

INITIAL EVALUATION RESULT (IER)

Position:
Salary Grade and Monthly Salary:
Qualification Standards:

Administrative Assistant II (Disbursing Officer II)-Navitas 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	DM695ADAS2NAVITAS-01-2025	BS in Computer Science	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		CSE - Professional	DISQUALIFIED
2	DM695ADAS2NAVITAS-02-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	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)	25 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	2 YEARS & 9 MONTHS	CIVIL SERVICE ELIGIBILITY - PROFESSIONAL LEVEL	QUALIFIED

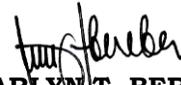
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	DM695ADAS2NAVITAS-03-2025	Bachelor of Science in Commerce major in Management	BEGINNER-FRIENDLY AUSTRALIAN BOOKKEEPING SECRETS 7/19/25 to 7/19/25 2 HOURS TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)□ 6/7/25 to 6/10/25 120 HOURS LEAD GENERATION □ 13/06/2025 to 13/06/2025 2 HOURS GENERAL VIRTUAL ASSISTANT□ 2/15/2025 to 2/15/2025 2 HOURS FUNNEL BUILDING□ 01/18/2025 to 01/18/25 2 HOURS LEAD GENERATION - PART 2□ 11/16/2024 to 11/16/2024 2 HOURS LEAD GENERATION ONLINE COURSE □ 10/27/2024 to 10/27/2024 8 HOURS 2D ANIMATION□ 10/09/2024 to 10/09/2024 2 HOURS LINKEDIN OPTIMIZATION□ 10/05/2024 to 10/05/2024 2 HOURS PODCAST MANAGEMENT□ 9/28/2024 to 9/28/2024	32 HOURS	12/05/2025 - PRESENT 888 HYE ENTERPRISES CORPORATION□ 05/10/2023 - PRESENT FLAX LABS CREATIVES□ 09/12/2022 to 23/12/2022 VELOCITY ECOMMERCE LTD.□ 13/04/2022 to 09/08/2022 VISION MOUNT TABOR FINANCE CORP.□ 30/06/2020 to 25/07/2022 VILLAGE MANIFOLD TRENDRERS INC.□ 02/01/2004 to 30/06/2020 M. LHUILLIER PAWNSHOP, INC□ 15/07/2003 to 31/12/2004 GAISANO CAPITAL KALIBO□ 15/07/2003 to 02/01/2004 VILLAGE MOTOR TRADERS□ 26/04/2002 to 22/10/2002 KALIBO ATI-ATIHAN MANAGEMENT BOARD□ 05/01/2002 to 30/01/2002 AKLAN PROVINCIAL LIBRARY□ 24/11/1999 to 15/01/2001 DYIN BOMBO RADYO KALIBO□ 15/10/1997 to 06/06/1999	MORE THAN 20 YEARS	CAREER SERVICE PROFESSIONAL EXAM□ CAREER SERVICE SUBPROFESSIONAL EXAM□	QUALIFIED
4	DM695ADAS2NAVITAS-04-2025	Bachelor Of Science in Information Technology	3 HOURS ONLY - MINIMUM QS-NOT MEET FOREIGN DIRECT INVESTMENTS AND THE ECONOMIC AMENDMENTS ON THE 1987 CONSTITUTION - SERIES OF ECONOMIC FORA SESSION 1 - OPENING THE ECONOMY FOR RECOVERY - 14/05/2021 - 3 hours		LESS THAN 1 YEAR - MINIMUM QS NOT MEET Department of Education - Ciriaco L. Icamina, Sr. National High School - February 10, 2025 - Present		Career Service Professional Eligibility	DISQUALIFIED
5	DM695ADAS2NAVITAS-05-2025	Bachelor of Secondary Education major in English	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080 - PROFESSIONAL TEACHER	DISQUALIFIED
6	DM695ADAS2NAVITAS-06-2025	Bachelor of Science in Accountancy	TRAINING SUBMITTED IS NOT WITHIN THE SPECIFIED DATE (5 YEARS)		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
7	DM695ADAS2NAVITAS-07-2025	BSED - MAPEH	TRAINING WORKSHOP FOR THE NON-IUS SCHOOLS NON TEACHING PERSONNEL OCT 17, 2025 8 HOURS	8 HOURS	COS DEPED PANINGAYAN ES - JAN TO DEC 2025	1 YEAR	RA 1080 - PROFESSIONAL TEACHER	QUALIFIED

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			Title	Hours	Details	Years		
8	DM695ADAS2NAVITAS-08-2025	BS INFORMATION TECHNOLOGY	Capacity Training on Enhanced Electronic New Government Accounting System V.2.1 PSA RSSO VI Dec 16-18, 2025 (24 hrs) PNPKI USERS TRAINING DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY- AKLAN Sep 10, 2025 (8 hrs) SECOND LEVEL TRAINING ON 2025 LIVESTOCK AND POULTRY SURVEY (LPS) PSA RSSO VI March 5-7, 2025 (24 hrs) TASK FORCE TRAINING 2024 CENSUS OF POPULATION-COMMUNITY BASED MONITORING SYSTEM 2024 (POPCEN-CBMS) PHILIPPINE STATISTICS AUTHORITY CENTRAL OFFICE-CTCO May 27- June 1, 2024 (48 hrs) TRAINING ON CBMS MODULE III A: THEMATIC MAPPING USING CBMS DATA PHILIPPINE STATISTICS AUTHORITY AKLAN PROVINCIAL OFFICE Nov 15-17, 2023 (24 hrs) SECOND LEVEL TRAINING FOR 2022 CENSUS OF AGRICULTURE AND FISHERIES (CAF) PHILIPPINE STATISTICS AUTHORITY AKLAN PROVINCIAL OFFICE October 17-19, 2023 (24 hrs) 2022 CENSUS OF AGRICULTURE AND FISHERIES PROVINCIAL LEVEL TRAINING PHILIPPINE STATISTICS AUTHORITY AKLAN PROVINCIAL OFFICE July 31-August 6, 2023 (56 hrs) SECOND LEVEL TRAINING FOR 2023 UPDATING OF LIST OF ESTABLISHMENTS (ULE) MACHINE PROCESSING PHILIPPINE STATISTICS AUTHORITY RSSO VI June 13-16, 2025 (32 hrs) THIRD LEVEL TRAINING FOR 2023 UPDATING OF LIST OF ESTABLISHMENTS (ULE) AND 2022 CENSUS OF AGRICULTURE AND FISHERIES NON-HOUSEHOLD	56 HOURS	ADMINISTRATIVE AIDE IV PHILIPPINE STATISTICS AUTHORITY- AKLAN February 16, 2022 to present STATISTICAL RESEARCHER PHILIPPINE STATISTICS AUTHORITY- AKLAN January 1-31, 2022 MAP DATA REVIEWER PHILIPPINE STATISTICS AUTHORITY- AKLAN May 10-December 10, 2021 SHIFT SUPERVISOR PHILIPPINE STATISTICS AUTHORITY- AKLAN January 4-April 31, 2021 PROVINCIAL STATISTICAL OFFICE CLERK PHILIPPINE STATISTICS AUTHORITY- AKLAN March 17-December 30, 2020 MAP DATA REVIEWER PHILIPPINE STATISTICS AUTHORITY- AKLAN July 15, 2019-February 28, 2020 MACHINE PROCESSOR PHILIPPINE STATISTICS AUTHORITY- AKLAN March 1-May 1, 2019	2 YEARS & 11 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
9	DM695ADAS2NAVITAS-09-2025	Bachelor of Science in Entrepreneurship	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Civil Service- Prof. Level	DISQUALIFIED
10	DM695ADAS2NAVITAS-10-2025	BACHELOR IN ELEMENTARY EDUCATION	Training Workshop for The Non-Implementing Unit (Non-Iu) Schools' Non-Teaching Personnel_10/17/2025_8Hrs 10-Day Ict Skill Training for Teacher I Applicants_03/17/2025-03/28/2025_80Hrs startup Awareness: Startup Orientation_03/27/2025_4Hrs information Session: Data Privacy Awareness_03/25/2025_4Hrs information Session: internet of Things_03/25/2025_4Hrs mid-Year In-Service Training for Teachers_11/25/2024-11/29/2024_40Hrs district Coordination Meeting and Orientation with The Administrative and Contract of Service Personnel of The District of Madalag_8/27/2024_8Hrs school-Based Training on The Matatag Curriculum for Teachers_07/22/2024-07/26/2024_40Hrs 3-Day National Seminar-Workshop on Current Trends of Classroom Environment Management_02/24/2024-03/02/2024_24Hrs	8 HOURS	Administrative Support Staff_Department of Education_02/06/2025-Present Administrative Support Staff_Department of Education_04/05/2024-12/31/2024 Loan Officer_Negros Women for Tomorrow Foundation, Inc_09/19/2022-02/16/2024 Payroll Custodian_Metrowide Homebuilders, Inc_10/05/2020-10/31/2021 Payroll And Billing Custodian_High First Build Construction, Inc_02/18/2019-06/01/2020 Sales Assistant_Sm Appliance Center_03/23/2018-08/23/2018	5 YEARS & 6 MONTHS	RA 1080 - PROFESSIONAL TEACHER	QUALIFIED
11	DM695ADAS2NAVITAS-11-2025	Bachelor of Technical Vocational Teacher Education major in Hotel and Restaurant Services	School-Based Training on the Matatag Curriculum for Teachers - 7/22-26/2024 - 40 hrs School-Based-Mid-Year-In-Service S.Y. 2024-2025 - 11/25-29/2024 - 40 hrs 10-Day Skill Training for Teacher I - 3/17-28/2025 - 80 hrs HEEADSSS Assessment Seminar - 8/2/2025 - 8 hrs District Orientation on the Extended Career Progression Policy - 9/18-19/2025 - 16 hrs	80 HOURS	Fairways and Bluewater Boracay (Room Attendant) - 4/16/2023 - 8/15/2023 School-Based Administrative Support Staff (CoS) - 4/11/2024 - 12/31/2024 School-Based Administrative Support Staff (CoS) - 2/6/2025- 12/31/2025	1 YEAR & 7 MONTHS	RA 1080 - PROFESSIONAL TEACHER	QUALIFIED

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12	DM695ADAS2NAVITAS-12-2025	BACHELOR OF SECONDARY EDUCATION MAJAOR IN FILIPINO	Capacity Building of Non-Implementing Unit (Non-IU) Schools' Financial Staff in the District of Malinao -28/10/2025-28/10/2025 -8HRS <input type="checkbox"/> School Based Roll out on Foundation Course for the HEEADSS (Home Environmen, Education/Employment,Eating and Exercises, Activities, Drugs/Substances, Sex,Suicidility/Depression and Safety Assessment - 12/09/2025-12/09/2025 -8HRS <input type="checkbox"/> Reconceptualizing Teacher Ideology in Multilingual English Language Classroom: An ACELT SEED PROJECT -29/11/2025-29/11/2025 -8HRS <input type="checkbox"/> SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHER:25/11/2024-29/11/2024 -40HRS <input type="checkbox"/> SCHOOL-BASED TRAINING ON THE MATATAG CURRICULUM FOR THE KINDERGARTEN, GRADES 1 ,4, & 7 TEACHERS -22/07/2024-26/07/2024 -40HRS <input type="checkbox"/> 1st Quarter 2024 Palay and Corn Production Survey (PCPS):27/03/2024-27/03/2024 -8HRS <input type="checkbox"/> Monthly Palay and Corn Production Survey -26/03/2024-26/03/2024 -8HRS <input type="checkbox"/> Rice and Corn Stock Survey - Commercial (RCSS-C) and Rice and Corn Stocks Survey -Household (RCSS-H) -25/03/2024-25/03/2024 -8HRS <input type="checkbox"/> 1st Quarter 2024 Crops Production Suervey (CrPS) -8/03/2024-9/03/2024 -16HRS <input type="checkbox"/>	8 HOURS	ADMINISTRATIVE SUPPORT STAFF (DEPART OF EDUCATION / KINALANGAY VIEJO INTEGRATED SCHOOL/29/01/2025-31/12/2025) <input type="checkbox"/> ADMINISTRATIVE SUPPORT STAFF (DEPARTMENT OF EDUCATION / KINALANGAY VIEJO INTEGRATED SCHOOL/03/04/2024-31/12/2024) <input type="checkbox"/> STATISTICAL RESEARCHER (PHILIPPINE STATISTICS AUTHORITY/28/03/2022-31/03/2024 <input type="checkbox"/> ENUMERATOR (DEPARTMENT OF ENVIRONMENTAL AND NATURAL RESOURCES/01/06/2021-31/12/2021) <input type="checkbox"/> ENUMERATOR (DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT/01/10/2020-31/12/2020 <input type="checkbox"/> ENUMERATOR (DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT/24/08/2020-16/09/2020) <input type="checkbox"/> ENUMERATOR (NATIONAL IRREGATION ASSOCIATION (BRGY. BASED)/21/10/2019-22/12/2019) <input type="checkbox"/> TIME KEEPER (NATIONAL IRREGATION ASSOCIATION (BRGY. BASED)/01/04/2017-30/12/2017) <input type="checkbox"/>	1 YEAR & 6 MONTHS	RA 1080 - PROFESSIONAL TEACHER	QUALIFIED
13	DM695ADAS2NAVITAS-13-2025	BSED - ENGLISH	NO RELEVANT TRAINING		DepEd - KINALANGAY VIEJO INTEGRATED SCHOOL: October 14, 2025 - January 23, 2026 DepEd - KINALANGAY VIEJO INTEGRATED SCHOOL: July 29, 2025 - September 12, 2025 <input type="checkbox"/> DepEd - KINALANGAY VIEJO INTEGRATED SCHOOL: January 27, 2025 - April 16, 2025 <input type="checkbox"/> DepEd - KINALANGAY VIEJO INTEGRATED SCHOOL: October 4, 2024 - January 24, 2025 DepEd - KINALANGAY VIEJO INTEGRATED SCHOOL: July 29, 2024 - September 30, 2024 ST. JOSEPH'S ACADEMY OF MALINAO, AKLAN, INC.: July 1, 2022 - May 30, 2024	3 YEARS & 3 MONTHS	RA 1080 PROFESSIONAL TEACHER	DISQUALIFIED
14	DM695ADAS2NAVITAS-14-2025	BACHELOR OF SCIENCE IN FISHERIES	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA1080 (FISHERIES PROFESSIONAL)	DISQUALIFIED
15	DM695ADAS2NAVITAS-15-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	RELEVANT TRAINING ATTACHED - EXPIRED TRAINING ON MATATAG CURRICULUM 5 DAYS 07-22-2024 to 07-26-2024. 40 hours		02-03-2025- Present ADMIN SUPPORT STAFF COS TAMBUAN ES 04-04-2024- 12-31-2024 ADMIN SUPPORT STAFF COS TAMBUAN ES 10-23-2019- 04-05-2020- FINANCIAL ASSISTANT JMP TWIN EAGLE MANPOWER AND ALLIED SERVICES	1 YEAR & 8 MONTHS	Civil Service Eligible (Professional)	QUALIFIED
16	DM695ADAS2NAVITAS-16-2025	BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING	RELEVANT TRAINING ATTACHED - EXPIRED Basic Training Rescue for Disaster Risk Management - July 28 to August 1, 2025 (40 hrs) Leadership Training - March 1-2, 2024 (16 hrs) Storage Rack System and Inspection Safety - August 12, 2022 (8 hrs) Basic Occupational Safety and Health (BOSH) - May 6,7,8,14 & 15, 2022 (40 hrs)		Administrative Aid, MALINAO LGU (JOB ORDER) - Jan 13, 2025 to Present <input type="checkbox"/> Purchasing Officer, Cauayan Island Resort El Nido Palawan - Sept 16, 2024 - Dec 20, 2024 <input type="checkbox"/> Depot Manager, Jentec Storage Inc. - Jan 16, 2024 - Sept 18, 2024 Pollution Control Officer / Safety Officer / QA, Jentec Storage Inc. - Aug 19, 2019 - Sept 18, 2024 Supervisor, Jentec Storage inc. - Oct 16, 2023 - Jan 15, 2024 <input type="checkbox"/> Inventory Clerk Analyst, Jentec Storage Inc. - Aug 19, 2019 - Oct 15, 2023 Pollution Control Officer (PCO), Davao Thermo Biotech Corp. - Feb 2, 2019 - Aug 18, 2019 <input type="checkbox"/> Station Head, NINJAVAN EXPRESS - Jan 2, 2019 - Feb 20, 2019 Sub-D loader, Cellrprime Distribution Corp.- Oct 20, 2018 to Dec 28, 2018 <input type="checkbox"/> Branch Manager, M. Lhuillier Financial Services Inc. - June 13, 2017 - Jan 1, 2018 <input type="checkbox"/> Assistant Branch Manager, M. Lhuillier Financial Services Inc. - Dec 1, 2013 - June 12, 2017 Branch Staff/Teller, M. Lhuillier Financial Services Inc. - Apr 15, 2013 - Nov 31, 2013 Warehouseman, M. Lhuillier Financial Services Inc. - Mar 10, 2010 - April 14, 2013	5 YEARS	Civil Service Eligible (Professional)	QUALIFIED

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			Title	Hours	Details	Years		
17	DM695ADAS2NAVITAS-17-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	CAPACITY BUILDING OF NON IU SCHOOLS FINANCIAL STAFF 10/28/2025 DISBURSING OFFICER CASH FLOW MANAGEMENT TRAINING FEB 4-5, 2025 TAX PULONG SULONG 2024 MAR 27, 2024	22 HOURS	Administrative Support Staff(COS)/DEPED/Feb.10, 2025-present ACCOUNTING STAFF GAISANO CAPITAL KALIBO - APRIL 2007 - MARCH 2008 BILLING ASST/DMT SUPERVISOR/BILLING SUPERVISOR - VINTEL LOGISTICS MAR 2008 - OCT 2022	MORE THAN 10 YEARS	Civil Service Eligible (Professional)	QUALIFIED
18	DM695ADAS2NAVITAS-18-2025	Bachelor of Science in Hotel and Restaurant Technology	Training Workshop for Non-Implementing Unit (NON-IU) Schools/ October 1, 2025/ 8hours	8 HOURS	Administrative Support Staff(COS)/DEPED/Feb.10, 2025-present Shift Manager /Yellow Cab Food Corp./July 21, 2019- July 15, 2025 Shift Manager /Yellow Cab Food Corp./November 14, 2011- September 6, 2017 Cashier /Yellow Cab Food Corp./February 9, 2010- July 15, 2011 Inventory Clerk/ Reliance Marketing and Distribution Inc./Nov. 2, 2008-May 31, 2009 Waitress/Amazing Philippine Theater/July 2007-May 2008	MORE THAN 5 YEARS	Civil Service Eligible (Professional)	QUALIFIED

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: January 15, 2026