

**INITIAL EVALUATION RESULT (IER)**

Position: **Administrative Assistant III (Senior Bookkeeper)-Numancia Integrated School**

Salary Grade and Monthly Salary: **9 / 23226.00**

Qualification Standards:

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	DM695ADAS3NIS-01-2025	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH MAED - 24 UNITS	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		LISCENSURE EXAMINATION FOR TEACHERS PASSER	<b>DISQUALIFIED</b>
2	DM695ADAS3NIS-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 (PPLLC): 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 T7TH 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 VRCLP); 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 RELEVANT TRAINING	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	3 YEARS	CSE-PROFESSIONAL	<b>QUALIFIED</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	DM695ADAS3NIS-03-2025	Bachelor of Science in Commerce major in Management MBA - 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  LINKEDIN OPTIMIZATION☐ 10/05/2024 to 10/05/2024 2 HOURS  PODCAST MANAGEMENT☐ 9/28/2024 to 9/28/2024 2 HOURS	32 HOURS	51Talk☐ 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	DM695ADAS3NIS-04-2025	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	10 YEARS	CAREER SERVICE EXAMINATION-PEN AND PAPER TEST (CSE-PPT) PROFESSIONAL LEVEL	QUALIFIED
5	DM695ADAS3NIS-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 & 7 MONTHS	Career Service Professional	QUALIFIED
6	DM695ADAS3NIS-06-2025	Bachelor of Secondary Education	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Licensed Professional Teacher	DISQUALIFIED

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7	DM695ADAS3NIS-07-2025	Bachelor of Science in Accountancy	FROM POLICY TO PRACTICE.TRANSITIONING TO 12009 THE NEW GOVERNMENT PROCUREMENT ACT(8/22/2025 to 8/23/2025) 16 hours ONLINE BASIC ENTREPRENEURSHIP SEMINAR (9/13/2025) 8 hours	24 HOURS	1. April 23,2014 to May 23,2014 ON-THE-JOB-TRAINING (ADMIN&FINANCE AT DEPARTMENT OF AGRARIAN REFORM) 2. May 1, 2015 to October 31,2025 (FINANCE ASSISTANT) GODOFREDO P. RAMOS CATICLAN AIRPORT 3. January 25,2017 to April 30,2018 ACCOUNTING STAFF (CREDIT&COLLECTION CLERK) AZALEA HOTELS & RESIDENCES BORACAY 4. April 01,2019 to May 31,2022 OFFICE STAFF SALMARS BOOKKEEPING SERVICES 5. July 1,2025 to December 31,2021 ADMINISTRATIVE AIDE OFFICE OF SANGUNIANG BAYAN-MAKATO, AKLAN	2 YEARS & 2 MONTHS	Civil Service (Professional Level)	QUALIFIED
8	DM695ADAS3NIS-08-2025	Bachelor of Science in Accountancy	ACCOUNTING INTERMEDIATE 18 HOURS FEB 1, 2019	18 HOURS	Southwest Tour Inc.- March 6, 2025 - Present Rak Academy- Nov. 3, 2019 - July 20, 2022 Du Ek Sam Inc. - Dec. 6, 2013 - Aug. 3, 2017	3 YEARS & 8 MONTHS	Career Service Eligibility- Professional	QUALIFIED
9	DM695ADAS3NIS-09-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	BOOKKEEPING NC III December 30,2024- June 17,2025 438 Hrs AUDIT AND INVENTORY TRAINING August 12-16,2024 40 Hrs REGIONAL LIQUIDATION WORKSHOP July 8-12,2024 40 Hrs AUDIT AND INVENTORY TRAINING November 27-30,2023 24 Hrs REGIONAL LIQUIDATION WORKSHOP November 14-17,2023 32 Hrs AREA COORDINATING TEAM BASIC ORIENTATION TRAINING IN FACILITATING SUB-PROJECT IMPLEMENTATION IN KAPANGYARIHAN AT KAUNLARAN SA BARANGAY (KKB) AREAS (BATCH 1) October 16-20,2023 40 Hrs 1ST REGIONAL FIDUCIARY REVIEW June 28-July 1,2023 32 Hrs GROWTH MINDSET BLUEPRINT: PATHWAYS FOR LIMITLESS DEVELOPMENT May 17,2023 3 Hrs LEARNING TO SAY NO: COMMUNICATING YOUR NEEDS February 28,2023 3 Hrs TAMING YOUR INNER CRITIC: PRACTICING SELF-COMPASSION IN THE WORKPLACE February 22,2023 3Hrs HOW TO DEAL WITH TOXIC BOSSES February 8,2023 3 Hrs AREA COORDINATING TEAM PERFORMANCE ASSESSMENT 2022 December 7-9,2022 24 Hrs	MORE THAN 40 HOURS	Municipal Financial Analyst DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FO VI, PROMOTIVE DIVISION,KALAHI-CIDSS PROGRAM May 6,2022 to December 31,2024  Municipal Financial Analyst DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FO VI, PROMOTIVE DIVISION,KALAHI-CIDSS PROGRAM August 16,2021 to December 31,2021  ACCOUNTING ASSISTANT Seven Seas Boracay Properties Inc. September 18,2018 to March 21,2020  Kalsite Accountant	5 YEARS & 1 MONTH	CAREER SERVICE PROFESSIONAL	QUALIFIED
10	DM695ADAS3NIS-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	16 HOURS	ACCOUNTING OFFICER, PRIME BREAD AND BUTTER BAKESHOP CORP, 05/10/2022 to PRESENT	3 YRS & 5 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
11	DM695ADAS3NIS-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	MORE THAN 40 HOURS	Pizzados Grand Resto Inc - April 15 to present; Sanford Marketing Corporation - March 8 to February 13, 2025	5 YEARS & 11 MONTHS	Career Service Professional	QUALIFIED
12	DM695ADAS3NIS-12-2025	Bachelor in Elementary Education	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080- PROFESSIONAL TEACHER	DISQUALIFIED

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			Title	Hours	Details	Years		
13	DM695ADAS3NIS-13-2025	Bachelor of science in Accountancy	Year end assessment and capability training -PROVINCIAL Treasurers Office 12/22/24 8 hours Mid Year assessment and capability training -PROVINCIAL Treasurers Office 5/31/25 8 hours Year end assessment and capability training -PROVINCIAL Treasurers Office 12/23/22 8 hours Mid Year assessment and capability training -PROVINCIAL Treasurers Office 5/26/22 8 hours	32 HOURS	Clerk at Provincial Treasurer's Office	6 years & 9 MONTHS	CSC sub prof eligibility	QUALIFIED
14	DM695ADAS3NIS-14-2025	BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION MAJOR IN HOME ECONOMICS MAED - 9 UNITS	<ul style="list-style-type: none"> <li>•DISTRICT TRAINING WORKSHOP FOR NON-IMPLEMENTING UNIT (NON-IU) SCHOOLS - 01/10/2025 - 8 HOURS</li> <li>•CONDUCT OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSE) ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND PPST ASSESSMENT AT THE DISTRICT LEVEL - 24/09/2025 - 8 HOURS</li> <li>•10 DAY ICT SKILL TRAINING FOR TEACHER 1 APPLICANTS - 17/03/2025 - 28/03/2025 - 80 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 2.2: THE TEACHER AS THE TEACHER AS A PROFESSIONAL (LEARNING SESSIONS 12, 13, 14, AND 15) - 22/02/2025 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 4: THE TEACHER AS AN ADVOCATE OF TECHNOLOGY (LEARNING SESSIONS 32, 33, 34, AND 35) - 15/02/2025 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 3: THE TEACHER AS A COMMUNITY WORKER (LEARNING SESSIONS 28, 29, 30, AND 31) - 08/02/2025 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 2.5: THE TEACHER AS A PROFESSIONAL (LEARNING SESSIONS 24, 25, 26, AND 27) - 01/02/2025 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 2.4: THE TEACHER AS A PROFESSIONAL (LEARNING SESSIONS 20, 21, 22, AND 23) - 25/01/2025 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 2.3: THE TEACHER AS A PROFESSIONAL (LEARNING SESSIONS 16, 17, 18, AND 19) - 18/01/2025 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 2.1: THE TEACHER AS A PROFESSIONAL (LEARNING SESSIONS 8, 9, 10, AND 11) - 14/12/2024 - 8 HOURS</li> <li>•PAFTE FREE WEBINAR SERIES 3 ON CLUSTER 1.2: THE TEACHER AS A PERSON (LEARNING SESSIONS 5, 6, AND 7) - 30/11/2024 - 8 HOURS</li> <li>•RECONCEPTUALIZING TEACHER IDEOLOGY IN MULTILINGUAL ENGLISH LANGUAGE CLASSROOMS: AN ACELT SEED PROJECT - 29/11/2024 - 3 HOURS</li> <li>•MASTER CLASSES FOR GRADE 7 TEACHERS ACROSS ALL LEARNING AREAS - 25/11/2024 - 29/11/2024 - 32 HOURS</li> <li>•2024 MID-YEAR IN-SERVICE TRAINING FOR TEACHERS (INSET) - 25/11/2024 - 29/11/2024 - 40 HOURS</li> <li>•DISTRICT TRAINING OF TRAINERS ON THE MATATAG CURRICULUM FOR KINDERGARTEN, GRADES 1-4 AND 7 FOR SCHOOL LEADERS OF THE</li> </ul>	88 HOURS	<ul style="list-style-type: none"> <li>•ADMINISTRATIVE SUPPORT STAFF (CONTRACT OF SERVICE) - DEPARTMENT OF EDUCATION - TINA ELEMENTARY SCHOOL - 11/04/2024 - 31/12/2024</li> <li>•ADMINISTRATIVE SUPPORT STAFF (CONTRACT OF SERVICE) - DEPARTMENT OF EDUCATION - TINA ELEMENTARY SCHOOL - 30/1/2025 - PRESENT</li> </ul>	1 YEAR & 8 MONTHS	<ul style="list-style-type: none"> <li>•RA 1080 (LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS)</li> <li>•PD 907 (HONOR GRADUATE ELIGIBILITY) - CUM LAUDE</li> </ul>	QUALIFIED

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15	DM695ADAS3NIS-15-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MASTER IN PUBLIC ADMINISTRATION GRADUATE	<p>ENHANCING SKILLS, ENABLING SUCCESS: NON-TEACHING STAFF DEVELOPMENT PROGRAM November 28, 2025    8 hrs. SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS November 19-21, 2025    24 hrs.□ HEEADSSS ASSESSMENT SEMINAR□ September 2, 2025    8 hrs. SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS (FARs) WITH THE IMPLEMENTING UNIT (IU) SCHOOLS May 21-23, 2025    24 hrs.□ GSIS VISMIN WEBINAR FOR NEW EMPLOYEES ORIENTATION AND PRE-RETIREMENT SEMINAR□ February 28, 2025    8 hrs.□ CAPABILITY-BUILDING FOR NON-TEACHING PERSONNEL □ December 20-21, 2024   16 hrs. 12TH VISAYAS ICT CONFERENCE AND 9TH CREATIVE CONGRESS (CREACON)□ August 29-31, 2024    24 hrs.□ WRITESHOP FOR REFINEMENT/UPDATING OF THE PROVINCIAL DEVELOPMENT AND PHYSICAL FRAMEWORK PLAN (PDPFP) 2024-2029□ July 25-26, 2024    16 hrs.□ INTERNATIONAL CONFERENCE ON MULTIDISCIPLINARY INDUSTRY AND ACADEMIC RESEARCH (ICMIAR) July 19-20, 2024    16 hrs.□ GENDER -RESPONSIVE LGU (GeRL) ASSESSMENT TOOL FOR ORGANIZATIONAL CAPACITIES SEMINAR-WORKSHOP□ July 11-12, 2024    16 hrs.□ AKLAN BizCon - PRDP BUSINESS CONFERENCE WITH KEY INDUSTRY PLAYERS □ June 6, 2024    8 hrs.□ ENHANCED INSTITUTIONAL DEVELOPMENT WORKSHOP□ May 24, 2024   8 hrs.□ ASCEND: DIGITAL WORKERS TO DIGITAL AGENCY OWNERS May 23, 2024   8 hrs.□ HABI: THE PHILIPPINE TEXTILE COUNCIL 13TH LIKHANG HABI MARKET FAIR□ October 13-15, 2023    36 hrs.□</p>	MORE THAN 40 HOURS	<p>DEPARTMENT OF EDUCATION AKLAN - ROSARIO NATIONAL HIGH SCHOOL December 10, 2024-Present</p> <p>PROVINCIAL GOVERNOR'S OFFICE- AKLAN TOURISM AND TRADE INVESTMENT PROMOTIONS CENTER August 1, 2017-December 6, 2024</p> <p>DEPARTMENT OF TRADE AND INDUSTRY-AKLAN May 18, 2015-July 31, 2017</p>	MORE THAN 8 YEARS	PD 907- HONOR GRADUATE	QUALIFIED
16	DM695ADAS3NIS-16-2026	BACHELOR OF PHYSICAL EDUCATION	NO TRAINING CERTIFICATE ATTACHED		NO COE ATTACHED		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
17	DM695ADAS3NIS-17-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	<p>DISTRICT TAPIS CUM RESEARCH COLLOQUIUM DECEMBER 8,2025 8 HOURS DISTRICT ORIENTATION ON THE IMPLEMENTATION OF EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS AND SCHOOL HEADS SEPTEMBER 18,2025 8 HOURS BASIC COMPUTER LITERACY TRAINING AUGUST 21 - 30, 2025 80 HOURS</p>	80 HOURS	NO RELEVANT EXPERIENCE		CIVIL SERVICE EXAM PASSER - PROFESSIONAL ELIGIBILITY	DISQUALIFIED
18	DM695ADAS3NIS-18-2025	Bachelor of Science in Accountancy Master of Public Administration Major in Human Resource Management (33 Units)	<p>Bookkeeping &amp; Cash Handling Webinar/March 12-13, 2022/16 hours; Performance Management Trainings/April 13,2022/8 hours; Workshop on Developing a Mental Health Workplace &amp; Well being Policy &amp; Program for Coop/June 27-28, 2022 &amp; July 5-6, 2022/32 hours</p>	16 HOURS	<p>Operations Manager/Aklan Zion Ventures Inc/June 1, 2024-Present; Administrative Supervisor/Aklan Zion Ventures Inc/February 1, 2024-May 31,2024; Customer Relations Specialist/Barbaza Multi-Purpose Cooperative/September 4, 2022-March 16,2025; Recruitment &amp; Training Officer/Barbaza Multi-Purpose Cooperative/June 1,2020-September 3, 2022; HR Specialist/Barbaza Multi-Purpose Cooperative/June 4, 2018-May 31, 2020; Compliance Officer/Filbake Food Corporation/September 13, 2013-October 7, 2017; Administrative Associate/Filbake Food Corporation/October 7, 2012-September 12, 2013; Teller/Overseas Money Express Corporation/April 5, 2012-October 5, 2012;</p>	2 YEARS	Civil Service Eligibility (Career Service Professional)	QUALIFIED

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19	DM695ADAS3NIS-19-2025	Bachelor in Office Information Management	<p>November 28, 2025 - ENHANCING SKILLS, ENABLING SUCCESS: NON-TEACHING STAFF DEVELOPMENT PROGRAM 8 hrs.</p> <p>October 28, 2025 - CAPACITY BUILDING OF NON- IMPLEMENTING UNIT (NON-IU) SCHOOL'S FINANCIAL STAFF 8 hrs.</p> <p>October 16-17, 2025 TRAINING ORIENTATION AND WORKSHOP ON SCHOOL SITES TITLING PROCESSES AND PROCEDURES 16 hrs.</p> <p>January 8, 2025 - DISTRICT ORIENTATION ON THE PREPARATION AND SUBMISSION OF eSF7 8 hrs.</p> <p>December 20 - 21, 2025 - CAPABILITY-BUILDING FOR NON-TEACHING PERSONNEL 16 hrs.</p> <p>October 25-29, 2024 - SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS 40 hrs.</p> <p>July 22-26, 2024 - SCHOOL-BASED TRAINING ON THE MATATAG CURRICULUM FOR KINDERGARTEN, GRADES 1,4 &amp; 7 TEACHERS 40 hrs.</p> <p>January 24-30, 2024 - DISTRICT IN-SERVICE TRAINING FOR TEACHERS 80 hrs.</p> <p>October 17, 2023 - DISTRICT ORIENTATION ON THE IMPLEMENTATION OF DEPED MEMORANDUM S2, S.2023, ADOPTION OF THE DEPED ELECTRONIC SCHOOL FORM 7 (eSF7) 8 hrs.</p> <p>February 6-10, 2023 - MID-YEAR SCHOOL-BASED IN-SERVICE TRAINING FOR TEACHERS 40 hrs.</p> <p>November 28, 2022 - 1ST DIVISION NATIONAL EMPLOYEES UNION CONGRESS (AKLAN CHAPTER) 8 hrs.</p> <p>October 13 - 27, 2021 - STRENGTHENING KNOWLEDGE, SKILLS, AND ATTITUDE: DIVISION IN-SERVICE TRAINING FOR NON-TEACHING PERSONNEL (CHAMPIONING THE SUPPORT SYSTEM) 24 hrs.</p> <p>December 14-19, 2020 - END-OF-FIRST QUARTER SY 2020-2021 DIVISION VIRTUAL IN-SERVICE TRAINING AND SCHOOL-BASED IN-SERVICE TRAINING 48 hrs.</p>	48 HOURS	<p>September 1, 2016 - Present - DepEd Kinalangay Viejo Integrated School</p> <p>July 6, 2015 - August 31, 2016 - Local Government Unit of Malinao</p> <p>October 29, 2013 - June 2, 2015 - Ibadlit &amp; Ibadlit Law Offices &amp; Notarial Services</p> <p>December 2, 2012 - August 31, 2013 - Jems Barber Salon</p>	MORE THAN 9 YEARS	Career Service - Subprofessional	QUALIFIED
20	DM695ADAS3NIS-20-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	NO RELEVANT TRAINING		LGU - NUMANCIA , October 16, 2019 up to present	6 YEARS & 2 MONTHS	CSE - SUB-PROFESSIONAL LEVEL, CSE - PROFESSIONAL LEVEL	DISQUALIFIED
21	DM695ADAS3NIS-21-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	INTERNAL AUDIT TRAINING COURSE 10/17-18/2025 16 HOURS	16 HOURS	NO RELEVANT EXPERIENCE		CIVIL SERVICE ELIGIBILITY - PROFESSIONAL	DISQUALIFIED
22	DM695ADAS3NIS-22-2025	BACHELOR OF SCIENCE IN FISHERIES	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA1080 (FISHERIES PROFESSIONAL)	DISQUALIFIED
23	DM695ADAS3NIS-23-2025	Bachelor of Science in Business Administration	Basic Computer Literacy	MORE THAN 40 HOURS	NO RELEVANT EXPERIENCE		Licensure Examination for Professional Teachers	DISQUALIFIED
24	DM695ADAS3NIS-24-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY	<p>Know Your Money (KYM) Workshop for the Cash Handlers of Aklan Cooperatives- 10/14/2025 - 8 hours</p> <p>Basic Accounting for Non- Accountants - 03/28/2019 to 03/29/2019 - 16 hours</p>	24 HOURS	<p>07/01/2023 to present= Bookkeeper- I - Aklan Cooperative Mission Hospital</p> <p>03/01/2018 to 06/30/2023-Accounting Clerk II - Aklan Cooperative Mission Hospital</p> <p>04/01/2008 to 02/28/2018= Accounting Clerk I - Aklan Cooperative Mission Hospital</p>	MORE THAN 17 YEARS	Career Service Eligibility - Professional	QUALIFIED

Prepared and certified correct by:



**MARLYN T. BEREBER**

Administrative Officer IV

Date: January 15, 2026