

INITIAL EVALUATION RESULT (IER)

Position:
Salary Grade and Monthly Salary:
Qualification Standards:

Administrative Assistant II (Disbursing Officer II)-Boracay 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	DM695ADAS2BNHS 01-2025	Bachelor of Science in Business Administration major in Human Resources Management	NO RELEVANT TRAINING		ADMIN ASSISTANT -YAPAK ES JAN 2024 - PRESENT	2 YEARS	NO ELIGIBILITY ATTACHED N/A	DISQUALIFIED
2	DM695ADAS2BNHS-02-2025	Bachelor of Science in Criminology	NO RELEVANT TRAINING		January 15 - July 30, 2025 - Faculty/Laboratory Custodian/Technician (Northwestern Visayan Colleges)	LESS THAN 1 YEAR	Licensure Examination for Criminologists	DISQUALIFIED
3	DM695ADAS2BNHS-03-2025	Bachelor of Elementary Education	*Training Orientation and Workshop on School Sites Titing Processes and Procedures. - October 15-17, 2025(24 hours) *District Capacity Building for DEPED and SEF Administrative Personnel Including Contract of Service and Non-Implementing unit(Non-IU) Schools in the District of Malay- October 9-11 2025(24 Hours) * District Training on the Academic Recovery and Accessible Learning (ARAL) Program. - September 11-12 2025(16 Hours) * District Training on the Academic Recovery and Accessible Learning (ARAL) Program. - September 11-12 2025(16 Hours) 10-Day ICT Skill Training for Teacher I-Applicant. -March 17-28, 2025(80 hours)	MORE THAN 80 HOURS	Administrative Support (Contract of Service)-Balabag Elementary School (January 16-December 31, 2025). Support Service Provider-Najaba Elementary School (June 30, 2022-October 01, 2024)	LESS THAN 1 YEAR	Licensed Professional Teacher	DISQUALIFIED
4	DM695ADAS2BNHS-04-2025	Bachelor in Secondary Education - English	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Licensure Examination for Teachers	DISQUALIFIED
5	DM695ADAS2BNHS-05-2025	Bachelor of Science in Accountancy	Basic Computer Literacy (May 2, 2025 - May 19, 2025) 120 hours Certified Bookkeeping Program (September 30, 2025-October 19, 2025)	120 HOURS	Balusbos Primary School - Administrative Support Staff (April 1, 2024 - Present)	1 YEAR & 8 MONTHS	Career Service-Professional	QUALIFIED
6	DM695ADAS2BNHS-06-2025	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	NONE ATTACHED ; NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080 (PROFESSIONAL) – TEACHER☐	DISQUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
7	DM695ADAS2BNHS-07-2025	BS Biology	Internal Auditing and Financial Risk Management 10/02/2022- 10/04/2022 24.0 hrs Proficiency in Office Productivity Tools04/25/2022- 04/28/202232.0 hrs Advance Program in Governance, Leadership, and Strategic Management of Cooperatives 04/11/2025 - 04/15/202240.0 hrs Training of Staff Accounting 101:Accounting Basic for Beginners to Learn02/08/2022- 02/12/202240.0hrs Fundamentals of Accounting and Bookkeeping01/24/2022- 01/28/202240.0hrs Filing Systems and Document Control Procedures12/13/2021- 12/16/202132.0hrs Conduct of Training of Cooperative Personnel of Accounting and Auditing Rules11/29/2021- 12/3/202156.0hrs Mastering the Fundamentals of Effective Cooperation: Building Stronger Partnerships for Success 03/07/2021- 03/11/202140.0hrs District Capacity Building For DEPED and SEF Administrative Personnel Including Contract of Service of Non-implementing Unit Schools in District of Malay 10/9/2025- 10/11/202524.0hrs	24 HOURS	NO RELEVANT EXPERIENCE	Honor Graduate Eligibility	DISQUALIFIED	
8	DM695ADAS2BNHS-08-2025	Senior High School Graduate	Travel Documentation & Compliance 03/22/2025-03/24/2025 Bookkeeping Basics 04/21/2025 04/23/2025 Office Administration & Professional Skills 11/14/2024 11/16/2024 Foundations of Administrative Work 08/05/2024-08/06/2024	24 HOURS	NO RELEVANT EXPERIENCE	Career Service Profesional	DISQUALIFIED	

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: January 15, 2026