


INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)-Buruanga Vocational 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	ADAs2BVS-1-2024	Bachelor of Science in Accountancy	BERF HANDLERS' ORIENTATION (5/14/2024) 4.0 2024 SCHOOL-BASED IN-SERVICE TRAINING (INSET) FOR NON-TEACHING PERSONNEL (1/29/2024) 4.0 SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS (10/19-10/21/2023) 24.0 AGENCY AUTHORIZED OFFICERS RE-ORIENTATION(10/6/2023) 4.0 PHILHEALTH'S 1ST SEMESTER 2023 PEERS FORUM (6/6/2023) 4.0 SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS (5/15-5/17/2023) 24.0 BRIEFING ON ELECTRONIC TAX REMITTANCE (eTRA) (3/7/2023) 4.0 DISTRICT MID-YEAR INSET 2023 (2/9/2023) 4.0 1ST DIVISION NATIONAL EMPLOYEES UNION CONGRESS (AKLAN CHAPTER) (8/28/2022) 4.0 DIGITAL MARKETING LEVEL UP! (11/22/2022) 4.0 SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS (8/10-8/12/2022) 24.0 SCHOOL BASED LEARNING ACTION CELL(4/29/2022) 4.0 DIVISION INSET NON-TEACHING 10/13-10/27/2021) 24.0 LEARNING SESSION ON THE ONLINE RELEASE OF DIGITAL ANCAI (AM SESSION)(09/22/2021) 4.0 BSP EFLP FOR VISAYAS (DIGITAL BANKING IN THE PHILIPPINES) (06/17/2021) 4.0 BSP EFLP FOR VISAYAS (PERSONAL EQUITY AND RETIREMENT ACCOUNT)		BURUANGA VOCATIONAL SCHOOL (1/19/2021-PRESENT) JOLLIBEE WORLDWIDE SERVICES (1/8/2010-5/30/2018) CORPORATE EXECUTIVE SEARCH INC(5/2/2009-7/30/2010)		CAREER SERVICE ELIGIBILITY - PROFESSIONAL	QUALIFIED
2	ADAs2BVS-2-2024	Bachelor of Science in Accountancy	1. 2024 School-Based In-Service Training (INSET) for Non-Teaching Personnel/ January 24-30, 2024/ 40 hours 2. District Training on Conducting Berf-Aligned Action Research /May 24-26, 2022/24 hours		1. Buruanga Vocational School/ March 24, 2022 - present 2. Du Ek Sam, Inc. (Caticlan Branch)/ April 4, 2019 - March 11, 2022 3. Calveston International Inc./ June 29, 2018 - October 20, 2018		Career Service Eligibility - Professional	QUALIFIED
3	ADAs2BVS-3-2024	BACHELOR OF ELEMENTARY EDUCATION	1. SEMINAR-WORKSHOP ON LOCAL BUDGET ADMINISTRATION FOR BARANGAY 2. TRAINING ON CAPABILITY ENHANCEMENT OF BARANGAY VAW DESK AND BARANGAY PROTOCOLS IN HANDLING CIC/CAR AND DIVERSION PROGRAM 3. TEN-DAY SKILLS TRAINING/WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY FOR TEACHER I APPLICANTS 4. BARANGAY HEALTH LEADERSHIP AND MANAGEMENT PROGRAM 5. PROJECT POLICE COACH 6. DIGITAL LITERACY TRAINING		1. BARANGAY LOCAL GOVERNMENT UNIT- POBLACION - BARANGAY SECRETARY (AUGUST 1, 2019 TO AUGUST 30, 2024) 2. BARANGAY LOCAL GOVERNMENT UNIT - POBLACION - BARANGAY TREASURER (JULY 1, 2024 UP TO PRESENT)		No attachment	DISQUALIFIED

Prepared and certified correct by:


MARIYN T. BEREBER

Administrative Officer IV
 Date: September 2, 2024