

**INITIAL EVALUATION RESULT (IER)**

Position: **Administrative Assistant II (Disbursing Officer II)-Linabuan National High School**  
 Salary Grade and Monthly Salary: **8 / 21448.00**  
 Qualification Standards:  
 Education: **Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior**  
 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	DM695ADAS2LNHS-01-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT MASTER IN PUBLIC ADMINISTRATION WITH 18 UNITS EARNED	STRATEGIC PLAN IMPLEMENTATION AND BUSINESS REVIEW: Q1 AND APRIL 2025 (JUNE 1, 2025/ 8 HOURS) STRATEGIC PLAN IMPLEMENTATION AND BUSINESS REVIEW: Q1 OF 2025 (APRIL 13, 2025/8, HOURS) STRATEGIC PLAN SESSION - PRODUCTIVITY ACROSS ALL DEPARTMENTS: -ADMITTING AND FO, ENGINEERING AND MAINTENANCE, SECURITY SERVICES, WAREHOUSE AND PURCHASING, CSSR, COMPLIANCE, OFFICE OF THE PRESIDENT, OFFICE OF THE COO AND ADMIN OFFICE, AND OFFICE OF THE MEDICAL DIRECTOR DEPARTMENTS (MARCH 21, 2025/ 3 HOURS) -HOUSEKEEPING, ACCOUNTING, CREDIT AND COLLECTIONS AND BUDGETING DEPARTMENTS (MARCH 17, 2025/1, HOUR) -ICT, HRMO AND MEDICAL RECORDS DEPARTMENTS (MARCH 13, 2025/ 1 HOUR) -NURSING SERVICES CONTINUATION AND PHILHEALTH DEPARTMENTS (MARCH 12, 2025/1, HOUR) -NDD, EYE CENTER AND HEARING DEPARTMENTS (MARCH 11, 2025/1, HOUR) -NURSING SERVICES, PHARMACY, LABORATORY, RADIOLOGY, PHYSICAL MEDICINE AND REHABILITATION UNIT, ENCODING, BILLING, AND CASHIERING DEPARTMENTS (MARCH 9, 2025/ 8 HOURS) STRATEGIC PLAN IMPLEMENTATION AND BUSINESS REVIEW FOR THE MONTH OF JANUARY 2025 (FEBRUARY 25, 2025/ 8 HOURS) LAUNCHING OF 2025 APMC-AKLAN DIRECTIONS (JANUARY 16, 2025/ 2 HOURS) STRATEGIC PLAN SESSION - FINAL PLAN PRESENTATION AND BUDGET PRESENTATION (DECEMBER 14, 2024/ 8 HOURS) STRATEGIC PLAN SESSION - PRESENTATION OF DEPARTMENTAL OUTPUTS AND KPIs (NOVEMBER 17, 2024/ 8 HOURS)	MORE THAN 40 HOURS	Executive Secretary to the President and CEO Asia Pacific Medical Center – (APMC) Aklan Inc. January 2, 2024 – Present Administrative Staff to the Administrative Officer Asia Pacific Medical Center – (APMC) Aklan Inc. November 13, 2023 – January 1, 2024 LEAP Teammate, Operations Department ePerformax Contact Centers (Roxas) Corp. June 1, 2023 – June 30, 2023 Teammate, Operations Department ePerformax Contact Centers (Roxas) Corp. November 7, 2022 – May 31, 2023 Global Communications Teammate, Operations Department ePerformax Contact Centers (Roxas) Corp. October 12, 2022 – November 6, 2022 Sales and Marketing Executive, Sales and Marketing Department Ninong's Hotel, Legazpi, Albay November 7, 2019 – March 8, 2022 Clerk, Guidance and Counseling Services Office Aklan State University – Banga, Aklan April 1, 2018 – April 30, 2018 Clerk, Guidance and Counseling Services Office Aklan State University – Banga, Aklan January 3, 2018 – March 30, 2018 Clerk, Guidance and Counseling Services Office Aklan State University – Banga, Aklan	7 YEARS & 11 MONTHS	CIVIL SERVICE ELIGIBILITY - PROFESSIONAL LEVEL	QUALIFIED
2	DM695ADAS2LNHS-02-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	06/15/2024-06/15/2024:8 CUSTOMER SERVICE TRAINING FOR LEGISLATIVE DEPARTMENT; 03/26/2024-03/26/2024; 4 ORIENTATION ON NEW ONLINE MONTHLY MONITORING REPORT FORM; 03/09/2023-03/09/2023; 3 BEGINNER-FRIENDLY AUSTRALIAN BOOKKEEPING SECRETS 7/19/25 to 7/19/25 2 HOURS	MORE THAN 40 HOURS	LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANADMINISTRATIVE AIDE07/01/2025PRESENT LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANADMINISTRATIVE AIDE01/02/202506/30/205	7 YEARS	CIVIL SERVICE ELIGIBILITY - PROFESSIONAL LEVEL	QUALIFIED
3	DM695ADAS2LNHS-03-2025	Bachelor of Science in Commerce major in Management 21 Units- Master in Business Administration major in Marketing	TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) 6/17/25 to 6/17/25	MORE THAN 40 HOURS	51Talk 12/05/2025 - PRESENT 888 HYE ENTERPRISES CORPORATION 05/10/2023 - PRESENT	MORE THAN 21 YEARS	CAREER SERVICE PROFESSIONAL EXAM CAREER SERVICE SUBPROFESSIONAL EXAM	QUALIFIED

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4	DM695ADAS2LNHS-04-2025	BACHELOR OF SCIENCE IN MANAGEMENT MASTERS IN PUBLIC ADMINISTRATION MAJOR IN LOCAL GOVERNMENT (18 UNITS); ONGOING	1. MID-YEAR PERFORMANCE ASSESSMENT AND CAPABILITY ENHANCEMENT SEMINAR WORKSHOP/5/31/2025 TO 5/31/2025/ 8 HOURS/ TREASURER'S OFFICE- AKLAN PROVINCIAL GOVERNMENT 2. LEADING AND MOTIVATING YOUR TEAM TRAINING 06/03/2024 TO 06/03/2024 / 8 HOURS /TRAINING & DEVELOPMENT - ALI ABDULWAHAB RETAIL COMPANY, KUWAIT 3. SOFT SKILL TRAINING FOR PLANNING AND ORGANIZING/01/10/2024 TO 01/10/2024/8 HOURS/ TRAINING & DEVELOPMENT -ALI ABDULWAHAB RETAIL COMPANY, KUWAIT 4. SOFT SKILL TRAINING FOR RESILIENCE AND FLEXIBILITY/01/09/2024 TO 01/09/2024 /8 HOURS/ TRAINING & DEVELOPMENT -ALI ABDULWAHAB RETAIL COMPANY, KUWAIT 5. BUILDING MOMENTUM- INSTORE CUSTOMER SERVICE & SELLING SKILLS/ 01/08/2024 TO 01/08/2024/ 8 HOURS/ TRAINING & DEVELOPMENT - ALI ABDULWAHAB RETAIL COMPANY, KUWAIT	8 hours	CASH DIVISION/ PROVINCIAL TREASURER'S OFFICE-AKLAN PROVINCIAL GOVERNMENT SEPTEMBER 2024 TO PRESENT NIKE STORE- ALI ABDULWAHAB ALMUTAWA RETAIL COMPANY, KUWAIT NOVEMBER 10, 2010, TO JULY 27, 2024 THE BODYSHOP - MOHAMMAD ALSHAYA RETAIL COMPANY, KUWAIT JANUARY 14, 2007, TO NOVEMBER 4, 2010	MORE THAN 14 YEARS	CIVIL SERVICE ELIGIBILITY-SUBPROFESSIONAL	QUALIFIED
5	DM695ADAS2LNHS-05-2025	Bachelor of Science in Information Technology	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		PD No. 907 - Honor Graduate Eligibility	DISQUALIFIED
6	DM695ADAS2LNHS-06-2025	BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN ENGLISH	TEN-DAY SKILLS TRAINING WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY FOR TEACHER 1	MORE THAN 40 HOURS	NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
7	DM695ADAS2LNHS-07-2025	Bachelor of Science in Accountancy	TRAINING SUBMITTED IS NOT WITHIN THE SPECIFIED DATE (5 YEARS)	TRAINING EXPIRED	Transport Office Assistant - RAK Academy Nov 2017-Aug 2020 Accounting Clerk - Du Ek Sam Inc. Dec 2013-Aug 2017	3 YEARS & 8 MONTHS	CIVIL SERVICE ELIGIBILITY-PROFESSIONAL	QUALIFIED
8	DM695ADAS2LNHS-08-2025	Bachelor of Science in Accountancy	XERO ADVISOR CERTIFICATION - 11/21/2024 to 11/21/2024 - 8hrs LABOR STANDARDS - 9/20/2024 to 9/20/2024 - 4hrs STAFF CONFERENCE: BUILDING WINNING GLOBAL SKILLS - 9/6/2024 to 9/6/2024 - 8hrs CERTIFIED BOOKKEEPER (91.5%) - 8/28/2023 to 9/3/2023 - 16hrs ON-THE-JOB TRAINING (DBP) - 8/15/2022 to 11/29/2022 - 500hrs	16 HOURS	FINANCE SPECIALIST- ACCOUTING - Acqiro Solutions and Tech. Inc (Deployed in Boracay Island Water Company- Accounting Department) - 09/15/2025-Present OUTSOURCING SUPPORT - G. PAGASPAS PARTNERS & CO., CPAS (Accounting Firm) - 10/7/2024 to 06/30/2025 ACCOUNTING ANALYST - G. PAGASPAS PARTNERS & CO., CPAS (Accounting Firm) - 8/27/2024 to 10/6/2024	1 YEAR & 1 MONTH	CIVIL SERVICE ELIGIBILITY-PROFESSIONAL	QUALIFIED
9	DM695ADAS2LNHS-09-2025	Bachelor of Science in Business Administration Major in Marketing Management	TIEZA Investment Incentives and Opportunities for Tourism Enterprises - Panay Region   8/24/2025   5.5hrs Masterclass on Writing Minutes of Meetings   8/26/2025 - 8/27/2025   6hrs Pre-membership Education Seminar (PMES)   6/13/2025   3hrs Webinar on Certificate of Product Registration: Process and Requirements   4/3/2025   3hrs Orientation of QMS Forms and Procedures and Internal Audit Team Training   9/13/2024   2hrs Basics of MS Excel and Google Sheets   7/15/2023   4hrs Fostering Competition for Regional Development: Online Regional Roadshow on Competition Law and Policy for Western Visayas   6/20/2023   3.5hrs PCCI Aidan Presents: SEC Amnesty Program and Other SEC Updates 5/30/2023   2hrs Google Workspace Seminar   7/23/2022   2hrs	MORE THAN 40 HOURS	NO RELEVANT EXPERIENCE Filbake Food Corporation   4/11/2022 - up to present = NO COE ATTACHED		PD 907 - Honor Graduate Eligibility	DISQUALIFIED
10	DM695ADAS2LNHS-10-2025	Bachelor of Science in Accountancy	FINANCIAL, CREDIT AND RISK MANAGEMENT, 09/26/2025 to 09/27/2025 , 16HRS COOPERATIVE MANAGEMENT AND GOVERNANCE, 09/24/2025 to 09/25/2025, 16HRS	32 HOURS	ACCOUNTING OFFICER, PRIME BREAD AND BUTTER BAKESHOP CORP, 05/10/2022 to PRESENT	3 YEARS & 4 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
11	DM695ADAS2LNHS-11-2025	Bachelor of Science in Accountancy	Government Budgeting and Fiscal Policy Training, March 8 and 9, 2025, 4 hours; Certified Bookkeeper CAT Level 1, May 20 to December 8, 2025, 20 hours	24 HOURS	Pizzados Grand Resto Inc - April 15, 2025 to Present; Sanford Marketing Corporation - March 8, 2019 to February 13, 2025	5 YEARS & 11 MONTHS	Career Service Professional	QUALIFIED
12	DM695ADAS2LNHS-12-2025	Bachelor of Science in Accountancy	*Computer Skills Development Training / JUNE 1-10, 2025 / 80HRS *International Seminar on Leadership and Office Administration / MAY 15-24, 2025 / 80HRS *Career Development and Office System Administration in Schools / MAY 1-10, 2025 / 80HRS *Bookkeeping Seminar (Basic Accounting) / APRIL 1-10, 2025/ 80HRS	MORE THAN 40 HOURS	*RAMSGATE FINANCE CORPORATION - JULY 27, 2025 TO PRESENT *RAMSGATE FINANCE CORPORATION - JUNE 9, 2014 TO APRIL 15, 2017	8 YEARS & 5 MONTHS	CAREER SERVICE ELIGIBILITY - PROFESSIONAL LEVEL	QUALIFIED
13	DM695ADAS2LNHS-13-2025	BACHELOR OF SECONDARY EDUCATION	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED

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14	DM695ADAS2LNHS-14-2025	Bachelor of Science in Accountancy	Year-End Performance Assessment & Capability Enhancement Seminar 12/22/2024 Mid-End Performance Assessment & Capability Enhancement Seminar 12--05/31/2025 Year-End Performance Assessment & Capability Enhancement Seminar 12/23/2022 Mid-End Performance Assessment & Capability Enhancement Seminar 12--05/26/2022	32 HOURS	Job Order Clerk-Provincials Treasurers Office March 2019- Dec 2025	6 YEARS & 9 MONTHS	CAREER SERVICE ELIGIBILITY - SUB-PROFESSIONAL	QUALIFIED
15	DM695ADAS2LNHS-15-2025	Bachelor of Secondary Education Major in Technology and Livelihood Education	BASIC COMPUTER LITERACY TRAINING - April 27, 2023 - May 6, 2023 (80 hours), 3-DAY NATIONAL SEMINAR-WORKSHOP ON CURRENT TRENDS OF CLASSROOM ENVIRONMENT MANAGEMENT - February 22, 25, 2024 - March 2, 2023(24 hours), 2024 MID-YEAR CLUSTER-BASED IN-SERVICE TRAINING- November 25 - 29, 2024 (40 hours), TRAINING WORKSHOP FOR NON-IMPLEMENTING UNIT (NON-IU) SCHOOL'S NON-TEACHING PERSONNEL - October 17, 2025 (8 hours)	MORE THAN 40 HOURS	ADMINISTRATIVE SUPPORT STAFF (COS) - DEPED - NAPNOT PRIMARY SCHOOL, April 5, 2024 to PRESENT, BRANCH CLERK - AC MARKETING APPLIANCE, January 3, 2025 - April 30, 2023, STORE MANAGER - QUIXIMART WAFFLE TIME INC., June 29, 2019 - January 6, 2021	5 YEARS & 3 MONTHS	RA 1080-PROFESSIONAL TEACHER	QUALIFIED
16	DM695ADAS2LNHS-16-2025	Bachelor of Science in Accountancy	NO RELEVANT TRAINING		POCYDON HOLDINGS CORPORATION- 12/07/2022 - PRESENT TREASURY DEPARTMENT - W HYDROCOLLOIDS, INC. - 5/11/2015 - 6/26/2020 ROYAL SPRING CORPORATION-7/24/2008 - 12/27/2014	11 YEARS & 5 MONTHS	CAREER SERVICE PROFESSIONAL	DISQUALIFIED
17	DM695ADAS2LNHS-17-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION		NO RELEVANT TRAINING	HR SUPERVISOR - SM CORP. 06/21/2018 - 05/21/2024 ADAS II -JUSTICIA MORALES YOUNG NHS 08/01/2025 HR SUPERVISOR-NVC 04/15-07/31/2025	6 YEARS & 2 MONTHS	PD 907 - Honor Graduate Eligibility	QUALIFIED
18	DM695ADAS2LNHS-18-2025	BSED -MATHEMATICS	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
19	DM695ADAS2LNHS-19-2025	Bachelor of Elementary Education	1. Training Workshop for Non-Implementing Unit (NON-IU) School's Non-Teaching Personnel Date: October 17, 2025 Number of Hours: 8 2. School-Based In-Service Training for teachers and midyear performance review. Date: November 25-29, 2025 Number of Hours: 40 3. School-Based Training on the Matatag Curriculum for Teachers. Date: July 22-26, 2024 Number of Hours: 40 4. District Coordination Meeting and Orientation with the Administrative and Contract of Service Personnel of the District of Madalag. Date: August 27, 2024.	16 HOURS	1. Administrative Support Staff Name of Agency: Department of Education -Daguitan Ilaya Primary School Date: From February 6, 2025-December 31, 2025 2. Administrative Support Staff Name of Agency: Department of Education -Daguitan Ilaya Primary School Date: From April 8, 2024-December 31, 2024	1 YEAR & 8 MONTHS	Professional Teacher License	QUALIFIED
20	DM695ADAS2LNHS-20-2025	BSED - ENGLISH MAEd - English Language Teaching (CAR)	1. VICE GOVERNOR JOURNALISM CUP: 11/15-16/2025 (16hours) 2. TUKIB 2025: MAYOR JOJO JOURNALISM CHALLENGE: 08/16-17/2025 (16hours) 3. SCHOOL-BASED ROLL OUT OF HEEADSSS : 08/12/2025 (8hours) 4. DIVISION CLINQUING SESSIONS FOR THE 2025 RSPC QUALIFIERS: 03/22 23/2025 (16hours) 5. BASIC COMPUTER LITERACY: 12/07-18/2024 (80hours) 6. 2024 IN-SERVICE TRAINING FOR TEACHERS: 11/25-29/2024 (40hours) 7. TWO-DAY DISTRICT CAPACITY BUILDING AND TRAINING ON ACTION RESEARCH AND INNOVATION: 10/10-11/2024 (16hours) 8. MAYOR JOJO JOURNALISM CHALLENGE: 09/21-22/2024 (16hours) 9. REFRESHER COURSE AND SOLIDARITY MEETING: 03/11/2025 (8hours) 10. 2023 IN-SERVICE TRAINING FOR SENIOR HIGH SCHOOL TEACHERS: 06/30/2023-07/02/2023 (24hours) 11. THREE-DAY DISTRICT JOURNALISM TRAINING AND WORKSHOP: 05/12-14/2023 (24hours)	MORE THAN 40 HOURS	NO RELEVANT EXPERIENCE		RA 1080 PROFESSIONAL TEACHER	DISQUALIFIED

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21	DM695ADAS2LNHS-21-2025	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	3 YEARS & 8 MONTHS	Civil Service Professional Level	QUALIFIED
22	DM695ADAS2LNHS-22-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	PROPER HANDLING OF BOOKS OF ACCOUNTS AND OTHER ACCOUNTING RECORDS 10/26/2021 3 HOURS COMMON TAX MISTAKES AND HOW TO SOLVE THEM 10/19/2021 3 HOURS GUIDING PRINCIPLES ON THE MANAGEMENT OF GOV FUNDS AND PROPERTIES 04/6-8/2022 24 HOURS	30 HOURS	NO RELEVANT EXPERIENCE		CIVIL SERVICE ELIGIBILITY- PROFESSIONAL	DISQUALIFIED
23	DM695ADAS2LNHS-23-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	BIR YEAR END TAX AND TAX UPDATES 11/09/2023 8 HOURS BIR DIALOGUE ON REVENUE MEMORANDUM CIRCULAR 8 HOURS BIR TAX PULONG SULONG 2024 8 HOURS TESDA MICROSOFT DIGITAL LITERACY 40 HOURS	MORE THAN 40 HOURS	ACCOUNTING STAFF - ALCOVENDAS HEAVY EQUIPMENT PARTS SUPPLY 10/18/2006- 12/17/2025	19 YEARS	CIVIL SERVICE ELIGIBILITY- SUB PROFESSIONAL	QUALIFIED
24	DM695ADAS2LNHS-24-2025	Bachelor of Science in Business Administration	Basic Computer Literacy 80 hours	MORE THAN 40 HOURS	NO RELEVANT EXPERIENCE		RA 1080 - PROFESSIONAL TEACHER	DISQUALIFIED

Prepared and certified correct by:

  
**MARLYN T. BEREBER**  
 Administrative Officer IV  
 Date: January 15, 2026