

**INITIAL EVALUATION RESULT (IER)**

Position:  
Salary Grade and Monthly Salary:  
Qualification Standards:

**Administrative Assistant II (Disbursing Officer II)-Naile 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	DM695ADAS2NAILE-01-2025	Marine Engineering	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		Career Service Professional	DISQUALIFIED	
2	DM695ADAS2NAILE-02-2025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT	*ON THE JOB TRAINING IN BOOKKEEPING AT SUÑER & SALLADOR CONS. CORP. August 2,2025-August 28,2025 (146 hrs) *BOOKKEEPING NC III- April 24,2025-July 29,2025 (292 hrs) *FUNDAMENTALS OF COMPUTER, MS WINDOWS, MS WORD, MS EXCEL & MS POWERPOINT- February 19,2018-March 10,2018 (45hrs)	MORE THAN 40 HOURS	*LGU IBAJAY- MUNICIPAL TREASURER'S OFFICE (May 16,2023-Present) *G.PAGASPAS PARTNERS & CO., CPAS (June 22,2022-May 15,2023) * GARCIA COLLEGE OF TECHNOLOGY (January 18,2021-May 31,2022) *PAC RIM REALTY AND DEVELOPEMNT CORP. ( June 18,2019-August 20,2020)	3 YEARS & 7 MONTHS	CIVIL SERVICE EXAMINATION- PROFESSIONAL LEVEL PASSER	QUALIFIED	
3	DM695ADAS2NAILE-03-2025	Bachelor of Elementary Education	NO RELEVANT TRAINING		DepEd -Agbaliw Ps(Admin Support Staff) 02/07/2025-12/31/2025 4/01/2024-13/31/2025 Registration operator- Philsys 10/03/2022-03/31/2024 Hr assistant- BERI 7/1/2016-12/31/2016 MONEY SORTER 3/11/2015-8/25/2015		1 YEAR & 8 MONTHS	RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
4	DM695ADAS2NAILE-04-2025	BACHELOR OF SECONDARY EDUCATION	BASIC COMPUTER OPERATION (OFFICE APPLICATION TOOLS: WORD, EXCEL, POWERPOINT) 11/09-11/2021 24 HOURS TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY AND PROVINCIAL TRAINING CENTER-AKLAN	16 HOURS	Barangay Treasurer - Aparicio Barangay Council - July 1, 2018 Treasurer - Aparicio Agrarian Reform Cooperative - May 16, 2023	2 YEARS	RA 1080-PROFESSIONAL TEACHER	QUALIFIED	
5	DM695ADAS2NAILE-05-2025	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	NO RELEVANT TRAINING		*RIVERA PRIMARY SCHOOL DEPARTMENT OF EDUCATION - DISTRICT OF IBAJAY EAST (July 7, 2024 - PRESENT) *MELCHOR MEMORIAL SCHOOL INC. (August 30,2023-June 30,2024) *GAISANO CAPITAL BORACAY (January 3,2021-January 2, 2022) *EED-CAGBAN PORT (September 1 - December 31, 2020 *INTERNATIONAL CARE MINISTRY (August 15 - December 31, 2019) *I.W.A.G CCMC PH711 (June 1, 2016 - June 15, 2018)		2 YEARS	RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
6	DM695ADAS2NAILE-06-2025	Bachelors of Science in Accountancy	1. Advanced Bookkeeping & Accounting Seminar February 17-21, 2025, 40 hours, 2. Tax Pulong-Pulong 2024 March 27, 2024, 4 hours, 3. Strengthening BSP Reportorial Procedures:AP-XML Report October 27, 2023, 8 hours, 4. Virtual Training on Anti-Money Laundering/Countering the financing of terrorism February 9, 2022, 8 hours.	MORE THAN 40 HOURS	Rural Bank of Ibjay, Inc., from February 1, 2012 to present.	MORE THAN 6 YEARS	Career Service Subprofessional, rating 80.56 dated February 18, 1996 at Kalibo Elementary School, Kalibo, Aklan	QUALIFIED	

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			Title	Hours	Details	Years		
7	DM695ADAS2NAILE-07-2025	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	MANDATORY TRAINING PROGRAMPER SEC 28OF RA 10742-PLANNING AND BUDGETING 11/13/2023	8 HOURS	NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED
8	DM695ADAS2NAILE-08-2025	BACHELOR OF SCIENCE IN ACCOUNTANCY MASTER IN PUBLIC ADMINISTRATION (27 UNITS)	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		1.CAREER SERVICE PROFESSIONAL ELIGIBILITY 2.BASIC COMPETENCY ON LOCAL TREASURY ELIGIBILITY (BCLTE) 3.NAPOLCOM ELIGIBILITY	DISQUALIFIED
9	DM695ADAS2NAILE-09-2025	Bachelor of Science in Accountancy	XERO Accounting Certification: Advisor Certified-10/10/2024-29/10/2024 XERO Accounting Certification: Certified Profession L2 & Certified Associate L1 06/09/2025-30/09/2025	45 HOURS	Accountant/Financial Reporting Service Department/G. Pagaspas Partners & Cos., CPAs/ 09/10/2024-present	1 YEAR & 2 MONTHS	Career Service Eligibility-Professional	QUALIFIED
10	DM695ADAS2NAILE-10-2025	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	NO RELEVANT TRAINING		NO RELEVANT EXPERIENCE		RA 1080-PROFESSIONAL TEACHER	DISQUALIFIED

Prepared and certified correct by:



**MARLYN T. BEREBER**

Administrative Officer IV

Date: January 15, 2026