



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

ED-DIVISION OF CAGAYAN DE ORO CITY
RELEASED
 DATE: **AUG 18 2023**
 BY:

Annex D

ADDENDUM INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)**

Salary Grade and Monthly Salary: **SG 08 - Php 19,744.00**

Qualification Standards:

- Education: **Completion of two years studies in College**
- Training: **4 hours of relevant training**
- Experience: **1 year of 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	CDO-ADA\$2-0023	AB - English Language & Literature Studies	* Hybrid Learning with Microsoft * Introduction to Front Office Services Importance of an Active Professional Development	None Required	Private (Assistant School Administrator and Administrative Assistant, Liason Officer)	None Required	Career Service Professional (80.63%)	Qualified

Prepared and certified correct by:

MARILOU F. NAVAJA
 Human Resource Management Officer
 Date: **August 18, 2023**