

INITIAL EVALUATION RESULT (IER)

Position:
Salary Grade and Monthly Salary:
Qualification Standards:

**Administrative Assistant II (Disbursing Officer II)-Altavas National High School
8 / 21448.00**

Education: **Completion of 2 years of studies in college (prior to 2018),or Completion of Grade 12/Senior High School (starting 2016)***
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	DM695ADAS2ANS-012025	Bachelor of Science in Computer Engineering	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Career Service Professional Examination Career Service Subprofessional Examination	DISQUALIFIED
2	DM695ADAS2ANS-02-2025	Bachelor of Science in Commerce Major in Computer Management	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		MC11 CATEGORY 1 DATA ENCODER	DISQUALIFIED
3	DM695ADAS2ANS-03-2025	Bachelor of Science in Criminology MPA - 36UNITS	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Licensure Examination for Criminologists	DISQUALIFIED
4	DM695ADAS2ANS-04-2025	BS in Business Administration	TRAINING EXPIRED Accounting Clerks Training July 3-5, 2019	TRAINING EXPIRED	Accounting Assistant - STI College Kalibo (05-27- 2019 to 08-23-2024) School Cashier - STI College Kalibo (08-13-2018 to 05-27-2019) Accounts Receivable - 7Stones Boracay Suites (12-26-2017 to 04-30-2018) Accounting Staff - Red Coral Seasports Corp (11-16-2016 to 12-23-2017) Inventory Clerk - Ambassador in Paradise Resort Corp (04-22-2015 to 09-14-2016) Front Office Associate - La Carmela De Boracay (05-18-2014 to 04-18-2015)	6 YEARS & 1 MONTH	Career Service Professional Examination	QUALIFIED
5	DM695ADAS2ANS-05-5025	BS in Business Administration- Financial Management	ENHANCING SKILLS, ENABLING SUCCESS:NON TEACHING STAFF DEVELOPMENT PROGRAM	8 HOURS	JOB ORDER-DEPED RECORDS UNIT ISLAND FUN INC.	2 YEARS & 3 MONTHS	Career Service Professional Examination	QUALIFIED
6	DM695ADAS2ANS-06-2025	Bachelor of Secondary Education Major in Filipino Master of Arts in Education Major in Educational Management - 15 units	SCHOOL ROLL-OUT TRAINING ON THE ADOLESCENT HEALTH AND DEVELOPMENT FOUNDATIONAL COURSE, 19/08/2025 (8 hrs)☐ 10 DAY ICT SKILL TRAINING FOR TEACHER 1, (17/03/2025-28/03/2025), (80 hrs)☐ IN-SERVICE TRAINING FOR TEACHERS (INSET), (25/11/2024-29/11/2024), (40 hrs) SCHOOL-BASED TRAINING ON MATATAG CURRICULUM FOR THE KINDERGARTEN, GRADES 1, 4 & 7 TEACHERS, (22/07/2024-26/07/2024), (40 hrs)☐	MORE THAN 40 HOURS	ADMINISTRATIVE SUPPORT STAFF- (DEPARTMENT OF EDUCATION), (02/07/2025-PRESENT) ADMINISTRATIVE SUPPORT STAFF- (DEPARTMENT OF EDUCATION), (04/04/2024-12/31/2024) KALIBO BRANCH ADMINISTRATIVE STAFF- (PROFESSIONAL CAREER CENTER OF EXCELLENCE), (01/01/2024-02/04/2024) KALIBO BRANCH ADMINISTRATIVE STAFF- (PROFESSIONAL CAREER CENTER OF EXCELLENCE), (01/01/2023-31/12/2023) KALIBO BRANCH ADMINISTRATIVE STAFF- (PROFESSIONAL CAREER CENTER OF EXCELLENCE), (27/07/2022-31/12/2022)	1 YEAR & 9 MONTHS	RA 1080-PROFESSIONAL TEACHER	QUALIFIED

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7	DM695ADAS2ANS-07-2025	Bachelor of Science in Accountancy	AMLC REGISTRATION AND REPORTING GUIDELINES (ARRG) COURSE□ 11/12/2025-11/12/2025 3 hrs. ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING (AML/CTF) FUNDAMENTALS COURSE□ 09/12/2025-09/12/2025 3hrs AMLC REGISTRATION AND REPORTING GUIDELINES (ARRG) COURSE□ 05/12/2025-05/12/2025 3 hrs. TARGETED FINANCIAL SANCTIONS (TFS) COURSE□ 29/08/2024-29/08/2024 3 hrs. AMLC REGISTRATION AND REPORTING GUIDELINES (ARRG) COURSE□ 22/08/2024-22/08/2024 3 hrs. ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING (AML/CTF) FUNDAMENTALS COURSE□ 20/08/2024-20/08/2024 3 hrs. BRIEFING ON EASE OF PAYING TAXES (EOPT) R.A. NO. 11928□ 13/06/2024-13/06/2024 8 hrs. STRENGTHENING BSP REPORTORIAL PROCEDURES: APXI-XML REPORT□ 16/08/2023-16/08/2023 8 hrs. ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING (AML/CTF) FUNDAMENTALS WEBINAR FOR COVERED PERSONS□ 23/08/2022-23/08/2022 3 hrs. AMLC REGISTRATION AND REPORTING GUIDELINES (ARRG) WEBINAR FOR COVERED PERSONS□ 17/08/2022-17/08/2022 3 hrs. PRACTICAL GUIDE FOR DISCLOSURE PREPARATION UNDER PFRS9□ 07/04/2022-08/04/2022 16 hrs. ACCOUNTING FOR NON-ACCOUNTANTS: UNDERSTANDING THE LANGUAGE OF BUSINESS□ 21/03/2022-22/03/2022 16 hrs.	MORE THAN 40 HOURS	RURAL BANK OF MAKATO (AKLAN), INC. JUNE 19, 2017- PRESENT SAINT GABRIEL MEDICAL CENTER, INC. JULY 16, 2015-JUNE 19, 2017	MORE THAN 6 YEARS	CAREER SERVICE EXAMINATION-PEN AND PAPER TEST (CSE-PPT) PROFESSIONAL LEVEL	QUALIFIED
8	DM695ADAS2ANS-08-2025	Bachelor of Secondary Education Major in Mathematics Master of Arts in Education Major in Educational Management (18 units)	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080 PROFESSIONAL TEACHER WITH A RATING OF 76.80%	DISQUALIFIED
9	DM695ADAS2ANS-09-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MNGT. MASTER'S IN PUBLIC ADMINISTRATION (9 UNITS)	1. ENHANCING SKILLS, ENABLING SUCCESS: NON- TEACHING STAFF DEVELOPMENT PROGRAM- 11/28/2025 - 8 HOURS 2. DISTRICT TRAINING ON THE ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM - 9/11/2025-9/12/2025- 16 HOURS 3. 5TH NATIONAL ASSEMBLY AND CAPACITY DEVELOPMENT SEMINAR - 4/23/2025- 4/25/2025- 24 HOURS 4. CAPABILITY BUILDING FOR NON- TEACHING PERSONNEL - 12/20/2024-12/21/2024- 16 HOURS 5. VIRTUAL BOOKKEEPING WITH XERO QUICKBOOKS ONLINE- 8/19/2024 - 8/24/2024- 48 HOURS 6. SCHOOL- BASED TRAINING ON THE MATATAG CURRICULUM FOR TEACHERS - 7/22/2024-7/26/2024- 40 HOURS 7. BASIC COMPUTER LITERACY - 7/1/2024-/12/2024 - 80 HOURS 8. VISAYAS CLUSTER ASSEMBLY ON RESPONSIBLE PUBLIC SECTOR - 6/24/2024 - 6/26/2024- 24 HOURS 9. SCHOOL- BASED IN- SERVICE TRAINING FOR TEACHER (INSET) - 1/24/2024 - 1/30/2024- 40 HOURS 10. 1ST DIVISION NATIONAL EMPLOYEES UNION CONGRESS (AKLAN CHAPTER) - 11/28/2022- 11/28/2022- 8 HOURS 11. DIVISION IN-SERVICE TRAINING FOR NON- TEACHING PERSONNEL (CHAMPIONING THE SUPPORT SYSTEM) - 10/13/2021- 10/27/2021- 24 HOURS 12. MICROSOFT ADOPTION CARAVAN - 4/19/2021- 4/19/2021- 8 HOURS	MORE THAN 40 HOURS	1. ADMINISTRATIVE AIDE III (CLERK I) - DEPED ALTAVAS NS - 6/13/2019- PRESENT 2. CORPORATE AFFAIRS STAFF - HAIR AND THREAD PRODUCERS COOPERATIVE - 3/10/2014- 8/14/2017 3. FRONT DESK OFFICER- SEAWORLD DIVING BORACAY - 5/4/2013- 11/4/2013 4. FRONT DESK OFFICER - CALYPSO DIVING BORACAY - 5/14/2012- 3/1/2013	6 YEARS & 7 MONTHS	CIVIL SERVICE EXAM- PROFESSIONAL LEVEL	QUALIFIED
10	DM695ADAS2ANS-10-2025	Bachelor of Science in Business Administration major in Financial Management Master of Arts in Teaching Social Science GRADUATE	SCHOOL-BASED IN-SERVICE TRAINING/NOVEMBER 28-DECEMBER 1, 2025/32 HOURS MASTER CLASSES FOR GRADE 7 TEACHERS ACROSS ALL LEARNING AREAS/NOVEMBER 23-29, 2024/32 HOURS	MORE THAN 40 HOURS	Administrative Support Staff/JUSTICIA MORALES-YOUNG NHS/DEPED/FEBRUARY 17, 2025-PRESENT LGU FUNDED TEACHER/DINA-UT ELEMENTARY SCHOOL/NOVEMBER 23, 2020-JANUARY 31, 2025 ACCOUNTING ASSOCIATE/ILOILO BUILDERS CORPORATION/OCTOBER 1, 2017-JULY 29, 2018 BRANCH/ACCOUNTING CLERK/SOROSORO IBABA DEVELOPMENT COOPERATIVE/JULY 29, 2015-SEPTEMBER 6, 2017	2 YEARS & 11 MONTHS	RA 1080 PROFESSIONAL TEACHER	QUALIFIED

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11	DM695ADAS2ANS-11-2025	BS Information Technology	*BASIC BOOKKEEPING - 06/02/2025 to 06/20/2025 - 60HRS *MICROSOFT EXCEL AND BASIC WORD - 06/17/2025 - 2HRS *UNLOCK THE FUTURE OF PRESENTATION DESIGN: DIY BRANDED POWERPOINT DECKS WITH AI AND AUTOMATION - 06/17/2025 - 1HR *PROJECT SHOWCASE - 06/13/2025 - 1HR *HOW TO AVOID LABOR DISPUTES: A PRACTICAL GUIDE TO EMPLOYEE DISCIPLINE - 06/11/2025 - 5HRS *FIRESIDE CHAT ABOUT DATA ANALYTICS IN EDUCATION - 06/10/2025 - 1HR *TRANSFORMING LEARNING LANDSCAPES: LEVERAGING CANVA AND DIGITAL PLATFORMS IN CONTEMPORARY EDUCATION - 06/04/2025 - 4HRS *BASIC COMPUTER LITERACY - 05/19/2025 to 05/30/2025 - 80HRS *THE NGO OF THE FUTURE: AI & SOCIAL IMPACT - 05/28/2025 - 1HR *BOOKKEEPING & PAYROLL ACCOUNTING FUNDAMENTALS: A COMPREHENSIVE GUIDE TO BOOKKEEPING & PAYROLL - 08/18/2024 - 4HRS	MORE THAN 40 HOURS	HR ADMIN - ROKA FOODS CORP. - DUNKIN' - Regular - 07/16/2024 to present OPERATIONAL STAFF - DITO TELECOM MD AKLAN - Part time - 09/07/2024 to present OPERATION MANAGER - DITO TELECOM MD AKLAN - Regular - 11/09/2022 - 09/07/2024 ADMIN ASSISTANT - DATEM WATER INC. Probationary - 07/01/2022 - 09/28/2022 INSTRUCTOR - AKLAN STATE UNIVERSITY - Contractual - 09/01/2021 - 07/08/2022 CONTENT EDITOR - J&J COMPANY - Part Time - 05/07/2021 - 07/20/2021 CASHIER - GESON RICE RETAILING - Regular - 04/08/2019 - 08/20/2021 OFFICE ASSISTANT - ABLE DESIGN & PRINT - summer job - 04/01/2015 - 05/31/2015	MORE THAN 6 YEARS	Civil Service Professional Level	QUALIFIED

Prepared and certified correct by:



MARLYNN T. BEREBER

Administrative Officer IV

Date: January 15, 2026