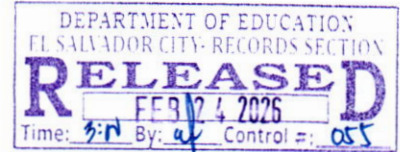




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



18 Feb 2026

DIVISION MEMORANDUM
 No. 055, s. 2026

NOTICE ON INITIAL EVALUATION RESULT:
 VARIOUS NON-TEACHING POSITIONS

To: Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 Section Heads
 All Division Office Personnel
 All Public Elementary & Secondary School Heads
 All Others Concerned
 This Division

1. This is to inform the field that the Selection Line-up for the following position/s is already available and viewable at our Division Website: www.depedelsalvadorcity.net Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Assistant III	OSEC-DECSB-ADAS3-660140-2014 (A)
	OSEC-DECSB-ADAS3-660181-2018 (A)
	OSEC-DECSB-ADAS3-660069-2014 (A)
	OSEC-DECSB-ADAS3-660083-2014 (C)
	OSEC-DECSB-ADAS3-660221-2017 (C)
	OSEC-DECSB-ADAS3-660183-2018 (B)
	OSEC-DECSB-ADAS3-660139-2014 (D)
Administrative Assistant II	OSEC-DECSB-ADAS2-660145-2016 (A)
Administrative Aide VI	OSEC-DECSB-ADA6-660029-2014 (A)
	OSEC-DECSB-ADA6-660030-2014 (A)
	OSEC-DECSB-ADA6-660033-2014 (A)

2. Applicants enlisted that are tagged as “qualified” are invited for further evaluation. Qualified applicants are informed of the interview schedule via email. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

M




Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.org

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 2



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**Salary Grade and Monthly Salary: **SG 9 Php 23,226**

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studiesTraining: 4 hours of relevant trainingExperience: 1-year relevant experienceEligibility: Career Service (Sub-Professional)/ First Level Eligibility

DepEd Preferred Qualifications:

Education: Bachelor's degree in Business Administration, Major in Accounting, OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce, OR Completion of 2 years studies in college with at least nine (9) units in accountingTraining: 4 hours relevant training in accounting, and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)Experience: 1-year relevant experience in accounting tasks/ activitiesEligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2025-ADA83AC-0001	BS IN OFFICE ADMINISTRATION	1. CUSTOMIZED TRAINING ON THE HANDBOOK ON THE FINANCIAL TRANSACTIONS OF THE SANGUNIAN KABATAAN - 40HRS	1. NOT RELATED/SPECIFIED	CS PROFESSIONAL	Disqualified
2	2025-ADA83AC-0002	BS IN ACCOUNTING TECHNOLOGY	1. TAX UPDATES AND TAX PRACTICE - 28HRS 2. INTRODUCTION TO BOOKKEEPING - 8HRS	1. ADAS III (ADMIN & FINANCE DIVISION) - 1Y 6M 2. ADA IV (ADMIN & FINANCE DIVISION) - 2YSM	CS PROFESSIONAL	Qualified
3	2025-ADA83AC-0003	BS MANAGEMENT ACCOUNTING	1. NC III BOOKEEPING - 292HRS	1. ADMINISTRATIVE ASSISTANT II (ADMIN AND FINANCE DIVISION) - 1YR 4M	CS PROFESSIONAL	Qualified
4	2025-ADA83AC-0004	BSBA - FINANCIAL MANAGEMENT	1. FUNDAMENTALS OF ACCOUNTING - 8HRS	1. ACCOUNTING STAFF - 3Y 10M	CS PROFESSIONAL	Disqualified
5	2025-ADA83AC-0005	BSBA FINANCIAL MANAGEMENT	1. COMPUTER SKILLS DEVELOPMENT TRAINING - 80HRS	1. ADMIN SUPPORT STAFF - 2Y 6M	RA 1080 (TEACHER)	Qualified
6	2025-ADA83AC-0006	BSBA BANKING AND FINANCE	1. BASIC COMPUTER LITERACY - 120hrs 2. Bookkeeping and Payroll Accounting 101 - 4hrs	1. ADA III - 1Y 6M 2. ADA VI - 2Y 6M 3. ADAS I - 1Y 6M 4. ADAS III - 1Y 6M 5. ADAS II - 1Y	CS PROFESSIONAL	Qualified
7	2025-ADA83AC-0007	BSBA FINANCIAL MANAGEMENT MASTER IN GOVERNMENT MANAGEMENT	1. INTRODUCTION TO BOOKKEEPING - 8HRS	1. ADAS I (PLANNING AND MONITORING AND EVALUATION DEPARTMENT) - 4Y	RA (1080) TEACHER	Disqualified
8	2025-ADA83AC-0008	BSBA HRMD	1. MICROSOFT DIGITAL LITERACY - 8HRS	1. ACCOUNT OFFICER - 7Y 2M	CS PROFESSIONAL	Disqualified
9	2025-ADA83AC-0009	BSBA FINANCIAL MANAGEMENT	1. KISS Training - Basic Accounts Payable, Advances to Supplier and the Procurement Process - 32hrs	1. Cashier - 7M 2. Accounting Staff - 1Y 2M	CS PROFESSIONAL	Qualified



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**Salary Grade and Monthly Salary: **SG 9 Php 23,226**

Qualification Standards:

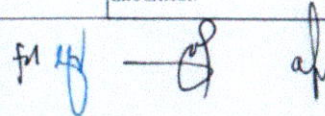
CSC Preferred Qualifications:

Education: Completion of 2 years college studiesTraining: 4 hours of relevant trainingExperience: 1-year relevant experienceEligibility: Career Service (Sub-Professional)/ First Level Eligibility

DepEd Preferred Qualifications:

Education: Bachelor's degree in Business Administration, Major in Accounting, OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce, OR Completion of 2 years studies in college with at least nine (9) units in accountingTraining: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)Experience: 1-year relevant experience in accounting tasks/ activitiesEligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
10	2025-ADAB3AC-0010	BSBA FINANCIAL MANAGEMENT	1. EMERGING TECHNOLOGY: ARTIFICIAL INTELLIGENCE, MACHINE LEARNING AND DEEP LEARNING - 4HRS 2. ICT PROJECT MANAGEMENT - 4HRS 3. SOFTWARE DEVT AND DESIGN THINKING - 4HRS 4. FUNDAMENTAL OF STATISTICS WITH MS EXCEL - 6HRS	1. LOANS ASSOCIATE - 1Y 2M	CS PROFESSIONAL	Qualified
11	2025-ADAB3AC-0011	BS ACCOUNTANCY	1. PC OPERATIONS TUTORIAL - 80HRS	1. ADAS I (LGU-PNP) - 9Y 6M	CS PROFESSIONAL	Qualified
12	2025-ADAB3AC-0012	BSBA BANKING AND FINANCE	1. Basic Bookkeeping and Accounting for Non-accountants and Basic Taxation Training - 16hrs 2. Basic Computer Literacy - 80hrs	1. ACTG STAFF - 2Y 1M 2. HR ASSISTANT (COMPEN) - 2Y 3. ACTG SUPERVISOR - 1Y	RA 1080 (TEACHER)	Qualified
13	2025-ADAB3AC-0013	BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT	1. Sales Expertise I01 - 8hrs 2. Managerial Skills for Bank officers - 16hrs	no proof of employment	None	Disqualified
14	2025-ADAB3AC-0014	BSED ENGLISH	1. Contact Center Services NC II - 144hrs	1. Communication System Operation - 11M	RA 1080 (TEACHER)	Disqualified
15	2025-ADAB3AC-0015	BEED	1. NO RELEVANT TRAININGS, NO TRAININGS WITHIN THE LAST 5 YRS	1. STAFF - 1YR (NO RELEVANT EXPERIENCE)	RA 1080 (TEACHER)	DISQUALIFIED
16	2025-ADAB3AC-0016	BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT	1. RA 6713 - 8 HOURS	6 YEARS & 4 MONTHS	LET	Disqualified
17	2025-ADAB3AC-0017	BACHELOR OF PUBLIC ADMINISTRATION	1. WEEKEND TRAINING-WORKSHOP ON ICT INTEGRATION ON EDUCATION THROUGH SYNCHRONOUS AND ASYNCHRONOUS APPROACH BATCH 3 - 80 HOUR	JOB ORDER LGU-3YEARS	BARANGAY HEALTH WORKER ELIGIBILITY	Disqualified
18	2025-ADAB3AC-0018	BACHELOR OF ELEMENTARY EDUCATION	TRAINING OF SCHOOL LEADERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION PHASE 2 CUM TRAINING ON TUTORS AND INSTRUCTIONAL LEADERS ON ARAL PROGRAM IMPLEMENTATION - 16 HOURS	COS- DEPT. OF AGRICULTURE - 10 MONTHS COS - ADA VI = 2 YEARS COS ADMIN AIDE = 9 MONTHS ALS VOLUNTEER = 5YEARS & 1 MONTH	LET	Disqualified
19	2025-ADAB3AC-0019	BACHELOR OF SECONDARY EDUCATION	CONTACT CENTER SERVICES NCII - 144 HOURS	COMMUNICATION SYSTEM OPERATOR @ MORESCO - 11 MONTHS	LET	Disqualified



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**Salary Grade and Monthly Salary: **SG 9 Php 23,226**

Qualification Standards:

CSC Preferred Qualifications:

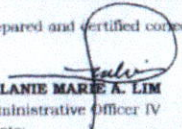
Education: Completion of 2 years college studiesTraining: 4 hours of relevant trainingExperience: 1-year relevant experienceEligibility: Career Service (Sub-Professional)/ First Level Eligibility

DepEd Preferred Qualifications:

Education: Bachelor's degree in Business Administration, Major in Accounting, OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; OR Completion of 2 years studies in college with at least nine (9) units in accountingTraining: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)Experience: 1-year relevant experience in accounting tasks/ activitiesEligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
20	2025-ADAB3AC-0020	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	1.ENHANCING ADMINISTRATIVE SKILLS. A COMPREHENSIVE TRAINING PROGRAM FOR ADMINSTRATIVE ASSISTANTS IN THE PHILIPPINES	POSTING CLERK -6 MONTHS	LET	Disqualified
21	2025-ADAB3AC-0021	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	BOOKKEEPING WITH QUICKBOOKS ONLINE - 15 HOURS	AIRPORT TRANSPORT SERVICE - 12 YEARS	CS-PROF	Disqualified
22	2025-ADAB3AC-0022	BACHELOR OF ELEMENTARY EDUCATION	NATIONAL TRAINING ON WRITING EDUCATION ACTION RESEARCH - 16 HOURS	NO CERTIFICATES	LET	Disqualified
23	2025-ADAB3AC-0023	BS AGRICULTURAL ENGINEERING	1.BASIC CUSTOMERS SERVICE TRAINING - 8 HOURS	ADA VI - 1YEAR & 8 MONTHS PROJECT DEVELOPMENT ASSISTANT I - 4 MONTHS	None	Disqualified

Prepared and certified correct by:


FELANIE MARIE A. LIM
 Administrative Officer IV
 Date:


RIZAN L. SANDANE
 Administrative Officer IV


CHERIEMY D. GENERAL
 Education Program Specialist II- M&E


ELEONOR E. SIDERO
 Administrative Officer IV

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:

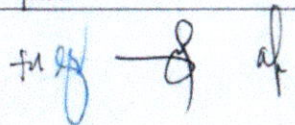
Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2025-ADAS3B-0001	Bachelor of Secondary Education major in English Master of Arts in Secondary Education - 9 units	1. Computer Literacy Training - 80 hours	Job Order - Office Clerk - 1 year and 5 mos.	RA 1080 (Teacher)	✓ Qualified
2	2025-ADAS3B-0002	Bachelor of Science in Office Administration	1. Handbook of Financial Transactions for Sangguniang Kabataan - 32 hours	Job Order - 3 years and 9 mos.	CSC Professional	✓ Disqualified
3	2025-ADAS3B-0003	Bachelor of Science in Accounting Technology	1. Tax Updates and Tax Practices - 28 hours	1. Administrative Assistant III - 1 year and 6 mos. 2. Administrative Aide VI - 2 years and 5 mos. 3. Accounting Staff - 1 year and 8 mos.	CSC Professional	✓ Qualified
4	2025-ADAS3B-0004	Bachelor of Arts in Political Science	Hands-on EPROCSYS Encoders Training - 16 hours	1. Accounting Analyst - 9 mos. 2. Administrative Assistant II - 5 mos. 3. Administrative Assistant I - 7 mos.	CSC Professional	✓ Qualified
5	2025-ADAS3B-0005	Bachelor of Public Administration	80 hours Weekend Training-Workshop on ICT Integration in Education- 80 hours	Job Order - 3 years	Barangay Health Worker Eligibility	✓ Qualified
6	2025-ADAS3B-0006	Bachelor of Secondary Education major in English	1. Contact Center Services NC II - 144 hours	1. Communication System Operator - 1 year and 6 mos.	RA 1080 (Teacher)	✓ Disqualified
7	2025-ADAS3B-0007	Bachelor of Secondary Education	1. Advance Computer Skills Training - 80 hours	1. Administrative Aide - 3 years and 2 mos. 2. Checker - 1 year and 5 mos. 3. Teacher 1 (Substitute) 6 mos.	RA 1080 (Teacher)	✓ Qualified
8	2025-ADAS3B-0008	Bachelor of Elementary Education Master of Arts in Elementary Education - 9 units	1. The Teacher as a Professional - 12 hours	1. Payroll Clerk - 1 year and 3 mos. 2. Administrative Aide - 1 year and 2 mos.	RA 1080 (Teacher)	✓ Qualified



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:

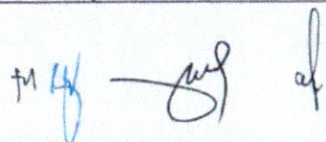
Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
9	2025-ADAS3B-0009	Bachelor of Elementary Education	1. Food Processing NCH - 92 hours	Job Order (School Board) - 3 years	RA 1080 (Teacher)	✓ Qualified
10	2025-ADAS3B-0010	Bachelor of Science in Business Administration Master's in Government Management	1. Public Sector Employees Organization Seminar - 3 hours	Administrative Assistant I - 4 years and 8 mos.	RA 1080 (Teacher)	✓ Disqualified
11	2025-ADAS3B-0011	Bachelor of Science in Industrial Technology	1. 2022 Census of Agriculture and Fisheries Task Force - 24 hours	1. Encoder - 4 mos. 2. Lending Officer - 1 year and 1 month 3. Account Officer - 4 years and 7 mos. 4. Census Field Enumerator - 2 years and 3 mos. 5. Administrative Aide - 4 months.	CSC Professional	Disqualified
12	2025-ADAS3B-0012	Bachelor of Science in Hotel and Restaurant Management Master of Arts in Social Studies - 9 units	1. RA No. 6713 on the Code of Ethical Standards for Public Officials - 8 hours	1. Administrative Aide - 2 years and 4 mos. 2. Administrative Assistant - 1 year and 2 mos. 3. Manager - 9 mos. 4. Administrative Assistant - 2 years and 4 mos.	RA 1080 (Teacher)	✓ Qualified
13	2025-ADAS3B-0013	Bachelor of Secondary Education major in Mathematics Master in Public Administration - 24 units	1. 2025 National Women's Month Celebration with Learning Sessions on the SOGIE Bill and Boosting Employee Engagement Orientation - 16 hours	1. Clerk - 1 year and 3 mos. 2. Librarian - 1 month	RA 1080 (Teacher)	✓ Qualified



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
14	2025-ADAS3B-0014	Bachelor of Elementary Education	1. GAD Capacity Building on Moral Recovery Program, Responsible Parenthood and Reproductive Health Gearing towards Employee Empowerment and Accountability - 16 hours	1. Job Order (School Board) - 1 year and 7 mos. 2. Census Team Supervisor - 4 mos.	RA 1080 (Teacher)	✓ Qualified
15	2025-ADAS3B-0015	Bachelor of Science in Business Administration major in Financial Management	1. Computer Skills Development Training- 80 hours	1. Waybill Clerk - 6 years and 4 mos. 2. Administrative Support Staff - 6 years and 6 mos.	RA 1080 (Teacher)	✓ Qualified
16	2025-ADAS3B-0016	Bachelor of Science in Business Administration major in Financial Management	1. Training/Seminar on "In Focus: Fundamentals of Accounting Part 1" - 8 hours	1. Accounting Staff - 3 years and 7 mos.	CSC Professional	✓ Disqualified
17	2025-ADAS3B-0017	BSBA major in Management Accounting	1. International Seminar on Leadership & Office Administration - 80 hours	Administrative Staff - 7 years and 9 mos.	CSC Professional	✓ Qualified
18	2025-ADAS3B-0018	BSBA - Management Accounting	Bookkeeping NC II - 292 hours	Administrative Assistant - 2 years and 4 mos.	CSC Professional	✓ Qualified
19	2025-ADAS3B-0019	Bachelor in Elementary Education	1. PNP Basic Computer Essential Course - 112 hours	1. Administrative Assistant I (NUP) - 3 years 2. Branch Manager - 3 years and 8 mos.	RA 1080 (Teacher)	✓ Qualified
20	2025-ADAS3B-0020	Bachelor of Science in Business Administration	1. Data Privacy Act Training - 16 hours	1. Account Officer - 9 mos. 2. Messenger - 2 years and 6 mos.	CSC Professional	✓ Qualified
21	2025-ADAS3B-0021	BSED - Araling Panlipunan Master of Arts in Social Studies - 9 units	1. Cookery NC II - 316 hours	None	RA 1080 (Teacher)	✓ Qualified

M. J. [Signature]

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studies

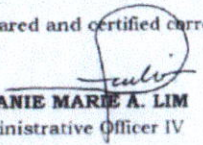
Training: 4 hours of relevant training

Experience: 1-year relevant experience

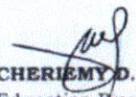
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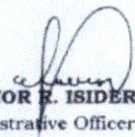
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
22	2025-ADAS3B-0022	Bachelor in Elementary Education	1. Office System Management International Seminar - 80 hours	None	RA 1080 (Teacher)	Qualified
23	2025-ADAS3B-0023	Bachelor of Science in Business Administration	1. Basic Occupational Safety and Health Training - 10 hours	Job Order - 1 year and 4 mos. Administrative Aide I - 3 years and 4 mos.	CSC Professional	Disqualified
24	2025-ADAS3B-0024	BS- Agricultural Engineering	1. Webinar Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource - 10 hours	Admin Assistant III - 2 mos. Project Development Assistant - 4 mos. Administrative Aide VI - 1 year and 7 mos.	CSC Professional	Disqualified
25	2025-ADAS3B-0025	Bachelor of Secondary Education major in Mathematics	No certificate of trainings attached	1. School Clerk - 1 year and 7 mos. 2. Records Custodian - 6 mos.	PD907	Qualified

Prepared and certified correct by:


FELANIE MARIE A. LIM
 Administrative Officer IV
 Date:


RIZAN L. SARDANE
 Administrative Officer IV


CHIEREMY D. GENEROL
 Education Program Specialist II- M&E


ELEONOR E. ISIDERIO
 Administrative Officer IV

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Secretary II)**

Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:





Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2025-ADAS3D-0001	BSBA- Management Accounting	1. Computer Skills Development Training: Improving Classroom Learning Thru ICT - 80 hours	Admin Staff/Sales Secretary - 8 years and 1 month	CSC Professional	Qualified
2	2025-ADAS3D-0002	BSBA- Financial Management	1. Internal Quality Audit 2023 - 96 hours	1. RM/PM warehouse Specialist - 4 years and 1 month 2. Warehouse Supervisor - 4 years and 9 mos.	CSC Professional	Disqualified
3	2025-ADAS3D-0003	Bachelor in Elementary Education	1. Food Processing - 92 hours	Job Order (Administrative Aide) - 2 years and 11 mos.	RA 1080 (Teacher)	Qualified
4	2025-ADAS3D-0004	Bachelor in Elementary Education	1. Office System Management International Seminar - 80 hours	No experience	RA 1080 (Teacher)	Disqualified
5	2025-ADAS3D-0005	Bachelor of Elementary Education Master of Arts in Elementary Education - 12 units	1. Webinar on "The Teacher as a Professional" - 12 hours 2. Participating in the Workplace Communication - 4 hours 3. Using Educational Technology in the English Language Classroom - 4 hours 4. Microsoft Digital Literacy - 4 hours 5. Basic Computer Literacy - 80 hours	Job Order - 1 year and 2 mos.	RA 1080 (Teacher)	Qualified
6	2025-ADAS3D-0006	Bachelor of Secondary Education major in Araling Panlipunan	1. TESDA Cookery NC II - 316 hours	No experience	RA 1080 (Teacher)	Disqualified
7	2025-ADAS3D-0007	BS-Technology Communication Management	1. SSS Training for Employer-Members - 24 hours 2. Bookkeeping Training Program - 8 hours	Compensation and Benefits - 6 years and 8 mos.	CSC Professional	Disqualified
8	2025-ADAS3D-0008	Bachelor of Science in Information Technology	None	IT Specialist - 3 years and 10 mos. Administrative Officer - 1 year and 4 mos.	Not specified	Disqualified

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Secretary II)**
 Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:
 CSC Preferred Qualifications:



Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
9	2025-ADAS3D-0009	Bachelor of Elementary Education	1. Bookkeeping Training Program - 8 hours 2. Managing Ones Anxiety in the Teaching Profession - 4 hours 3. Creating and Designing Learning Resource Materials - 4 hours 4. Teaching as a Profession, Mission and Vision - 4 hours	Human Resource Associate /Office Secretary- 2 years Human Resource Associate / Manager - 3 years and 3 mos. Human Resource Supervisor - 7 mos.	RA 1080 (Teacher)	Disqualified
10	2025-ADAS3D-0010	BS Environmental Science Technology	1. ISO 9001:2015 Awareness Training - 8 hours 2. Internal Quality Audit Training - 8 hours 3. Basic Pollution Control's Officers Training - 40 hours 4. Internal Environmental Auditor - EMS - 24 hours	Administrative Staff - 4 years and 5 mos. Contact Assistant - 1 year and 7 mos.	CSC Professional	Qualified
11	2025-ADAS3D-0011	Bachelor of Science in Statistics	1. Enhancing the Capacities of Population Officers - 32 hours 2. Gender and Development Webinar Series - 16 hours 3. Completed Staff Work Training - 16 hours 4. Training on Basic Demography for CPD X Training - 8 hours	Executive Assistant - 2 years and 1 month	CSC Professional	Qualified
12	2025-ADAS3D-0012	Bachelor of Science in Hotel and Restaurant Management Master of Arts in Teaching Social Studies - 9 units	1. Republic Act No. 6713 on the Code of Conduct and Ethical Standards for Public Officials - 8 hours 2. Inclusive Education for School Administrators, Teachers and Non-Teaching Personnel: Advanced Leadership Training - 24 hours 3. Training on Public Accountability and Values Enhancement with Team Building - 24 hours 4. Values Restoration Program on VRO Training the Trainers - 8 hours 5. Training on Basic Communication Skills - 40 hours 6. Elevating the Procurement Process: Training on Modernized Philippine Government - 40 hours	Administrative Support Staff - 2 years and 5 mos. Dining Manager/Restaurant Manager - 9 mos. Administrative Support Staff - 1 year and 2 mos. Administrative Aide VI - 2 years and 5 mos.	RA 1080 (Teacher)	Qualified

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Secretary II)**
 Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:

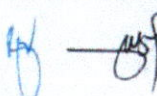
Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
13	2025-ADAS3D-0013	BS Chemistry	1. Hazard Analysis and Critical Control Points - 8 hours 2. Hygiene, Orderliness and Cleanliness Program - 8 hours 3. Safety and Health Committee- 8 hours	1. Quality Assurance Supervisor - 1 year and 1 month 2. QA Analyst - 46 days 3. Brewing Technologist - 5 years and 1 month 4. Chemical Laboratory Section Head - 2 years and 7 mos.	RA 1080 (Food Technologist)	Qualified
14	2025-ADAS3D-0014	Bachelor of Science in Computer Engineering Certificate in Teaching Education	None	IT Field Support Engineer - 11 years and 8 mos. IT Support Staff - 2 years and 4 mos.	RA 1080 (Teacher)	Disqualified
15	2025-ADAS3D-0015	Bachelor of Secondary Education major in English	1. Contract Center Services NC II - 144 hours	Communication System Operator - 11 months	RA 1080 (Teacher)	Qualified
16	2025-ADAS3D-0016	Bachelor's in public administration Master's in government management	None	Secretary - 3 years	CSC Professional	Disqualified
17	2025-ADAS3D-0017	Bachelor of Public Administration	1. Training Workshop on ICT Integration in Education - 80 hours	1. Barangay Health Worker - 12 years and 7 mos. 2. Administrative Aide - 2 years and 11 mos.	CSC Sub Professional (Barangay Health Worker)	Disqualified
18	2025-ADAS3D-0018	Bachelor of Elementary Education	1. Shielded Metal Arc Welding - 268 hours	1. Job Order - 3 years 9 mos.	RA 1080 (Teacher)	Qualified
19	2025-ADAS3D-0019	Bachelor of Elementary Education	1. 3rd Teachers Congress - 8 hours 2. 2025 In-service Training for K-6 Teachers - 16 hours	Private School Teacher - 1 year and 3 mos. Office Clerk - 10 mos.	RA 1080m(Teacher)	Qualified
20	2025-ADAS3D-0020	Bachelor of Elementary Education Master of Arts in Education major in Educational Management - 27 units	1. TESDA Cookery - 316 hours	Private School Teacher - 4 years and 2 mos.	RA 1080 (Teacher)	Qualified

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Secretary II)**

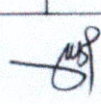
Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studiesTraining: 4 hours of relevant trainingExperience: 1-year relevant experienceEligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
21	2025-ADAS3D-0021	BSBA Entrepreneurial Marketing	1. Capacity Building on Digital Marketing for Dairy Milk Supplies - 8 hours 2. Uniting Cooperative through Cooperative Vote- 8 hours 3.	Corporate Secretary - 6 years and 6 mos.	CSC Professional	Disqualified /
22	2025-ADAS3D-0022	Bachelor of Elementary Education	1. Early Childhood Development Teacher Skills Development Training - 80 hours	Legal Secretary - 1 year and 10 mos.	RA 1080 (Teacher)	Disqualified /
23	2025-ADAS3D-0023	BS Agricultural Engineering	1. Webinar Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions - 10 hours	Administrative Aid VI - 1 year and 8 mos. Project Development Assistant - 4 mos. Administrative Assistant - 2 mos.	CSC Professional	Disqualified /
24	2025-ADAS3D-0024	Bachelor in Elementary Education	1. Computer Service Servicing - 280 hours	Job Order - 1 year and 6 mos. Executive Virtual Assistant - 2 years and 3 mos. Administrative Support Staff - 8 mos.	RA 1080 (Teacher)	Disqualified /
25	2025-ADAS3D-0025	Bachelor of Science in Business Administration major in Financial Management	1. Training/Seminar on "In Focus: Fundamentals of Accounting Part I" - 8 hours	1. Accounting Staff - 3 years and 8 mos. 2. Customer Service Agent - 1 year 3. Customer Relations Department Service - 1Y 3M	CSC Professional	Disqualified /
26	2025-ADAS3D-0026	Bachelor of Science in Business Administration major in Financial Management Master's in Government Management	1. Social Entrepreneurship - 16 hours 2. Orientation on Safe Space Act - 3 hours	1. Administrative Assistant I - 4 years and 10 mos.	CSC Professional	Disqualified /
27	2025-ADAS3D-0027	Bachelor of Science in Psychology	1. Masterclass S3 Episode 4: The Future is Now: How AI is transforming Human Resources- 6 hours	1. Human Resource Generalist - 1Y 1M 2. Recruitment & Assistant Training Officer - 1Y 1M	RA 1080 (Psychometrician)	Qualified /
28	2025-ADAS3D-0028	Bachelor of Science in Industrial Technology	1. 2022 Census of Agriculture and Fisheries (2022 CAF) Task Force Training on Data Processing - 24 hours	1. Encoder- 5 mos. 2. Lending Corporation Agent - 1 year and 1 month 3. Account Officer - 4 years and 8 mos. 4. Field Enumerator - 2 mos. 5. Barangay Treasurer - 1 year and 10 mos.	CSC Professional	Qualified /

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Secretary II)**
 Salary Grade and Monthly Salary: SG 9 Php 23,226

Qualification Standards:
 CSC Preferred Qualifications:

Education: Completion of 2 years college studies

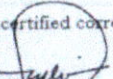
Training: 4 hours of relevant training

Experience: 1-year relevant experience


Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
29	2025-ADAS3D-0029	Bachelor of Science in Office Administration	1. Handbook on the Financial Transactions of the Sangguniang Kabataan (HPTSK) - 32 hours	1. Job Order - 3 years and 10 mos.	CSC Professional	Disqualified

Prepared and certified correct by:


FELANIE MARIE A. LIM
 Administrative Officer IV
 Date:


RIZAN L. SARDANE
 Administrative Officer IV


CHEREMY D. GENERAL
 Education Program Specialist II- M&E


ELEONOR R. SIDERIO
 Administrative Officer IV

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)**

Salary Grade and Monthly Salary: SG 8 Php 21,448

Qualification Standards:

CSC Preferred Qualifications:


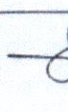
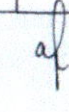
Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2025-ADAS2A-0001	BSBA FINANCIAL MANAGEMENT	1. VIRTUAL TRAINING OF 7QC TOOLS - 8HRS	1. WAREHOUSE SPECIALIST - 4Y 1M 2. SUPERVISOR WHSE - 6M	CS PROFESSIONAL	Disqualified
2	2025-ADAS2A-0002	BEED	1. BASIC COMPUTER LITERACY - 80HRS	1. ADMIN AIDE (JO) - 1Y 1M 2. PAYROLL CLERK - 1Y 3M	RA 1080 (TEACHER)	Qualified
3	2025-ADAS2A-0003	BSED MATH	1. INTRODUCTION TO CYBERSECURITY - 4HRS 2. FUNDAMENTALS OF STATISTICS WITH MS EXCEL - 6HRS 3. INTRODUCTION TO MODERN AI - 3HRS	1. TEACHER (JO, PRIVATE) - 2Y 3M	RA 1080 (TEACHER)	Qualified
4	2025-ADAS2A-0004	BEED	1. FOOD PROCESSING - 640HRS	1. ADMIN AIDE - 3Y	RA 1080 (TEACHER)	Disqualified
5	2025-ADAS2A-0005	BS CIVIL ENGINEERING	1. BOOKKEEPING NC III - 292HRS	1. TEACHER (SUB) - 1Y	RA 1080 (TEACHER)	Qualified
6	2025-ADAS2A-0006	BS HOTEL AND RESTAURANT MANAGEMENT	1. TRAINING MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM - 32HRS	1. SUPPLY MANAGEMENT ASSISTANT - 4M 2. OFFICE ASSISTANT - 6M 3. ADMINISTRATIVE SUPPORT STAFF - 2M 4. ADA VI - 3Y	RA 1080 (TEACHER)	Qualified
7	2025-ADAS2A-0007	BEED	1. NO RELEVANT TRAINING	1. OFFICE CLERK - 10M 2. TEACHER - 1Y 1M	RA 1080 (TEACHER)	Disqualified

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)**

Salary Grade and Monthly Salary: SG 8 Php 21,448

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
8	2025-ADAS2A-0008	BS PUBLIC ADMINISTRATION	1. NO RELEVANT TRAINING	1. ADA/ SUPPLY OFFICER - 6M	BHW ELIGIBILITY	Disqualified
9	2025-ADAS2A-0009	BEED	1. Bookkeeping NC III - 292HRS	1. Branch Staff/ Cashier - 1Y 2. Brgy Bookkeeper - 1Y 4M 3. JO/ADA - 3Y 11M	RA 1080 (TEACHER)	Qualified
10	2025-ADAS2A-0010	BSED MATHEMATICS	1. NO TRAINING	1. RECORDS CUSTODIAN - 6M 2. JO/CLERK - 1Y 9M	PD907 (REQUESTED CERTIFICATE OF ELIGIBILITY)	Disqualified
11	2025-ADAS2A-0011	BEED	1) DIVISION TRAINING ON THE UPDATES OF THE REVISED IRR AND ORIENTATION OF FUNCTIONS OF THE BAC SECRETARIAT - 8 HOURS 2) BASIC COMPUTER LITERACY - 80 HOURS	1) JO/CLERK - 1 YR AND 6M	RA1080	Qualified
12	2025-ADAS2A-0012	BEED	1) SMAW - 268 HRS	1) ADA VI - 3MONTHS 2) JO - 3YRS and 8 Months	RA1080	Disqualified
13	2025-ADAS2A-0013	BACHELOR OF PUBLIC ADMINISTRATION- LOCAL GOVERNANCE	NO RELEVANT TRAINING	ADA VI- GENERAL SERVICES - 5YRS AND 8 MONTHS	BRGY OFFICIAL ELIGIBILITY	Disqualified
14	2025-ADAS2A-0014	BEED	1) PC TUTORIALS - 80 HOURS	1) TEACHER- 3 YRS AND 7 MONTHS	RA1080	Qualified

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II (Disbursing Officer II)**

Salary Grade and Monthly Salary: SG 8 Php 21,448

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studies

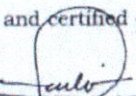
Training: 4 hours of relevant training

Experience: 1-year relevant experience

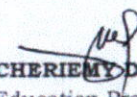
Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

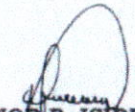
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
15	2025-ADAS2A-0015	BSBA FINANCIAL MANAGEMENT	1. E-COMMERCE ESSENTIALS - 16HRS 2.. INTRODUCTION TO BOOKKEEPING - 8HRS 3. JOURNALIZING TRANSACTIONS - 8HRS	1. ADMIN ASSISTANT I (DA-RFO) - 4Y	CS PROFESSIONAL	Disqualified
16	2025-ADAS2A-0016	BACHELOR OF SECONDARY EDUCATION - ENGLISH	1. Contact Center Services NC II - 144hrs	1. Communication System Operator - 11M	RA 1080 (TEACHER)	Disqualified
17	2025-ADAS2A-0017	BEED	1. Office System Management International Seminar - 80hrs	1. No Support document for Employment	RA 1080 (TEACHER)	Disqualified
18	2025-ADAS2A-0018	BEED	1. Computer Upskills Training: ICT Integration in the 21st Century Education - 120hrs	No proof of employment or proof of Experience	RA 1080 (TEACHER)	Disqualified
19	2025-ADAS2A-0019	BACHELOR OF SCIENCE IN CHEMISTRY	no related trainings	1. Brewing Technologist - 4Y 1M	RA 1080 (FOOD TECH)	Disqualified
20	2025-ADAS2A-0020	BS AGRICULTURAL ENGINEERING	1. Basic Customer Service - 8hrs	1. ADMIN AIDE VI - 2Y 8M 2. PDA I - 4M 3. ADAS III - 1M	CS PROFESSIONAL	Disqualified

Prepared and certified correct by:


FELANIE MARIE A. LIM
Administrative Officer IV
Date:


RIZAN L. SARDANE
Administrative Officer IV


CHERIEMY D. GENERAL
Education Program Specialist II- M&E


ELEONOR R. ISIDERIO
Administrative Officer IV

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Aide VI (Clerk III)**

Salary Grade and Monthly Salary: SG 6 Php 18,957

Qualification Standards:

CSC Preferred Qualifications:

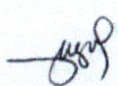
Education: Completion of 2 years college studies

Training: None required

Experience: None required

Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2025-ADA6A-0001	BS Education in Secondary Education major in Technology and Livelihood	Basic Occupational Safety and Health Training	none	RA1080	✓ Qualified
2	2025-ADA6A-0002	Bachelor of Science in Public Administration	80 Hour Training Workshop on ICT Integration in Education	Admin Aide - 2 years and 10 months	Barangay Health Worker Eligibility	✓ Qualified
3	2025-ADA6A-0003	BSED IN ENGLISH MA IN SECONDARY EDUCATION - 9 UNITS	COMPUTER LITERACY TRAINING - 80 HOURS	JO - OFFICE CLERK AT COA - 7 MONTHS	RA1028	✓ Qualified
4	2025-ADA6A-0004	BS CHEMISTRY	ISO Orientation - 8 hours	Brewing Technologist- 4 years and 2 months	PROFESSIONAL FOOD TECHNOLOGIST	✓ Disqualified
5	2025-ADA6A-0005	BACHELOR OF PUBLIC ADMINISTRATION	none	Secretary - 2 years and 10 months	CS PROFESSIONAL ELIGIBILITY	✓ Qualified
6	2025-ADA6A-0006	BS IN SOCIAL WORK	no trainings	encoder- 3 months	RA1080 SOCIAL WORKER	✓ Disqualified
7	2025-ADA6A-0007	BS IN CRIMINOLOGY	NONE	NONE	RA1080 CRIMINOLOGIST	✓ Disqualified
8	2025-ADA6A-0008	Bachelor of Secondary Education	Contact Center Service NCII- 144 hours	Communication System Operator- 11 months	RA1080	✓ Disqualified
9	2025-ADA6A-0009	BACHELOR OF ELEMENTARY EDUCATION	NCII SMAW- 268 HOURS	3YRS AND 1 MONTH	RA1080	✓ Qualified
10	2025-ADA6A-0010	Bachelor of Elementary Education	1. GAD Capacity Building on Moral Recovery Program, Responsible Parenthood and Reproductive Health Gearing Towards Employee Empowerment & Accountability- 16 hours	1. Job Order (Administrative Support Staff) - 1 year and 8 mos.	RA 1080 (Teacher)	✓ Qualified

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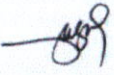
INITIAL EVALUATION RESULT (IER)

Position: **Administrative Aide VI (Clerk III)**
 Salary Grade and Monthly Salary: SG 6 Php 18,957

Qualification Standards:
 CSC Preferred Qualifications:

Education: Completion of 2 years college studies
 Training: None required
 Experience: None required
 Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
11	2025-ADA6A-0011	Bachelor of Elementary Education	1. Food Processing NC II - 552 hours	1. Job Order - 7 years and 11 mos.	RA 1080 (Teacher)	✓ Qualified
12	2025-ADA6A-0012	Bachelor of Elementary Education Master of Arts major in Elementary Education - 21 units	1. Training of School Leaders on the Revised K to 12 Curriculum Implementation Phase 2 cum Training of Tutors and Instructional Leaders on Aral Program Implementation - 15 hours	1. Administrative Assistant I - 9 mos. 2. Administrative Aide VI - 2 years	RA 1080 (Teacher)	✓ Qualified
13	2025-ADA6A-0013	BSED	PC OPERATIONS TUTORIALS- 80 HOURS	ACCOUNTING STAFF- 1 YEAR AND 4 MONTHS	RA1080	✓ Qualified
14	2025-ADA6A-0014	BS-INFORMATION TECHNOLOGY PROFESSIONAL EDUCATION - 16 UNITS	NO TRAINING CERTIFICATE ATTACHED	LOAN OFFICER- 1 YEAR AND 3 MONTHS SUPPLY CHAIN NKAG BO PROCESSOR- 2YRS AND 9 MONTHS SHIFT SUPERVISOR- 2 YRS AND 1 MONTH	RA1080	✓ Qualified
15	2025-ADA6A-0015	BS Business Administration	Data Privacy Act - 160 hours	Account Officer- 5 years and 11 months Public Attendant - 2 years and 1 month Helper Engr Dept - 6 months Core Receiver- 5 months	CS PROFESSIONAL	✓ Qualified
16	2025-ADA6A-0016	BSBA FINANCIAL MANAGEMENT	NO TRAININGS ATTACHED	ADMIN STAFF- 1 YEAR AND 7 MONTHS	CS PROFESSIONAL	✓ Qualified
17	2025-ADA6A-0017	BEED MAED	PAFTE WEBINAR SERIES -8 HOURS	ADMIN AIDE -7MONTHS	RA1080	✓ Qualified
18	2025-ADA6A-0018	BEED	NO TRAININGS AFTER GRADUATION	No attached certificate of employment	RA1080	✓ Qualified
19	2025-ADA6A-0019	BEED	PAFTA WEBINAR SERIES 12 HOURS	JOB ORDER- CLERK -11 MONTHS AND 22 DAYS	RA1080	✓ Qualified

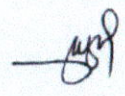
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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Aide VI (Clerk III)**
 Salary Grade and Monthly Salary: SG 6 Php 18,957
 Qualification Standards:
 CSC Preferred Qualifications:

Education: Completion of 2 years college studies
 Training: None required
 Experience: None required
 Eligibility: Career Service (Sub-Professional)/ First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
20	2025-ADA6A-0020	BS AGRICULTURAL ENGINEERING	WEBINAR ORIENTATION ON THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA)	ADAS III - 2 MONTHS PROJECT DEVELOPMENT ASSISTANT - 5 MONTHS ADMINISTRATIVE AIDE VI- 1 YEAR AND 8 MONTHS	CS PROFESSIONAL	Disqualified
21	2025-ADA6A-0021	BSBA MAJOR IN FINANCIAL MANAGEMENT MASTER IN GOVERNMENT MANAGEMENT-CAR	INTRODUCTION TO BOOKKEEPING- 8 HOURS JOURNALIZING TRANSACTIONS- 8HOURS	ADMINISTRATIVE ASSISTANT I- 4 YEARS	RA1080 / CS PROFESSIONAL	Disqualified
22	2025-ADA6A-0022	BSBA FINANCIAL MANAGEMENT	NONE	NONE	CS PROFESSIONAL	Disqualified
23	2025-ADA6A-0023	BS MARINE BIOLOGY	Basic Accounting: Refresh the Basic Principles of Accounting- 8 hours	Logistics Coordinator - based from the certificate , 14 days	HONOR GRADUATE ELIGIBILITY	Qualified
24	2025-ADA6A-0024	BSBA FINANCIAL MANAGEMENT	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS- 80 HOURS	ADMIN STAFF SUPPORT - 6 YEARS AND 5 MONTHS WAYBILL CLERK - 6 YEARS AND 5 MONTHS	RA1028	Qualified
25	2025-ADA6A-0025	BSBA FINANCIAL MANAGEMENT	Basic Accounting: Refresh The Basic Principles of Accounting -8 hours	Accounting Officer I- 8 months	RA1080	Disqualified
26	2025-ADA6A-0026	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	NONE	SUBSTITUTE TEACHER- 3 MONTHS PARISH ASSISTANT SECRETARY - 8 YEARS AND 1 MONTH	RA1080	Qualified
27	2025-ADA6A-0027	BEED	NONE	JO - 11 MONTHS KINDER ADVISER - 10 MONTHS	RA1080	Disqualified
28	2025-ADA6A-0028	BS- MANUFACTURING ENGINEERING TECHNOLOGY MAJOR IN MECHANICAL DESIGN AND FABRICATION	Productivity Improvement through 5S Practice	PRODUCTION OPERATOR - 1 YEAR	HONOR GRADUATE ELIGIBILITY	Qualified
29	2025-ADA6A-0029	BSED	FUNDAMENTALS OF STATISTICS WITH MICROSOFT EXCEL- 6 HOURS	TEACHER- 11 MONTHS	RA1080	Qualified

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INITIAL EVALUATION RESULT (IER)

Position: **Administrative Aide VI (Clerk III)**

Salary Grade and Monthly Salary: SG 6 Php 18,957

Qualification Standards:

CSC Preferred Qualifications:

Education: Completion of 2 years college studies

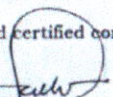
Training: None required

Experience: None required

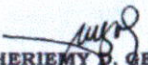
Eligibility: Career Service (Sub-Professional) / First Level Eligibility

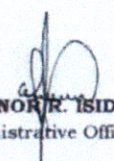
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
30	2025-ADA6A-0030	BSBA- MARKETING MANAGEMENT	BASIC CUSTOMERS TRAINING 24 HOURS	JO LABORER 1 YEAR AND 5 MONTHS ADMIN AIDE I - 3 YEARS AND 5 MONTHS	CS PROFESSIONAL	Disqualified
31	2025-ADA6A-0031	BEED	Office System Management International Seminar 80 hours	none	RA1080	Qualified
32	2025-ADA6A-0032	BSBA-FINANCIAL MANAGEMENT	BASIC LABOR RELATIONS FOR NON-HR MANAGERS AND PERSONNEL -8HRS	ADMIN STAFF - 5 YEARS AND 7 MONTHS	RA1080	Qualified
33	2025-ADA6A-0033	BSED MATHEMATICS	1. NO TRAINING	1. RECORDS CUSTODIAN - 6M 2. JO/CLERK - 1Y 9M	PD 907	Qualified

Prepared and certified correct by:


FELANIE MARIE A. LIM
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Date:


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