

INITIAL EVALUATION RESULT (IER)

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

Salary Grade and Monthly Salary: 9 / 23,226.00

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-161-2024	Bachelor of Science in Accountancy	Brand Expansion Through Franchising (DTI) Accounting and Finance for StartUps (DTI) Accounting for Non-Accountants Program - Batch 6 (DTI) 2024 SEC Communication, Advocacy, and Network (SEC CAN!) As Easy as SEC: How to File Annual Reports Online for STOCK Corporation 2024 SEC Communication, Advocacy, and Network (SEC CAN!) As Easy as SEC: How to File Annual Reports Online Webinar on AMLC Registration & Reporting Guidelines for SEC covered persons (SEC),	4 4 32 3 3 4 40	Vision Mount Tabor Finance Corporation (Accounting Specialist) Vision Mount Tabor Finance Corporation (Accounting Assistant) Belmont Hotel Boracay (Admin Assistant) Aklan Sampaguita Gardens Resort, Inc. (Accounting Assistant) Golden Phoenix Hotel Boracay (Accounting Assistant)	1 yr & 5 mos. 2 yrs. & 3 mos 7 mos. 2 yrs. & 3mos. 10 mos.	Career Service Sub-Professional	Qualified
2	ADAs3-OSDS-162-2024	Bachelor of Science in Accountancy	GAD Activity for the 2024 Women's Month Celebration dated March 15, 2024 2022 Community-Based Monitoring System (CBMS) Field Operations - 4th Level Training dated July 21, 2022 - July 28, 2022 On-the Job Training at Bernardino R. Villaruel Accounting Services dated April 8, 2019 - June 7, 2019	6 64	Technical Education and Skills Development Authority (TESDA)- Aklan dated August 1, 2023 - Present Philippines Statistics Authority Dated July 20, 2022 To October 5, 2022 Logistics Department/ The Auhana Hotel Dated August 22, 2021 - January 7, 2022	1 yr & 2mos. 3 mos 3 mos.	Career Service Professional	Qualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	ADAs3-OSDS-163-2024	Bachelor of Science in Biology	No Relevant Training		No Relevant Experience		Career Service Professional	Disqualified
4	ADAs3-OSDS-164-2024	Bachelor of Science in Tourism Management	Management of Barangay Funds and Property Clustered General Membership Assembly 15th Visayas Geographical Conference "Fiscal Management Under New Normal Seminar on Handbook on the Financial Transactions of the Sangguniang Kabataan National Barangay Congress of the Liga ng mga Barangay sa Pilipinas Lnb Aklan Chapter Provincial Regional Congress "Enhancing the Abilities of or Barangay Leadership for Efficient and Effective Public Service to our Community One-Day Orientation Workshop on the Local Youth Development Council Liga ng mga Barangay - Aklan Chapter Provincial Congress 2021 "Knowledgeable and Equipped Barangays - Gateway to Efficient and Productive Local Government Seminar Workshop on the 2020 Sanggunian Kabataan Plan Formulation Mandatory Training Program	24 30 8 4 8 24 32 24 24 8 8 24 8 8	SK Chairperson Private Secretary	5 years & 10 mos. 6mos	Barangay Official Eligibility	Qualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	ADAs3-OSDS-165-2024	Bachelor of Science in Criminology	Management of Barangay Funds and Property Clustered General Membership Assembly 15th Visayas Geographical Conference "Fiscal Management Under New Normal Seminar on Handbook on the Financial Transactions of the Sangguniang Kabataan, Commission on Audit National Barangay Congress of the Liga ng mga Barangay sa Pilipinas Lnb Aklan Chapter Provincial Regional Congress "Enhancing the Abilities of or Barangay Leadership for Efficient and Effective Public Service to our Community One-Day Orientation Workshop on the Local Youth Development Council Liga ng mga Barangay - Aklan Chapter Provincial Congress 2021 "Knowledgeable and Equipped Barangays - Gateway to Efficient and Productive Local Government Seminar Workshop on the 2020 Sanggunian Kabataan Plan Formulation Mandatory Training Program	24 30 8 24 32 24 24 8 8 24 8 8	Sangguniang Kabataan	5yrs & 5mos	Barangay Official Eligibility	Qualified
6	ADAs3-OSDS-166-2024	Bachelor of Science in Hotel and Restaurant Technology	DRRM Training 2024 INSET 2024	40 40	*Barangay Treasurer- LGU Ortega *College Instructor- Libacao College of Science and Technology *Administrative Assistant II - DepEd-Ortega Integrated School	5 yrs & 6 mos.  7 yrs & 10 mos.	Barangay Official Eligibility	Qualified
7	ADAs3-OSDS-167-2024	Bachelor of Science in Business Administration	End-users Training for Encoders	8	LGU-NUMANCIA	4 yrs & 3 mos.	Career Service Sub-Professional & Professional	Qualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
8	ADAs3-OSDS-168-2024	Bachelor of Science in Information Technology	Training on Fraud Awareness, Prevention and Detection Seminar in Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Act Training on Financial Management and Digital Technology Training on Disaster Preparedness in the Workplace- Training on Customer Service and Communication	8 8 4 8 8	Aklan Provincial Coordinator (COS)- Small Business Corporation Administrative Personnel (COS)- Provincial Governor's Office Business Counselor (COS)- Department of Trade and Industry- Aklan Price Monitor- Department of Trade and Industry- Aklan	5 yrs & 4mos.  1yr. & 10mos  2yrs & 2mos 6mos.	Career Service Professional	Qualified
9	ADAs3-OSDS-169-2024	Bachelor of Science in Customs Administration	PERSONALITY DEVELOPMENT WORKSHOP LOCAL STRATEGIC PLANNING WORKSHOP LOCAL SAFETY MANAGEMENT TRAINING	8 24	LSERV CORPORATION CIVIL AVIATION AUTHORITY OF THE PHILIPPINES JOSELITO ALBA VOCATIONAL AND TECHNICAL SCHOOL	10 yrs & 10 mos	Career Service Professional	Qualified
10	ADAs3-OSDS-170-2024	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT ACCOUNTING	MICRO-TRAINING ON THE GRANT OF CAREER SERVICE ELEGIBILITY PREFERENTIAL RATING FOR JOCOS LOCAL STRATEGIC PLANNING WORKSHOP LOCAL SAFETY MANAGEMENT SYSTEM	4 16 8	ADMIN SUPPORT STAFFLSERV CORPORATIO ACCOUNTING ASSISTANTLSERV CORPORATION ACCOUNTING ASSISTANT CIVIL AVIATION AUTHORITY OF THE PHILIPPINES ACCOUNTING ASSISTANT CIVIL AVIATION AUTHORITY OF THE PHILIPPINES BUILDING GROUND MAINTENANCE WORKER CIVIL AVIATION AUTHORITY OF THE PHILIPPINES BOOKKEEPER FORTUNE TN MARKETING CASHIER GAISANO CAPITAL KALIBO	1 yr. & 6mos 1yr. & 1mo 1yr & 11mos. 4mos 4yrs. & 4mos 6 mos 2mos	Career Service Professional	Qualified

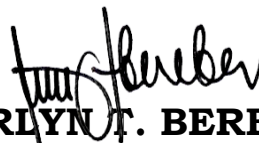
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
11	ADAs3-OSDS-171-2024	Bachelor of Science in Accountancy	Principles of Income Taxation	8	Less than 1 year		Career Service Professional	Disqualified
12	ADAs3-OSDS-172-2024	Bachelor of Science in Accountancy	2024 District Tax Campaign Kick-off Year-end Tax and Tax Updates Seminar Business Taxation Made It Easy Tax Pulong Pulong 2023 Pre-membership Education Seminar (PMES) Briefing on Revenue Regulation No. 31-2020 dated November 4, 2020 and Obligations of Top Withholding Agent (TWAs)	2.5 4 12 3.5 4 4	Xtra Mile Fulfillment Solutions Inc  Zenco Sales Inc  Jmc Movers  Robial Forwarders Inc	3 yrs. & 2 mos.  10 yrs & 3 mos.  7 yrs & 5 mos.	Career Service Sub-Professional	Qualified
13	ADAs3-OSDS-173-2024	Bachelor of Secondary Education Major in T.L.E	Basic Computer Literacy Training	80	AC Marketing Appliance  Waffle Time Inc.	2 yrs & 1 mo. 1 yr & 3 mos	RA 1080 (Teacher)	Qualified
14	ADAs3-OSDS-174-2024	Bachelor in Elementary Education	SCHOOL BASED TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS, JULY 22-26, 2024, 40 HOURS	40	LGU MADALAG  DEPED MADALAG-TIGBAWAN PRIMARY SCHOOL	4 yrs & 10 mos.	RA 1080 (Teacher)	Qualified
15	ADAs3-OSDS-175-2024	Business Administration	No Training		LBC EXPRES WVIS,INC. MIASCOR EXADMINISTRATIVE SUPPORT STAFF (COS) NAPNOT PRIMARY SCHOOL	5 yrs & 2 mos  5 mos	RA 1080 (Teacher)	Disqualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
16	ADAs3-OSDS-176-2024	BACHELOR OF SCIENCE IN ACCOUNTANCY	VIRTUAL BOOKKEEPING WITH XERO AND QUICKBOOKS ONLINE GLOBAL CUSTOMER SERVICE TRAINING	18	ADMINISTRATIVE SUPPORT- LALAB NATIONAL HIGH SCHOOL CUSTOMER SERVICE REPRESENTATIVE- EPERFORMAX CONTACT CENTERS & BPO CASHIER (PART-TIME)- AKELCO AUTHORIZED COLLECTION CENTER (BATAN PHARMACY ASSISTANT- MERCURY DRUG CORPORATION ACCOUNTING STAFF- SOUTHWEST TOURS (BORACAY) INC	6 mos 9 mos 12 yrs & 9 mos 7 yrs & 3 mos 11 mos	Career Service Professional	Qualified
17	ADAs3-OSDS-177-2024	Bachelor of Science in Commerce Major in Accounting	National Certificate III (Bookkeeping)	292	Accounting Associate- Pizzados Grand Resto Inc. General Cashier-Roka Foods Corp. Clerical Aide-Municipal Mayor Clerical Aide- Municipal Vice Mayor	4yrs& 11mos 4yrs & 5mos 1yr 1yr	PD 907 - Honor Graduate	Qualified
18	ADAs3-OSDS-178-2024	Bachelor of Secondary Education Major in Mathematics	No Training		No Experience		PD 907 - Honor Graduate	Disqualified
19	ADAs3-OSDS-179-2024	Bachelor of Science in Hotel & Restaurant Management with 9 units MA	COMPUTERIZED DOCUMENT TRACKING SYSTEM (CDTS) DELIVERING EXCELLENCE THROUGH STRATEGIC PERFORMANCE MANAGEMENT SYSTEMS TRAINERS METHODOLOGY CERTIFICATE LEVEL	16 16 264	Data Encoder Planning Assistant at DENR-PENRO Aklan PASSENGER SERVICE AGENT COUNTER CASHIER	2 yrs & 3 mos	RA 1080 (Teacher)	Qualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
20	ADAs3-OSDS-180-2024	Bachelor of Science in Business Administration major in Financial	National Certificate III (Bookkeeping)	292	Administrative Support Staff-- Tambuan Elementary School	Less than 1 year	Career Service Professional	Disqualified
21	ADAs3-OSDS-181-2024	Bachelor of Secondary Education	No Training		Sangguniang Bayan -LGU Banga	4 yrs & 11 mos	RA 1080 (Teacher), Career Service Professional	Disqualified
22	ADAs3-OSDS-182-2024	Bachelor of Science in Biology	Internal Auditing and Financial Risk Management Proficiency in Office Productivity Tools Advanced Program in Governance, Leadership & Strategic Management of Cooperatives	24 24 40	Boracay Island Hopping Adventure Multi-Purpose Cooperative (BIHA-MPC)	1 yr & 10 mos	PD 907 - Honor Graduate	Qualified
23	ADAs3-OSDS-183-2024	Bachelor in Elementary Education	IT Basic Computer Training PSA Training for Geotagging and Processing of Governments Infrastructure and Services PSA Training for BPQ	80 32 32	Administrative Support Staff COS at Antipolo Elementary School CBMS Map/Data Processor Office Clerk	4 yrs & 9 mos	RA 1080 (Teacher)	Qualified
24	ADAs3-OSDS-184-2024	B.S. in Computer Science	No Training		No Experience		Career Service Professional	Disqualified
25	ADAs3-OSDS-185-2024	Bachelor of Elementary Education Major in General Education w/ MAED 9 units	Mandatory Training Program Five (5) Modules of Basic ICT Literacy Training Program Handbook on the Financial Transactions of the School-Based Training on the MATATAG Curriculum for Teachers	80 32 40	Sangguniang Kabataan Chairperson (LGU)	4 yrs & 3 mos	RA 1080 (Teacher)	Qualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
26	ADAs3-OSDS-186-2024	Bachelor of Science in Accountancy	Labor Standards    Microsoft Excel Training for Beginners-5/11/2024 Tax Updates with Discussion about Ease of Paying Taxes Act Forex Transactions Investment in Associate Estate Tax	8 8 8 8 8	Provincial Government of Aklan-Ibajay District Hospital Angel's Burger Aklan	6 yrs & 9 mos	Career Service Professional	Qualified
27	ADAs3-OSDS-187-2024	Bachelor of Science in Accounting Technology	Managing BIR Tax Assessment	8	Bookkeeper TeqnologixPh Inc. August 2021 to Present	3 years	Career Service Sub- Professional	Qualified
28	ADAs3-OSDS-188-2024	Bachelor of Science in Business Administration	No Relevant Training		No Experience		Career Service Sub- Professional	Disqualified

Prepared and certified correct by:



**MARLYN T. BEREBER**

Administrative Officer IV

Date: April 28, 2025