

INITIAL EVALUATION RESULT (IER)

Position:
Salary Grade and Monthly Salary:
Qualification Standards:

Administrative Assistant II (Disbursing Officer II)-Tangalan 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	DM695ADAS2TANGALAN-01-2025	BACHELOR OF SECONDARY EDUCATION	TEN-DAY SKILLS TRAINING- WORKSHOP ON INFORMATION AND COMMUNICATION TECHNOLOGY (07/19/2022-07/29/2022) 80hrs	80 hours	NO RELEVANT EXPERIENCE		RA 1080 - PROFESSIONAL TEACHER	DISQUALIFIED
2	DM695ADAS2TANGALAN-02-2025	Bachelor of Science in Computer Science	1. Excellerate: Empowering Efficiency through Training -04/15/2024 -3 hours 2. Understanding the Digital Landscape: Fostering Digital Citizenship in the Libraries - 04/05/2025 -3 hours 3. The Municipal Orientation On Seal of Good Local Governance for the Barangay (SGLG) And Inventory of Barangay properties, Financial reports and documents and money accountabilities -05/18/2023 -8 Hours 4. Training on the Handbook on the Financial transactions of the Sangguniang Kabataan (HFTSK) -08/20/2022 To 08/23/2022 -24 hours 5. LNB Aldan Chapter Regional Congress " Enhancing the Abilities and Capabilities of our Barangay Leaders for efficient and effective Public Service to our Community -08/11/2022 to 08/13/2022 -24 hours 6. The DOST-STII Library Webinar series in partnership with ASLP Entitled: Establishing an effective knowledge management system -4/29/2022 -4 hours 7. The Self-spaced Learning roles of teacher towards the new normal with PRC accreditation number PTR-2018-174-1318 for 4 approved credit units on April 1, 2022from "New normal" to "Better normal" : Finding the Right Solutions to Post-Pandemic Learning Success with PRC Accreditation Number PTR-2018-174-1321 For 4 approved credit Units- 3/31/2022 to 4/1/2022 -16 hours 8. "Enhancing Effective Library Utilization and Integrating Library Resources in classroom Activities "During the 88th National Book Week Celebration - 2/22/2021- 8 hours 9. Liga Ng mga Barangay -Aldan Chapter Provincial Congress 2021 "Knowledgeable and Equipment Barangays-Gateways to Efficient and productive Local Government -12/13/2021-24 hours 10. Planning and Budgeting for the Sangguniang Kabataan plan and Budget 2020-16 hours	16 HOURS	NO RELEVANT EXPERIENCE		Barangay Official Eligibility (BOE)SK CHAIRPERSON	DISQUALIFIED
3	DM695ADAS2TANGALAN-03-2025	Bachelor of Science in Agriculture major in Agricultural Economics	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Registered Agriculturist	DISQUALIFIED
4	DM695ADAS2TANGALAN-04-2025	BACHELOR OF PHYSICAL EDUCATION	1. 2022 COMMUNITY BASED MONITORING SYSTEM, 7/8/2022-7/12/2022 (56hrs) 2. 2024 COMMUNITY BASED MONITORING SYSTEM, 7/8/2024-7/16/2024 (56hrs) 3. COURSES OF LITERACY IN INTERNET AND COMPUTER KNOWLEDGE (PROJECT CLICK) DIGITAL LITERACY TRAINING, 10/15/2024-10/17/2024 (24hrs)	24 HOURS	NO RELEVANT EXPERIENCE		LICENSED PROFESSIONAL TEACHER	DISQUALIFIED

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5	DM695ADAS2TANGALAN-05-2025	Bachelor of Science in Commerce major in Management 21 Units- Master in Business Administration major in Marketing	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 GO HIGH LEVEL 09/07/2024 to 09/07/2024 2 HOURS PROS-CONS OF COLD EMAIL MARKETING - PART 2 08/31/2024 to 08/31/2024 2 HOURS ESL 101 08/24/2024 to 08/24/2024 2 HOURS PROS-CONS OF COLD EMAIL MARKETING 08/10/2024 to 08/10/2024 2 HOURS EXECUTIVE VIRTUAL ASSISTANT INTERNSHIP 05/08/2024 to 28/08/2024 168 HOURS CANVA 2.0 07/13/2024 to 07/13/2024 2 HOURS WEB DEVELOPMENT WITH WORDPRESS 06/29/2024 to 06/29/2024 2 HOURS SOCIAL MEDIA AUDIT 06/21/2024 to 06/21/2024 2 HOURS VIDEO EDITING 05/25/2024 to 05/25/2024 2 HOURS EXECUTIVE VIRTUAL ASSISTANT ONLINE COURSE 05/19/2024 to 05/19/2024 10 HOURS CALENDAR MANAGEMENT	8 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	2 YEARS & 7 MONTHS	CAREER SERVICE PROFESSIONAL EXAM CAREER SERVICE SUBPROFESSIONAL EXAM	QUALIFIED
6	DM695ADAS2TANGALAN-06-2025	Bachelor in Secondary Education - English MAT English (18 units)	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Licensure Examination for Teachers (LET)	DISQUALIFIED
7	DM695ADAS2TANGALAN-07-2025	BACHELOR OF SCIENCE IN BIOLOGY MAJOR IN MICROBIOLOGY	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		CIVIL SERVICE ELIGIBILITY-PROFESSIONAL	DISQUALIFIED
8	DM695ADAS2TANGALAN-08-2025	Bachelor of Secondary Education Major in Technology and Livelihood Education	Webinar Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) July 3, 2025 - 8 hours, Bookkeeping NCH December 24, 2024 - March 15, 2025 - 292 Hours, Micro-Learning Session on the Revised Code for Government Officials and Employees January 31, 2025 - 3 hours, Agile Explorer August 24, 2024 - 7.2 hours	MORE THAN 40 HOURS	Tumana Good Seed Christian Academy, Inc. August 1, 2023 - June 5, 2024, Provincial Government of Aklan - March 1, 2022 - June 30, 2023	2 YEARS & 3 MONTHS	RA 1080 Professional Teacher	QUALIFIED
9	DM695ADAS2TANGALAN-09-2025	Bachelor of Science in Commerce major in Business Management	1. Computer Skills Development Training: Improving Classroom Learning thru ICT / September 1 - 10, 2024 / 80 hours. 2. International Seminar on Leadership & Office Administration / September 15 - 24, 2024 / 80 hours. 3. Career Development and Office System Administration in Schools / October 1 - 10, 2024 / 80 hours.	MORE THAN 40 HOURS	Michel J. Lhuillier Financial Services Inc. / April 16, 2008 to Present	17 YEARS	RA 1080-PROFESSIONAL TEACHER	QUALIFIED
10	DM695ADAS2TANGALAN-10-2025	Bachelor of Science in Accountancy	Quickbooks Online Accountant Certification/September 27,2025	8 HOURS	Tangalan Teachers and Community MPC/July 14,2015-March 20,2020	4YEARS & 8 MONTHS	Career Service Professional/Career Service SubProfessional	QUALIFIED
11	DM695ADAS2TANGALAN-11-2025	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 YEARS & 9 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
12	DM695ADAS2TANGALAN-12-2025	Bachelor of Secondary Education major in Technology and Livelihood Education	NO RELEVANT TRAINING		Philippine seven corporation aug.1, 2024 to Present Staffwise solution Inc (Philippine seven Corporation) oct.13, 2020-dec 4 2022 WGR Ibayay Aklan 7/11 feb.20,2020 to aug.8 2020 Toplis Solution Inc (Fairways & Bluewater Resort Golf Country Club) Dec.10, 2019 to feb.2, 2020 Red Coral Seasport Corp. June 10 2016 to dec 13 2017	2 YEARS & 8 MONTHS	RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED

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			Title	Hours	Details	Years		
13	DM695ADAS2TANGALAN-13-2025	Bachelor 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-Regionals Treasurers Office March 2019- Dec 2025	6 YEARS & 9 MONTHS	CAREER SERVICE ELIGIBILITY - SUB-PROFESSIONAL	QUALIFIED
14	DM695ADAS2TANGALAN-14-2025	BSEd - English MAEd - English Language Teaching (CAR)	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080 PROFESSIONAL TEACHER	DISQUALIFIED
15	DM695ADAS2TANGALAN-15-2025	BACHELOR OF SCIENCE IN FISHERIES	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080 (FISHERIES PROFESSIONAL)	DISQUALIFIED
16	DM695ADAS2TANGALAN-16-2025	Bachelor of Science in Information Technology Bachelor of Secondary Education - Uniting	NO RELEVANT TRAINING		PGEDECO - 2017-PRESENT FILMETRICS CORPORATION - 2015-2016 COA (JO) - 2013-2014 KCTV - 2012-2013	8 YEARS	RA 1080 (Teacher)	DISQUALIFIED
17	DM695ADAS2TANGALAN-17-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY (PHILIPPINES SCHOOL OF BUSINESS ADMINISTRATION QUEZON CITY)	BASIC ANTI-MONEY LAUNDERING 29/04/2024 (4 HRS); XERO ADVISOR CERTIFICATION PROGRAMME 29/04/2024 (4 HRS); XERO PAYROLL CERTIFICATION PROGRAMME 25/04/2024 (4 HRS); INTRODUCTION TO VAT 25/04/2024 (3 HRS); INTRODUCTION TO PAYE AND NI 23/04/2024 (3 HRS)	11 HOURS	SCHOOL ACCOUNTING MANAGER STI EDUCATION SERVICES GROUP INC (01/07/2018 - 31/08/2023); SCHOOL ACCOUNTING SUPERVISOR STI EDUCATION SERVICES GROUP INC (25/08/2014 - 30/06/2018); JUNIOR TECHNICAL PROJECT STAFF DEVELOPMENT ACADEMY OF THE PHILIPPINES (01/04/2012 - 31/03/2014); FINANCE AND ADMIN OFFICER S-TECH LTD INC (26/09/2011 - 22/02/2012); ACCOUNTING DEPARTMENT HEAD RURAL BANK OF NASUGBU INC (01/10/2009 - 30/09/2011); SYSTEM IMPLEMENTER WIZZARD TECHNOLOGIES INC (01/08/2007 - 30/09/2009); FINANCIAL ANALYST II DEVELOPMENT ACADEMY OF THE PHILIPPINES (01/02/2006 - 31/07/2007); ACCOUNTANT I MYSERV INTERNATIONAL INC (01/07/2002 - 31/01/2006); ACCOUNTING ASSISTANT VALLANT DISTRIBUTIONS INC (01/06/2000 - 30/06/2002); ACCOUNTING ASSISTANT W. BROWN & COMPANY INC (01/09/1998 - 31/05/2000); ACCOUNTANT I MATSUSHITA ELECTRIC PHILIPPINES COMPANY (01/11/1997 - 31/05/1998); ACCOUNTING ASSISTANT CONSOLIDATED INDUSTRIAL & CONSTRUCTION GROUP (01/11/1995 - 31/10/1997)	14 YEARS	CAREER SERVICE ELIGIBILITY - PROFESSIONAL	QUALIFIED
18	DM695ADAS2TANGALAN-18-2025	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	NONE ATTACHED; NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		CAREER SERVICE ELIGIBILITY - PROFESSIONAL	DISQUALIFIED

Prepared and certified correct by:



MARLYN T. BEREBER

Administrative Officer IV

Date: January 15, 2026