

**INITIAL EVALUATION RESULT (IER)**

Position: **Legal Assistant I**  
 Salary Grade and Monthly Salary: **SG 10 / 25,586**  
 Qualification Standards:  
 Education: **Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses**  
 Training: **None required**  
 Experience: **None required**  
 Eligibility: **Career Service (Professional); Second Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	LEA-1-2025	B.S. Commerce Major in Management graduate Juris Doctor	E-Filing Orientation: Embracing Tech Reforms in the 6th Judicial Region, March 11, 2025	8 hrs	Supreme Court - Interpreter 11/30/2021 to 3/20/2025	3 years 5 mos	CSC Professional	Qualified
2	LEA-2-2025	Bachelor of Arts in Political Science Doctor graduate Juris	N/A	N/A	N/A	N/A	CSC Professional	Qualified
3	LEA-3-2025	B.S Criminology (Not Relevant)	Filipino Brand of Service Excellence Workshop/ May 22,2024 Skills Upgrading for Facility Support on Bamboo Homestyle Furniture Production/ September 23-27,2024 Technology Transfer on Coco-coco Based Craft Making/ November 22-24,2023	8 hrs 40 hrs 24 hrs	Light Microfinance Incorporated/ 2008-2017 Municipality of Ibajay (DTI Negosyo Center)/ July 2023-November 2024 Clerk - 7/1/2025 to 12/31/2025	9 yrs 7 mos 1 yr 4 mos 6 mos	RA 1080	Disqualified
4	LEA-4-2025	BS in Accounting Technology Doctor graduate Juris	N/A	N/A	N/A	N/A	CSC Professional	Qualified
5	LEA-5-2025	Bachelor of Science in Business Administration Major in Marketing Management (Not Relevant)	TIEZA Investment Incentives and Opportunities for Tourism Enterprises - Panay Region, 8/24/25 Masterclass on Writing Minutes of Meetings, 8/26/25-8/27/25 Pre - membership Education Seminar (PMES), 6/13/25 Webinar on Certificate of Product Registration: Process and Requirements, 4/3/25 Orientation of QMS Forms and Procedures and Internal Audit Team Training, 9/13/24 Basics of MS Excel and Google Sheets, 7/15/23 Fostering Competition for Regional Development: Online Regional Roadshow on Competition Law and Policy for Western Visayas, 6/20/23 PCCI-Aklan Presents: SEC Amnesty Program and Other SEC Updates, 6/20/23 Google Workspace Seminar, 7/23/22	8 hrs 6 hrs 8 hrs 3 hrs 2 hrs 4 hrs 4 hrs 8 hrs 8 hrs	J Marketing Corporation 12/3/2018-10/1/2021 Saint Jude's Hospital Inc. 4/16/2015 - 11/30/2018	2 yrs 10 mos 3 yrs 7 mos	PD No. 907	Disqualified

6	LEA-6-2025	BS in Management Juris Doctor graduate	Organizational Leadership Symposium: Organizational Ethics and Leadership Building August 18, 2024 Orientation on the Philippine National Public Key Infrastructure (PNPKI) February 5, 2025	8 hrs 8 hrs	Junior Business Counselor @ Department of Trade and Industry- Aklan (September 17, 2024-June 30, 2025) JP CAYETANO ENGINEERING SERVICES (2020-2023)	9 mos 4 yrs	CSC Professional	Qualified
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Prepared and certified correct by:

  
**MARLYN T. BEREBER**

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Human Resource Management Officer

Date: October 6, 2025