

## 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**

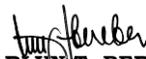
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3-OSDS-SB-46-2025	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	No supporting documents	No supporting documents	No supporting documents	No supporting documents	CSC PROFESSIONAL EXAMINATION	DISQUALIFIED
2	ADAS3-OSDS-SB-47-2025	2 YEAR COMPUTER TECHNICIAN	Community Based DRRM Training of Trainers on 05/26/2025-05/30/2025 40Hrs, First Georisk PH Convention and Training Workshop 09/16/2024-09/18/2024 24Hrs, All Hazard Incident Management Training on Incident Command System 1/07/2024-11/11/2024 40Hrs, CAMP MANAGEMENT AND CAMP COORDINATION TRAINING AND INTERNALLY DISPLACED PERSONS 02/14/2024-02/16/2024 40Hrs, MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT TRAINING 12/06/2023-12/08/2023 24Hrs, INCIDENT COMMAND SYSTEM POSITION COURSE 11/13/2023-11/17/2023 80Hrs, 5-DAY CLIMATE AND DISASTER RISK ASSESSMENT (CDRA) TRAINING/WORKSHOP, 03/06/2023-03/10/2023 80Hrs, GIS HAZARD MODELING TRAINING FOR IMPROVED DECISION-MAKING AND EARLY WARNING ACTION OF LOCAL GOVERNMENT UNITS BATCH 6 06/13/2022-06/24/2022, 80Hrs, TRAINING ON GEOGRAPHIC INFORMATION SYSTEM ADVANCED GROUP 08/18/2021-08/20/2021 24Hrs, TRAINING ON GEOGRAPHIC INFORMATION SYSTEM INTERMEDIATE GROUP 05/26/2021-05/28/2021 24Hrs, TRAINING ON GEOGRAPHIC INFORMATION SYSTEM BEGINNERS GROUP 04/28/2021-04/30/2021 24Hrs	No relevant training for Senior Bookkeeper	LGU-Kalibo January 4, 2016	CSE-PPT PROFESSIONAL	DISQUALIFIED	
3	ADAS3-OSDS-SB-48-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	FUNDAMENTALS OF COOPERATIVE; 9/22-23/2025; 16 HOURS; DATS TRAINING CONSULTANCY, NCI COOPERATIVE MANAGEMENT & GOVERNANCE; 9/24-25, 2025; 16 HOURS; DATS TRAINING CONSULTANCY FINANCIAL CREDIT AND RISK MANAGEMENT; 9/26-27,2025; 16 HOURS DATS TRAINING CONSULTANCY NCIII BOOKEEPING; TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY ORIENTATION OF QMS FORMS & PROCEDURES AND INTERNAL AUDIT TEAM TRAINING; 9/13/2024; DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) PRE-MEMBERSHIP EDUCATION SEMINAR (PMES); 08/20/2020; JONES R. ARRIETA CDS II.CDA-AKLAN/ COOPERATIVE DEVT AUTHORITY	more than 40 hours	ACCOUNTING CLERK 12/01/2016-06/30/2019, ACCOUNTING SUPERVISOR; FILBAKE FOOD CORPORATION/ FINANCE/ACCOUNTING OFFICE; 1/1/2025-PRESENT ACCOUNTING OFFICER; FILBAKE FOOD CORPORATION/ FINANCE/ACCOUNTING OFFICE; 1/1/2023-12/31/2024 ACCOUNTING ASSOCIATE; FILBAKE FOOD CORPORATION/ FINANCE/ACCOUNTING OFFICE; 8/5/2019-12/31/2022 ACCOUNTING CLERK; LGU KALIBO- MUNICIPAL ACCOUNTING OFFICE; 12/1/2016-6/30/2019	2 years and 4 mos.	CSC PROFESSIONAL	QUALIFIED
4	ADAS3-OSDS-SB-49-2025	Bachelor of Science in Accountancy	QuickBooks Online Accountant Certification/September 27,2025/4 Hours	4 HOURS	Tangalan Teachers and Community MPC/July 14,2015 - March 20,2020	4 YEARS AND 8 MOS	Career Service Professional, Career Service SubProfessional	QUALIFIED
5	ADAS3-OSDS-SB-50-2025	BACHELOR OF SECONDARY EDUCATION, MASTER OF EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT (45 UNITS)	1. WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY FOR TEACHER I APPLICANTS 07/19/2022 - 07/23/2022 40 HOURS 07/25/2022 - 07/29/2022 40 HOURS 2. IN-SERVICE TRAINING FOR TEACHERS (INSET) 01/24/2024 - 01/26/2024 24 HOURS 01/29/2024 - 01/30/2024 16 HOURS 3. ONE-DAY TRAINING ON REVITALIZATION OF THE BARANGAY ANTI-DRUG ABUSE COUNCIL (BADAC) AND BARANGAY DRUG CLEARING PROGRAM 06/14/2024 8 HOURS	more than 40 hours	PANAY ANDOK'S CORPORATION 11/14/2015 - 02/25/2019 DUMATAD BARANGAY COUNCIL 01/02/2023 - UP TO PRESENT	3 YEARS AND 2 MO	LICENSED PROFESSIONAL TEACHER	QUALIFIED

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No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
6	ADAS3-OSDS-SB-51-2025	BACHELOR IN ELEMENTARY EDUCATION, EDUCATIONAL MANAGEMENT (18 UNITS)	10- DAY ICT SKILL TRAINING FOR TEACHER 1 APPLICANT (3/17/2025-03/28/2025) 80 hours SCHOOL-BASED TRAINING IN THE MATATAG CURRICULUM FOR KINDERGARTEN AND GRADES 1,4, AND 7 TEACHERS ( 7/22/2024-7/26/2024) 40 hours 3- DAY DISTRICT REFRESHER COURSE FOR COACHES (12/5/2023- 7/12/2023) 24 hours	more than 80 hours	FIRST LOVE JUBILEE ACADEMY OF BORACAY INC. 07/26/2024-04/25/2025 08/15/2023-07/21/2024	No relevant experience for Senior Bookkeeper position	RA 1080 - PROFESSIONAL TEACHER	DISQUALIFIED
7	ADAS3-OSDS-SB-52-2025	Bachelor of Science in Commerce Major in Computer Management	ANNUAL CAPACITY BUILDING OF NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF, SEPTEMBER 17-19, 2025, 24 hours 2024 MIDYEAR SCHOOL BREAK ACTIVITIES, NOVEMBER 25-29, 2024, 40 hours ANNUAL CAPACITY BUILDING OF THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF, SEPTEMBER 25-27, 2024, 24 hours DISTRICT IN-SERVICE TRAINING FOR TEACHERS (INSET) S.Y. 2023-2024, JANUARY 24-26, 2024 AND JANUARY 29-30, 2024, 40 hours DIVISION CAPACITY BUILDING FOR THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF, OCTOBER 16-18, 2023, 24 hours MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS 2023, FEBRUARY 6-10, 2023, 40 hours DIVISION ANNUAL TRAINING WORKSHOP FOR THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF OCTOBER 24, 26 AND NOVEMBER 3, 2022, 24 hours MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS S.Y. 2021-2022, JANUARY 31-FEBRUARY 2, 2022, 16 hours	more than 40 hours	DEPARTMENT OF EDUCATION-DIVISION OF AKLAN DECEMBER 27, 2024-PRESENT DEPARTMENT OF EDUCATION-DIVISION OF AKLAN APRIL 21, 2024-DECEMBER 26, 2024 DEPARTMENT OF EDUCATION JANUARY 1, 2024-APRIL 20, 2024 DEPARTMENT OF EDUCATION-DIVISION OF AKLAN JANUARY 1, 2023-DECEMBER 31, 2023 DEPARTMENT OF EDUCATION-DIVISION OF AKLAN JANUARY 1, 2022-DECEMBER 31, 2022 DEPARTMENT OF EDUCATION-DIVISION OF AKLAN APRIL 20, 2021-DECEMBER 31, 2021 LOCAL GOVERNMENT UNIT OF NUMANCIA JANUARY 1, 2021-APRIL 19, 2021 LOCAL GOVERNMENT UNIT OF NUMANCIA	12 YEARS AND 6 MOS.	Career Service Eligibility-Subprofessional	QUALIFIED
8	ADAS3-OSDS-SB-53-2025	BACHELOR OF TECHNICAL-VOCATIONAL TEACHER EDUCATION	IN-SERVICE TRAINING FOR TEACHER SY 2023-2024	40 HOURS	no relevant experience		RA 1080 - PROFESSIONAL TEACHER	DISQUALIFIED

Prepared and certified correct by:

  
**MARILYN T. BEREBER**

Human Resource Management Officer

Date: October 14, 2025