

INITIAL EVALUATION RESULT (IER)

Position:
Salary Grade and Monthly Salary:
Qualification Standards:

**Administrative Assistant II (Disbursing Officer II)-Ochando 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	DM695ADAS2OCHANDO-01-2025	Bachelor of Science in Accountancy	1. Journalizing Transactions - TESDA - November 11, 2025 - 8 hours 2. Introduction to Bookkeeping - TESDA - November 4, 2025 - 8 hours 3. Public Administration and Office System Management Seminar - October 15-24, 2025 - 80 hours 4. Career Development and Office System Administration in Schools - October 1-10, 2025 - 80 hours 5. Leadership Training: Effective Administration and Office Management- September 15-24, 2025 - 80 hours	16 HOURS	Provincial Government of Aklan - July 2016 to Present	6 YEARS & 10 MONTHS	CSC Professional Eligibility	QUALIFIED
2	DM695ADAS2OCHANDO-02-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	STRENGTHEN THE BOND: A CAPACITY DEVELOPMENT TRAINING; 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; 02/09/2023-02/09/2023; 3 PAYROLL PREPARATION; 12/19/2022-12/19/2022; 4 WEBINAR SERIES ON PHILIPPINE PUBLIC LIBRARY LEADERS' CONVERSATION (PPLL): PLANTILLA POSITIONS FOR PUBLIC LIBRARIANS AND PUBLIC LIBRARIES AS CRITERION IN SGLG; 10/20/2022-10/20/2022; 4 BUKNAYAN: TALAKAYAN SA PAMPUBLIKONG AKLATAN ANNIVERSARY EPISODE3/10/2022-03/10/2022; 3 WEBINAR-WORKSHOP ON PSYCHOLOGICAL FIRST AID AND BASIC ATTENDING AND FACILITATING SKILLS FOR LIBRARIANS; 02/02/2022-02/02/2022; 8 TECH4ED KAPHAN SESSION: WEBINAR SERIES (PART 2); 11/15/2021-11/19/2021; 15 ITTH INTERNATIONAL CONFERENCE ON CHILDREN AND YOUNG ADULTS LIBRARIANSHIP (ICCYAL); 10/20/2021-10/22/2021; 12 TECH4ED KAPHAN SESSION: WEBINAR SERIES (PART 1); 10/11/2021-10/22/2021; 30 REGIONAL TECH4ED CONFERENCE; 09/29/2021-09/29/2021; 3 1ST ASEAN VIRTUAL REGIONAL CONFERENCE OF PUBLIC LIBRARIANS (1ST ASEAN VRCP); 08/23/2021-08/25/2021; 24 BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR SAFETY OFFICER 1;07/29/2021-07/30/2021; 10 REGIONAL INELLS: "SHARING INNOVATIONS, IDEA, AND INSPIRATIONS"; 07/22/2021-07/22/2021;4 FREE WEBINAR ON WHERE ART THOU: PRESENT SITUATION AND FUTURE DIRECTION OF PHILIPPINE PUBLIC LIBRARIES; 06/22/2021- 06/22/2021; 2 TAYO MUNA: A COMMUNITY DEVELOPMENT TRAINING IN COOPERATION WITH THE OFFICE OF THE VICE PRESIDENT OF THE PHILIPPINES; 10/27/2020-10/27/2020; 3 ONLINE TRAINING-WORKSHOP ON "OOTD" (ONLINE AND OFFLINE TECHY-TOOLS DEVELOPMENT FOR PUBLIC LIBRARY PERSONNEL-MODULE 1; 09/04/2020- 09/25/2020; 12 15TH VIRTUAL KNOWLEDGE EXCHANGE CONFERENCE eCENTERS IN THE DIGITAL PHILIPPINES FOR THE NEW NORMAL; 08/20/2020- 11/26/2020; 26 DICT VIRTUAL ORIENTATION FOR BASIC CENTER MANAGEMENT; 07/16/2020- 07/17/2020; 8	8 HOURS	LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANADMINISTRATIVE AIDE07/01/2025PRESENT LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANADMINISTRATIVE AIDE01/02/202506/30/205 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANADMINISTRATIVE AIDE07/01/202412/31/2024 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANADMINISTRATIVE AIDE01/01/202406/28/2024 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE07/01/202312/31/2023 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE01/02/202306/30/2023 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE10/01/202212/31/2022 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE07/01/202209/30/2022 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE01/03/202206/30/2022 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE07/01/202112/31/2021 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE01/04/202106/30/2021 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE07/01/202012/31/2020 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE01/02/202006/30/2020 LGU KALIBO- OFFICE OF THE SANGGUNIANG BAYANLIBRARY AIDE07/01/201912/31/2019 LGU KALIBO- OFFICE FOR HUMAN RESOURCE MANAGEMENTPAYROLL CLERK01/02/201906/30/2019 LGU KALIBO- OFFICE FOR HUMAN RESOURCE MANAGEMENTPAYROLL	7 YEARS	CSE-PROFESSIONAL	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	DM695ADAS2OCHANDO-03-2025	Bachelor of Science in Commerce major in Management Master in Business Administration major in Marketing - 21 UNITS	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	16 HOURS	51 Talk□ 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. LHULLIER 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	MORE THAN 6 YEARS	CAREER SERVICE PROFESSIONAL EXAM□ CAREER SERVICE SUBPROFESSIONAL EXAM	QUALIFIED
4	DM695ADAS2OCHANDO-04-2025	BACHELOR IN SECONDARY EDUCATION MAJOR IN PHYSICAL EDUCATION, HEALTH AND MUSIC	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
5	DM695ADAS2OCHANDO-05-2025	Bachelor of Science in Accountancy	Effective Communication for Professionals, March 31, 2024, 3 hours Train Law - tax reform Fundamentals, March 31, 2024, 3 hours Managerial Accounting, March 31, 2024, 3 hours	6 HOURS	Asia Pacific Medical Center - Aklan, Inc - May 20, 2024 to present MBG Travels & Tours, Inc. - August 23, 2024 to May 22, 2024 Paradise Cable Television Network, Inc. - September 4, 2021 to August 17, 2023	3 YEARS & 9MONTHS	Career Service Professional	QUALIFIED
6	DM695ADAS2OCHANDO-06-2025	Bachelor of Science in Secondary Education Master of Arts in Education major in Educational Management- 42 Units	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		PD #907 Career Service Sub- Professional Exam Licensure Examination for Teachers	DISQUALIFIED
	DM695ADAS2OCHANDO-07-2025	Bachelor of Secondary Education	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Licensed Professional Teacher	DISQUALIFIED
7	DM695ADAS2OCHANDO-08-2025	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
8	DM695ADAS2OCHANDO-09-2025	Bachelor in Secondary Education Major in Filipino	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Licensed Professional Teacher	DISQUALIFIED
9	DM695ADAS2OCHANDO-10-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	NO RELEVANT TRAINING		Filbake Food Corporation 4/11/2022 - up to present J Marketing Corporation 12/3/2018 - 10/1/2021 Saint Jude's Hospital Inc. 4/16/2015 - 11/30/2018	3 YEARS	PD 907 - Honor Graduate Eligibility	DISQUALIFIED
10	DM695ADAS2OCHANDO-11-2025	Bachelor Science in Accountancy	Year-End Performance Assessment & Capability Enhancement Seminat 12/22/2024 Mid-End Performance Assessment & Capability Enhancement Seminat 12--05/31/2025 Year-End Performance Assessment & Capability Enhancement Seminat 12/23/2022 Mid-End Performance Assessment & Capability Enhancement Seminat 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

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			Title	Hours	Details	Years		
11	DM695ADAS2OCHANDO-12-2025	Bachelor of Science in Accountancy	Advanced Administrative Leadership and Excellence Seminar - Sept 6-7 and Sept 13-14, 2025 (32 hrs) Financial Accountability and Disbursement Efficiency Workshop - Aug 16-17 and Aug 23-24, 2025 (32 hrs) Disbursement Management for Administrative Officers - Aug 2-3 and Aug 9-10, 2025 (32 hrs) Public Administration and Office System Management Seminar - Sept 1-10, 2025 (80 hrs) Leadership Training: Effective Administration and Office Management - Aug 15-24, 2025 (80 hrs) Career Development and Office System Administration in Schools Aug 1-10, 2025 (80 hrs) QAR Consideration in accordance with PSA 220 and with E-Audit Documentation July 11, 2025 (2 hrs) Quickbooks Online International Certification Aug 19, 2022 (8 hrs)	MORE THAN 60 HOURS	BRV Accounting Services Feb 3, 2020 to Present Costner Trading Corporation June 1, 2016 to Dec 31, 2019 DSWD KALAH-I-CIDSS NCDDP March 15, 2015 to May 15, 2016 F & E Enterprises, Inc Aug 15, 2012 to April 30, 2014 Filbake Food Corporation May 15, 2010 to July 31, 2012	MORE THAN 6 YEARS	Civil Service Exam Passer - Professional Level	QUALIFIED
12	DM695ADAS2OCHANDO-13-2025	BS 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	MORE THAN 6 YEARS	CAREER SERVICE PROFESSIONAL	DISQUALIFIED
13	DM695ADAS2OCHANDO-14-2025	BS 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	1 year & 2 months	RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
14	DM695ADAS2OCHANDO-15-2025	BACHELOR OF SCIENCE IN FISHERIES	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA1080(FISHERIES PROFESSIONAL)	DISQUALIFIED
15	DM695ADAS2OCHANDO-16-2025	BACHELOR OF SECONDARY EDUCATION	7/1/22-7/31/25ENCODER LGU- NEW WASHINGTONJOB ORDER 01/02/17-02/26/21BARANGAY OFFICE CLERKBOLO BARANGAY HALL 06/13/1611/13/16SALES UTILITY CLERK SUPPLIES STATION, INC. SM SAVEMORE KALIBO 1/27/2013-12/30/2015 GUEST ASSISTANT COORDINATOR SOUTHWEST TOURS BORACAY 08/26/1201/26/13MERCHANDISER GAISANO CAPITAL KALIBO	16 HOURS	NO RELEVANT EXPERIENCE		LICENSE PROFESSIONAL TEACHER	DISQUALIFIED
16	DM695ADAS2OCHANDO-17-2025	BS IN BUSINESS ADMINISTRATION	NO RELEVANT TRAINING		LGU- NEW WASHINGTON 29/11/2024 TO PRESENT LGU- NEW WASHINGTON 13/07/2022 TO 28/11/2024	3 years & 2 months	CSE-PROFESSIONAL	DISQUALIFIED
17	DM695ADAS2OCHANDO-18-2025	BS IN COMMERCE MAJOR IN COMPUTER MANAGEMENT	SEMINAR-WORKSHOP ON LOCAL BUDGET ADMINISTRATION 07/31/2024, 08/1/2024, 16hrs PERSONALITY DEVELOPMENT SEMINAR TRAINING-SEMINAR ON PAYROLL PREPARATION 12/19/2022, 8hrs	24 HOURS	COA / Oct. 2005- Oct. 2014 & Nov. 2022- present	12 years	CSE-PROFESSIONAL	QUALIFIED

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: January 15, 2026