

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)-Malay National High School**
 Salary Grade and Monthly Salary: **8 / 21448.00**
 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	ADAs2MALAYNHS-1-2024	Bachelor of Science In Agriculture (Major in Agricultural Extension)	1.)Training Of the Trainers on Production of High-Quality Inbred Rice and Seeds and Farm Mechanization (March 11-22, 2024, 120 hours) 2.)On the Job Training (OJT) April 04- May 06 2023, 160 hours. 3.)Indigenous Peoples Leadership Training November 23-25 2024 ,96 hours. 4.) Agricultural Crop Production (ACP NC II) September 24 -November 04 2019, 336 hours.	120hrs 160hrs 96hrs 336hrs	1.) Sanguniang Kabataan (SK CHAIRPERSON) january 2018- december 2023. 2.) DepEd (Administrative Support Staff) COS . April 05- December 30 2024.	5yrs & 11mos 7mos.	BARANGAY Official Eligibility (SK Chairperson)	Qualified
2	ADAs2MALAYNHS-2-2024	Bachelor of Elementary Education	Basic Computer Literacy	80 hrs	no relevant experience		R.A. 1080 - Professional Teacher	Disqualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	ADAs2MALAYNHS-3-2024	Bachelor of Science in Accountancy	Seminar on Budget Preparation (Augustb 23-24, 2022) Seminar on SK Budget Preparation (February 22-23, 2024) Seminar on Preparation of Annual Investment Program, Gender and Development Plan and Other Plans (July 18-19, 2023)	16 hrs 16 hrs 16 hrs	no relevant experience		Career Service Professional Eligibility	Disqualified

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: April 28, 2025