

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Officer IV (Supply Unit)**

Salary Grade and Monthly Salary: **SG 15 / 40,208**

Qualification Standards:

Education: **Bachelor's degree relevant to the job**

Training: **4 hours of relevant training**

Experience: **1 year of relevant experience**

Eligibility: **Career Service Professional/Second Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	A04SUPPLY-16-2025	BACHELOR OF SCIENCE IN MANAGEMENT 147 UNITS IN JURIS DOCTOR	DATA ANALYTICS LEARNING CHALLENGE (7 COURSES); Mar 30, 2025 TO May 5, 2025; 45 HRS MICROSOFT OFFICE SPECIALIST: EXCEL ASSOCIATE CERTIFICATION TRAINING PROGRAM; Jan 16, 2025 TO Feb 10, 2025; 15 HRS EXCEL SKILLS FOR DATA ANALYTICS AND VISUALIZATION (SPECIALIZATION: 3-COURSE SERIES); Sep 18, 2024 TO Dec 8, 2024; 47 HRS EXCEL SKILLS FOR BUSINESS: ADVANCE; Apr 1, 2024 TO Sep 4, 2024; 25 HRS BUSINESS INTELLIGENCE WITH POWER BI DESKTOP TECHNICAL INTENSIVE WITH CAPSTONE PROJECT; Aug 1, 2024 TO Aug 5, 2024; 6 HRS HARNESSING THE POWER OF DATA WITH POWER BI; Mar 13, 2024 TO Mar 19, 2024; 17 HRS PREPARING DATA FOR ANALYSIS WITH MICROSOFT EXCEL; Mar 1, 2024 TO Mar 12, 2024; 19 HRS	More than 40 hours	PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Jan 6, 2025 TO Present PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Jul 1, 2024 TO Dec 31, 2024 PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Apr 1, 2024 TO Jun 30, 2024 PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Jan 2, 2024 TO Mar 31, 2024 PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Oct 1, 2023 TO Dec 31, 2023 PHILIPPINE STATISTICS AUTHORITY - AKLAN as ASSISTANT STATISTICIAN; Jun 5, 2023 TO Sep 30, 2023 PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Jan 1, 2023 TO May 31, 2023	14 years and 1 month	CAREER SERVICE PROFESSIONAL	Qualified
2	A04SUPPLY-17-2025	Bachelor of Science in Forestry With Master in Education	GOOGLE PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE (6-DISTRICT TAKE-OUT ON EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS AND SCHOOL HEADS, '10/01/2025, 8 hrs, CAPABILITY BUILDING ON PSYCHOLOGICAL FIRST AID (PFA) '9/19-23/2025/40 hrs. REGIONAL ACCREDITATION OF TECHNICAL OFFICIALS, '9/3-7/2025, 40 hrs. CONDUCT OF HRMP SB ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT AT THE DIVISION LEVEL-EASTERN SIDE, '08/12-13/2025, 16 hrs, DIVISION - LEVEL ENHANCEMENT/DEVELOPMENT OF SCHOOL CONTINGENCY PLAN FOR TYPHOON AND FLOOD WRITESHOP, '3/10-14/2025, 40 hrs, BANGA DISTRICT SCHOOL HEADS' CAPABILITY BUILDING 2025, 1/24-26/2025, 24 hrs, CAPABILITY - BUILDING FOR NON-TEACHING PERSONNEL. 12/20-21/2024, 16 hrs, MID-YEAR IN-SERVICE TRAINING (INSET), 11/25-29/2024, 40 hrs, SCHOOL-BASED TRAINING FOR SCHOOL LIBRARY IMPROVEMENT '10/4,11,18, 25/2024, 32 hrs, ANNUAL CAPACITY BUILDING OF THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF, 9/25-27/2024, 24 hrs., Orientation on Disaster Risk Reduction and Management (DRRM) Manuals and Functions of School DRRM Coordinators, 7/15-19/2024, 40 hrs, IN-SERVICE TRAINING (INSET) 1/24-30/2024, 40 hrs, CAPABILITY BUILDING FOR HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMP SB) AND SUB-COMMITTEE IN THE DISTRICT ON THE GUIDELINES ON	More than 40 hours	PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Jan 1, 2023 TO May 31, 2023 PHILIPPINE STATISTICS AUTHORITY - AKLAN as STATISTICAL SPECIALIST II; Jan 1, 2023 TO May 31, 2023	23 years and 6 months	RA 1080 - FORESTER	Qualified
3	A04SUPPLY-18-2025	Bachelor In Secondary Education Major in English with Master in Education	Computer System Services NC-II	More than 40 hours	DepEd-Technical Support Assistant II 07/01-2024 to Present Admin Aide MDRRMO Makato 01/16/2024-6/30/2024 Special Child Instructor 08/07/2018-9/15/2023 DepED Substitute Teacher 11/21/2016-4/07/2017	8 Years and 10 months	Professional Teacher	Qualified
4	A0SUPPLY-19-2025	BACHELOR OF ARTS IN POLITICAL SCIENCE MASTER OF ARTS IN TEACHING-SOCIAL SCIENCE BACHELOR OF LAWS	COMPLIANCE SEMINAR ON FINANCIAL MANAGEMENT-06/09/2025 (8 hours), DIVISION-LEVEL ENHANCEMENT/DEVELOPMENT OF SCHOOL CONTINGENCY PLAN FOR TYPHOON AND FLOOD WRITESHOP (BATCH 2)- 3/10-14/2025 (40 hours), ANNUAL CAPACITY BUILDING OF THE NON-IMPLEMENTING UNIT SCHOOLS' FINANCIAL STAFF-9/25-27/2025 (24 hours), CAPABILITY BUILDING FOR NEWLY-HIRED ADMINISTRATIVE OFFICER II-11/23-24/2022 (24 hours)	More than 40 hours	ADMINISTRATIVE OFFICER II, DEPED-SDO-AKLAN (September 1, 2022-Present), ADMINISTRATIVE ASSISTANT II, DEPED-SDO-AKLAN (September 1, 2016-August 31, 2022), LEGAL RESEARCHER, LOCAL GOVERNMENT UNIT-KALIBO (April 4, 2016-August 31, 2016)	11 Years	RA 1080 PROFESSIONAL TEACHER & CAREER SERVICE ELIGIBILITY-PROFESSIONAL	Qualified

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Officer IV (Supply Unit)**

Salary Grade and Monthly Salary: **SG 15 / 40,208**

Qualification Standards:

Education: **Bachelor's degree relevant to the job**

Training: **4 hours of relevant training**

Experience: **1 year of relevant experience**

Eligibility: **Career Service Professional/Second Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	AOSUPPLY-20-2025	Bachelor of Science in Accountancy Master in Business Administration	1. 79th PICPA ANNUAL NATIONAL CONVENTION, AFA-PICPA INTERNATIONAL CONFERENCE AND CAPA-PICPA INTERNATIONAL CONFERENCE (11/20-23/24 / 24.5HRS) . 2. INTEGRITY, TRANSPARENCY, AND PUBLIC ACCOUNTABILITU IN PUBLIC SERVICE - ITAPS (11/19/24 / 8HRS). 3. BRIEFING ON EASE OF PAYING TAXES (EOPT) RA NO. 11976 (06/11/24 / 4HRS). 4. REGIONAL WORKSHOP ON THE PREPARATION OF CY 2023 CONSOLIDATED YEAR-END FINANCIAL REPORTS AND SUBMISSION OF FINANCIAL STATEMENTS AND REPORTS (01/16-18/24 / 24HRS). 5. DIVISION CAPACITY BUILDING FOR THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS FINANCIAL STAFF (10/16-18/23 / 24 HRS) 6. FINANCE COORDINATION MEETING CUM WORKSHOP ON THE PREPARATION OF QUARTERLY FINANCIAL REPORTS - 3RD QUARTER CY 2023 (10/11-13/23 / 24HRS) 7. REGIONAL WORKSHOP ON THE PREPARATION OF CY 2023 CONSOLIDATED MIDYEAR FINANCIAL REPORTS AND SUBMISSION OF FINANCIAL STATEMENTS AND REPORTS TO THE REGIONAL OFFICE (07/12-2025 Regional HR Leaders Summit: Empowering Human Resource Practitioners by Embracing Inclusion and Harnessing Innovation, Basic Life Support Training at Boracay Tropics Resort Hotel Boracay, Malay, Aklan, 2024 Mid-Year School Break, Annual Capability Building for the Non-Implementing Unit (Non-IU) Schools' Financial Staff at Ati-atihan Festival Hotel, Poblacion, Kalibo, Aklan., Orientation on Disaster Risk Reduction and Management (DRRM) Manuals and Functions of School DRRM Coordinators, 1st Quarter Coordination Meeting Cum Workshop with Division Accountants and Budget Officers for CY 2024 held at Boracay Tropics Resort Hotel, Malay, Aklan., Regional Workshop on the Preparation of CY 2023 Year-End Financial Reports held at Lakawon Island Resort, Cadiz City, Negros Occidental., Budget Utilization Review and Technical Assitance for Program Management Information System (PMIS) - Finance Strand held at Park Inn by Radisson, SM City Bacolod Complex Reclamation Area, Bacolod City., Division Capability Building for the Non-Implementing Unit (Non-IU) Schools' Financial Staff at Ati-atihan Festival Hotel, Poblacion, Kalibo, Aklan., Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools @ Aklan State University College of Industrial Technology, Kalibo, Aklan., Capability Building for Human Resource Merit Promotion and Selection Board (HRMPSB) and Sub-Committee in the District on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education @ Aklan State University College of Industrial Technology, Kalibo, Aklan., Capability Building for Newly-Hired Administrative Officer II @ Arthur S. Juada Hall, Old Division Office, Kalibo, Aklan., Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools @ Aklan State University College of	More than 40 hours	1. AKLAN STATE UNIVERSITY - MAIN CAMPUS / 05/06/24- PRESENT 2. DEPARTMENT OF EDUCATION - DIVISION OF AKLAN / 08/13/19 - 05/05/24 3. DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - AKLAN DISTRICT ENGINEERING OFFICE / 03/25/15 - 08/10/19	37 Years	Certified Public Accountant	Qualified
6	AOSUPPLY-21-2025	Bachelor of Science Major in Computer Management	Practitioners by Embracing Inclusion and Harnessing Innovation, Basic Life Support Training at Boracay Tropics Resort Hotel Boracay, Malay, Aklan, 2024 Mid-Year School Break, Annual Capability Building for the Non-Implementing Unit (Non-IU) Schools' Financial Staff at Ati-atihan Festival Hotel, Poblacion, Kalibo, Aklan., Orientation on Disaster Risk Reduction and Management (DRRM) Manuals and Functions of School DRRM Coordinators, 1st Quarter Coordination Meeting Cum Workshop with Division Accountants and Budget Officers for CY 2024 held at Boracay Tropics Resort Hotel, Malay, Aklan., Regional Workshop on the Preparation of CY 2023 Year-End Financial Reports held at Lakawon Island Resort, Cadiz City, Negros Occidental., Budget Utilization Review and Technical Assitance for Program Management Information System (PMIS) - Finance Strand held at Park Inn by Radisson, SM City Bacolod Complex Reclamation Area, Bacolod City., Division Capability Building for the Non-Implementing Unit (Non-IU) Schools' Financial Staff at Ati-atihan Festival Hotel, Poblacion, Kalibo, Aklan., Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools @ Aklan State University College of Industrial Technology, Kalibo, Aklan., Capability Building for Human Resource Merit Promotion and Selection Board (HRMPSB) and Sub-Committee in the District on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education @ Aklan State University College of Industrial Technology, Kalibo, Aklan., Capability Building for Newly-Hired Administrative Officer II @ Arthur S. Juada Hall, Old Division Office, Kalibo, Aklan., Semi-Annual Workshop on the Preparation of Financial Accountability Reports (FARs) with the Implementing Unit (IU) Schools @ Aklan State University College of	More than 40 hours	ADMINISTRATIVE OFFICER II/DEPARTMENT OF EDUCATION/BULWANG INTEGRATED SCHOOL/APRIL 1, 2024 TO PRESENT, ADMINISTRATIVE OFFICER II/DEPARTMENT OF EDUCATION/DIVISION OFFICE/ ACCOUNTING UNIT/8/19/2022 TO 3/31/2024 ADMINISTRATIVE ASSISTANT III/DEPARTMENT OF EDUCATION/DIVISION OFFICE/ ACCOUNTING UNIT/02/14/2020 TO 8/18/2022 ADMINISTRATIVE ASSISTANT III/DEPARTMENT OF EDUCATION/GAUDENCIO L. VEGA NATIONAL HIGH SCHOOL/04/06/2018 TO 12/13/2020 ADMINISTRATIVE AIDE VI/DEPARTMENT OF EDUCATION, DIVISION OF AKLAN/COMMISSION ON AUDIT/09/01/2016 TO 04/05/2018	14 years	BOTH CAREER SERVICE ELIGIBILITY - PROFESSIONAL AND SUBPROFESSIONAL	Qualified

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Officer IV (Supply Unit)**

Salary Grade and Monthly Salary: **SG 15 / 40,208**

Qualification Standards:

Education: **Bachelor's degree relevant to the job**

Training: **4 hours of relevant training**

Experience: **1 year of relevant experience**

Eligibility: **Career Service Professional/Second Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
7	AOSUPPLY-22-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY MASTER IN PUBLIC ADMINISTRATION MAJOR IN PUBLIC FINANCIAL MANAGEMENT	RESOURCE SPEAKER - ANNUAL CAPACITY BUILDING OF THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF 09/17-19/2025 24 HRS REGIONAL WORKSHOP ON THE PREPARATION OF CY 2025 CONSOLIDATED MIDYEAR FINANCIAL REPORTS 07/14-16/2025 24 HRS RESOURCE SPEAKER - SEMI ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS 05/21-23/2025 24 HRS COORDINATION MEETING CUM WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF THE CY 2025 FINANCIAL REPORTS (1ST QUARTER) 04/14-16/2025 24 HRS RESOURCE SPEAKER - CAPABILITY BUILDING FOR NEWLY-HIRED ADMINISTRATIVE OFFICER II 12/2-4/2024 24 HRS RESOURCE SPEAKER - SEMI-ANNUAL WORKSHOP ON THE PREPARATION	More than 40 hours	DEPARTMENT OF EDUCATION - DIVISION OF AKLAN 06/13/2018 TO PRESENT FILBAKE FOOD CORPORATION 05/21/2014 - 04/30/2018	7 Years and 3 months	CAREER SERVICE PROFESSIONAL ELIGIBILITY	Qualified
8	AOSUPPLY-23-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY MASTER IN PUBLIC ADMINISTRATION	Training and Maintenance Phase of the LRMIS (Visayas Cluster) 5/19-23/2025 (40 hrs); Basic Life Support Training- 5/1-3/2025(24hrs); Capability-Building for Non-Teaching Personnel 12/20-21/2024 (16hrs); Division-Level Enhancement/Development of School Contingency Plan for Typhoon and Flood Writeshop-12/1-5/2024 (40hrs); Annual Capacity-Building of the Non-Implementing Unit (Non-IU) Schools' Financial Staff - 9/25-27/2024-(24 hrs.); Orientation on Disaster Risk Reduction and Management (Drrm) Manuals and Functions of School DRRM Coordinators-7/15-19/2024 (40 hrs); Division-Workshop on the Dev't of Effective and Efficient Utilization of the School Libraries and Learning Resource Centers in the Preparation for the Nat'l.Celebration of the 33rd Library & Information Services Month- 11/20-24/2023 (40hrs); Capability-Building for Human Resource Promotion and Selection Board (Hrmpsb) and Sub-Committee in the District on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education-4/13-14/2023(16hrs); Capability-Building for Newly-Hired Administrative Officer II-11/23-24/2022 (16hrs); Regional Training on the Enhanced Program Management Information System (PMIS) for Schools Division Offices and Selected Implementing Units- Cluster 3- 10/26-29/2022 (32); Seminar-Workshop on the Proposed Beginning Reading Program (BRP)-10/20-21/2022 (16hrs); Seminar-Workshop on the Crafting of the 2022-2028 Division Education Development Plan (DEDP)-7/19-21/2022 (24hrs); Property & Supply Management System Program Orientation-8/21-24/2021 (32hrs)	More than 40 hours	DepEd Kalibo District I/Andagaw ES- 4/13/2021-Present; Philippine National Police, Makato Municipal Police Station- 2/17/2015 to 4/12/2021; Aklan Provincial Government/ Provincial Agriculturnist Office- 8/15/2013 to 2/13/2015; National Statistics Office- Aklan District Office (Census Of Agriculture And Fisheries)-2/1/2013 to 8/9/2013; Quedan and Rural Credit Guarantee Corporation- Aklan District Office- 3/1/2005 to 6/30/2012; Costner Trading Corporation- Kalibo Sales Office- 6/4/2022 to 2/28/2005; Staff Alliance, Inc.- Assigned at Equitable PCI Bank-Binondo Branch-10/22/2001 to 4/30/2002; Premium Staffers, Inc.- assigned at Negros Navigation Company-8/6/2001 to 10/15/2001	24 years	CAREER SERVICE PROFESSIONAL; CAREER SERVICE SUB-PROFESSIONAL; PD 907 (HONOR GRADUATE)	Qualified
9	AOSUPPLY-24-2025	Bachelor of Science in Accountancy Master in Business Administration	ANNUAL CAPACITY BUILDING OF THE NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS' FINANCIAL STAFF 09/17-19/2025 24 HRS CAPABILITY BUILDING FOR NEWLY-HIRED ADMINISTRATIVE OFFICER II (24 hours) DIVISION CAPACITY BUILDING FOR THE NON IMPLEMENTING UNIT SCHOOLS' FINANCIAL STAFF 10/16-18/2023 24 HRS	More than 40 hours	DepEd - Administrative Staff 4/21/2021 to present Aklan Baptist Hospital Incorporated - Bookkeeper 7/4/2016-5/29/2020	9 Years	CAREER SERVICE PROFESSIONAL	Qualified

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Officer IV (Supply Unit)**

Salary Grade and Monthly Salary: **SG 15 / 40,208**

Qualification Standards:

Education: **Bachelor's degree relevant to the job**

Training: **4 hours of relevant training**

Experience: **1 year of relevant experience**

Eligibility: **Career Service Professional/Second Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
13	AOSUPPLY-28-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY MASTER IN PUBLIC ADMINISTRATION MAJOR IN PUBLIC FINANCIAL MANAGEMENT	District Training Workshop for Non-Implementing Units (Non-IU Schools) 8 hrs Division Capacity Building for Non-Implementing Unit Schools' Financial 10/16/2023-10/18/2023 24 hrs Professional Development for Non-Teaching Personnel: Capability Building 12/12-13/2024 16 hrs	More than 40 hours	DepEd-Administrative Staff 4/14/2021-present MKWD- Cashier 02/1/2017-4/8/2026	9 years	CAREER SERVICE ELIGIBILITY PROFESSIONAL	Qualified
14	AOSUPPLY-29-2025	BACHELOR OF ARTS IN POLITICAL SCIENCE	N/A	N/A	N/A	N/A	N/A	Disqualified

Prepared and certified correct by:



MARLYN T. BEREBER

Human Resource Management Officer

Date: October 14, 2025