

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)-Ondoy 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	ADAs2ONDOYNHS-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.	6yrs & 6months	BARANGAY Official Eligibility (SK Chairperson)	Qualified
2	ADAs2ONDOYNHS-2-2024	Bachelor of Science in Accountancy	Pre-opening and Onboarding Program (Onboarding, HR Policies, Leadership Organizational Culture, and Team Building) / October 14, 2021/ 8 hours PULONG-PULONG Tax Campaign T.Y. 2020 / March 5, 2020 / 3.5 hours	8hrs 3.5 hrs	Terminal Fee Collector, EEDD-Port Operations, April 1, 2023 - Present 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 Cashier/Encoder, ICECORP, Inc., July 2015 - May 2017	1 yr & 7mos 5mos 7mos 2yrs & 8mos 1yr & 10 mos	Career Service Professional Eligibility Career Service Sub-Professional Eligibility	Qualified

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3	ADAs2ONDOYNHS-3-2024	Bachelor of Science in Accounting Technology	Ethical Leadership In A Globalized World: Navigating Complexities, November 23, 2024, 3 hours Audit Of Small Entities - A Simplified Audit Approach, October 17, 2024, 8 hours Finance & Human Resource 101 Training For Supervisors, July 31, 2024, 8 hours Human Connection, Guest Engagement, & Customer Happiness, July 01, 2024, 8 hours 2022 Community-Based Monitoring System Nationwide Rollout, September 1-6, 2022, 48 hours	3hrs 8hrs 8hrs 8hrs 48hrs	Southwest Tours Boracay, Inc: November 29, 2023 - present Regent Foods Corp.: July 17, 2023 - October 11, 2023 Philippine Statistics Authority: January 4, 2023 - March 31, 2024 Local Government Unit of Numancia: September 10, 2022 - December 29, 2022 Philippines Statistics Authority: July 19, 2021 - December 31, 2021	11mos. 1yr & 3mos 1yr & 2mos 3mos 6mos	CSC Subprofessiona 1	Qualified

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4	ADAs2ONDOYNHS-4-2024	Bachelor of Secondary Education major in English	International Training on School Leadership and Pedagogical Enhancement for 21st Century Educators on May 1-6, 2021 (online) 10-Day International Training for 21st Century Educators in Leadership, Pedagogies, and Crisis Management with Module and Book Writing Via Google Classroom(online) on February 11-20, 2024 (92 hours)	92 hrs	2nd Congressional District Office, January 2, 2019-October 30, 2024	5 yrs & 9 mos.	RA-1080-PROFESSIONAL TEACHER	Qualified
5	ADAs2ONDOYNHS-5-2024	Bachelor of Science in Computer Science	1. BNEO GREAT BARANGAY PROGRAM BASIC ORIENTATION at Sampaguita Garden Resort, New Washington, Aklan last August 8-10, 2018 2.SK MANDATORY TRAINING at ASU-Ibajay Campus last March 21-22, 2024 3.LIGA NG MGA BARANGAY SA PILIPINAS (NATIONAL) CLUSTERED GENERAL MEMBERSHIP ASSEMBLY at Puerto Prinsesa City, Palawan last February 15-17, 2024 4. SK ONE VISAYAS SUMMIT OF THE NATIONAL YOUTH COMMISSION at La Carmela de Boracay Resort, Boracay, Malay, Aklan last October 24-26, 2024 5. HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SK held at Aklan Training Center, Kalibo, Aklan and conducted last September 22, 2024	16hrs 24hrs 24hrs 8hrs	Cebuana Lhuillier CLH Osmeña Avenue Branch Vianney A. Alcante January 3, 2024 - June 30, 2024	6mos	Barangay Eligibility	Disqualified
6	ADAs2ONDOYNHS-6-2024	Bachelor of Science in Criminology	Skills UPGRADING for Facility Support on Bamboo HOMESTYLE/Furniture Production Sept. 23- 27 2024 Technology Transfer on Coco- Based Craft Making November 22-23 2024 Filipino Brand of Service Excellence Workshop May 22, 2024	40hrs 16hrs 8hrs.	Light Microfinance Inc. 2008-2017 Municipality of Ibajay (DTI Negosyo Center) 2023-2024	9yrs 1yr	Criminologist	Qualified
7	ADAs2ONDOYNHS-7-2024	Bachelor in Elementary Education	*DRRM Training - July 15-19, 2024 - *IT Basic Computer Training - February 16-25, 2024 *PSA Training for Geotagging and Processing of Governments Infrastructure and Services - August 11-14, 2023 *PSA Training for BPQ - September 8-13, 2022	40hrs 80hrs 32hrs 32hrs	*April 11, 2024 - Present - Administrative Support Staff COS at Antipolo Elementary School *March 1, 2023 - March 30, 2024 - CBMS Map/Data Processor *November 22, 2021 - February 28, 2023 - Office Clerk at LGU Ibajay *July 22, 2018 - October 31, 2021 - Teacher at Aklan Academy Kalibo, Aklan *June 1, 2017 - April 30, 2018 - Teacher at Mother Teresa Academy Ibajay, Aklan *June 1, 2016 - March 30, 2017 - Teacher at Aklan Academy Kalibo, Aklan	1yr 1yr. & 3mos 3yrs & 3mos 11mos 10mos	RA 1080 - PROFESSIONAL TEACHER	Qualified

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8	ADAs2ONDOYNHS-8-2024	Bachelor of Science in Hotel an Restaurnt Management	No attached trainings		HR Compenben Asst/Sr. HR Account Officer	5 yrs	PD #907	Disqualified

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: April 28, 2025