibility Career Service Sub-Professional Eligibility	QUALIFIED
32	ADAS3-OSDS-068-2024	BS in Accountancy	Virtual Bookkeeping with Xero and Quickbooks Online(3/6/2023-3/11/2023) Quickbooks Online Certification(3/12/2023)	18 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) 4. Admin Support Staff (COS)- Lalab National High School (4/1/2025-Present)	10 mos. 7yrs. & 4 mos.	CSC-PROFESSIONAL	QUALIFIED
33	ADAS3-OSDS-070-2024	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY BACHELOR OF SCIENCE IN SECONDARY EDUCATION	SCHOOL BASED IN SERVICE TRAINING FOR TEACHER 01/29-30/2024 SCHOOL BASED IN SERVICE TRAINING FOR TEACHER 02/06/2023-02/10/2023	16 40	04/01/2024- PRESENT ADMINISTRATIVE SUPPORT STAFF (COS) 01/01/24-03/31/24 ADMINISTRATIVE ASSISTANT-07/01/2023 12/31/2023 ADMINISTRATIVE ASSISTANT 01/01/2023-06/30/2023ADMINISTRATIVE ASSISTANT 07/01/2022-12/31/2022ADMINISTRATIVE ASSISTANT 03/15/2022 06/30/2022 ADMINISTRATIVE ASSISTANT 04/11/2019 03/30/2020 FRONT OFFICE	2 yrs.	RA1080 - PROFESSIONAL TEACHER	QUALIFIED

34	ADAS3-OSDS-071-2024	Bachelor of Science in Industrial Education	Division Capacity Building (Non-IUS)-10/16-18/23 Microsoft Education Ambassador Program 2019 9/5,2019 INSET-10/21-25,2019	24 8 40	Loctuga NHS-Admin. Asst. II Jan. 03,2017 to presenyt	7 yrs. & 2mos.	RA1080 - PROFESSIONAL TEACHER	QUALIFIED
35	ADAS3-OSDS-072-2024	Bachelor of Secondary Education	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- Oct. 4-5, 2022 In-Service Training for Teachers 2024, January 24-30, 2024	16 16 40	LGU-New Washington, July 2016 to Oct., 2020 July 1,2022 - Present	5 yrs. & 11mos.	RA1080 - PROFESSIONAL TEACHER	QUALIFIED
36	ADAS3-OSDS-074-2024	Bachelor of Science in Accounting Technology	AML/CTF FUNDAMENTAL COURSE, MARCH 19, 2024, Tax Pulong Pulong 2024 March 7, 2024	12	KOKS DE KALIBO, 08/14/2019- March 6, 2020 METRO KALIBO WATER DISTRICT, 04-16-2018	7months only	CSC-PROFESSIONAL	DISQUALIFIED
37	ADAS3-OSDS-075-2024	Bachelor of Science in Accountancy	Year End Tax and Tax Updates Seminar (11/09/2023 - 11/09/2023) 3.5 hours Filipino Brand of Service Excellence (07/14/2023 - 07/14/2023) 8 hours Philhealth 1st Semester 2023 Peers Forum (06/06/2023 - 06/06/2023) 4 hours Fire Prevention Awareness Program (03/09/2022 - 03/10/2023) 16 hours Fire Prevention Awareness Program (03/11/2021 - 03/11/2021) 16 hours	3.5 8 4 16 16	(Lserv Corporation - Administrative Support Staff) April 01, 2023 - Present (Lserv Corporation - Administrative Assistant) July 01, 2022 - March 31, 2023 (Civil Aviation Authority of the Philippines Kalibo International Airport) Dec. 16, 2019 - June 30, 2022 (Aklan Provincial Government - Office Clerk) January 01, 2018 - June 30, 2018	1 yr. 2 yrs. 6mos	CSC-PROFESSIONAL	QUALIFIED
38	ADAS3-OSDS-076-2024	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN COMPUTER MANAGEMENT	DIVISION CAPACITY BUILDING FOR NON-IMPLEMENTING UNIT (Non-IU) SCHOOLS FINANCIAL STAFF/ 10/16-18/2023 / 24HRS MID-YEAR School-Based In-Service Training/ 02/06-10/2023 / 40HRS 1st Division National Employees Union Congress (Aklan Chapter) / 11/28/2022 / 8HRS STRENGTHENING THE KNOWLEDGE, SKILLS, AND ATTITUDE: DIVISION IN-SERVICE TRAINING FOR NON-TEACHING PERSONNEL / 10/13,20 & 27/2021 / 24HRS VIRTUAL IN-SERVICE TRAINING FOR TEACHERS / 08/30/2021-09/03/2021 / 40HRS	24 40 8 24 40	DEPARTMENT OF EDUCATION / 04/26/2021-PRESENT ROYAL SPRING CORPORATION/ 04/24/2008-04/24/2021	13 2yrs & 11 mos	PD 907-Honor Graduate	QUALIFIED

39	ADAS3-OSDS-077-2024	E.S. in Business Administration major in Marketing Management	Division Capacity Building for NON IUS -October 16-18, 2023 District Capability Building on the Enhanced Appraisal for the Basic and Action Research Proposals and Innovations-May 12-14, 2023 Division Annual Training INSET2023 2/6-10/2023 Workshop for Non IUS School Financial Staff - October 24-26 & Nov. 3, 2022	24 24 40 24	DepEd-Guadalupe NHS- 1/28/20 to Present	4yrs. & 2mos.	Civil Service Eligibility Professional Level	QUALIFIED
40	ADAS3-OSDS-078-2024	Bachelor of Science in Accountancy	No relevant training		No relevant experience		RA 1080-Teacher	DISQUALIFIED
41	ADAS3-OSDS-079-2024	Bachelor of Science in Business Administration	BOOKKEEPING NC III COURSE -May 29, 2019-July 20, 2019 - 292 hours	292	Provincial Governors Office - Aklan Tourism and Trade Investment Promotions Center (PGO-ATTIPC) August 1, 2017 - present	6YRS. & 7MOS.	Civil Service Eligibility Professional Level	QUALIFIED
42	ADAS3-OSDS-080-2024	Bachelor of Science in Computer Engineering	Stress Management Training -March 30,2023 Property and Supply Management System workshop-Nov. 22-25,2022 Orientattion on the Personel Information Portal and Electronic Personal Data Sheet January 30-31, 2020 5 day training on videobox Annotation		Taytay Kauswagan Inc. July 2, 2008-June 20, 2014 Hiduja Global Solutions July 14,2017-Sept. 2018 Department of Agriculture Feb. 17, 2022 to present	5 YRS. & 11 MOS. 1 YR. 2 MOS. 2 YRS.	Civil Service Eligibility Professional Level	QUALIFIED
43	ADAS3-OSDS-081-2024	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
44	ADAS3-OSDS-088-2024	Bachelor of Science in Accountancy	Tax Campaign Kick-Off 2023; Briefing on Revenue Regulation No. 31-2020	3 hours 4 hours	Accounting Specialist at Nextgen Motors/ Village Motor Traders/Vision Mount Tabor Finance Corporation -April 1, 2023 to October 13, 2023	6 years	Career Service - Professional (Second Level) Eligibility	Qualified

Prepared and certified correct by:


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

