

### INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE OFFICER IV (Supply Officer II)**

Salary Grade and Monthly Salary: **SG 15 - Php 36,619.00**

Qualification Standards:

Education: **Bachelor's Degree relevant to the job**  
 Training: **4 hours of relevant training**  
 Experience: **1 year of relevant experience**  
 Eligibility: **Career Service (Professional) ; Second Level Eligibility**

Preferred Qualifications:

Education: **Bachelor's Degree relevant to the job**  
 Training: **40 hours of relevant training**  
 Experience: **4 years of relevant experience**  
 Eligibility: **Career Service (Professional) ; Second Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	CDO-ADOF4-0001	BEEEd - Early Childhood Education	No Relevant Training as to the position being applied for	-	Public (Administrative Aide IV)	more than 1 year	RA 1080 (Teacher) - 78.80%	DISQUALIFIED
2	CDO-ADOF4-0008	BEEEd - General Education	No Relevant Training as to the position being applied for	-	No Experience attached	-	RA 1080 (Teacher) - 84.40%	DISQUALIFIED
3	CDO-ADOF4-0023	BEEEd - General Education	No Training attached	-	No Experience attached	-	RA 1080 (Teacher) - 76.00%	DISQUALIFIED
4	CDO-ADOF4-0028	BA - International Studies	■ AASHPI Regional Conference	more than 4 hours	Private (Administrative Assistant)	more than 1 year	Career Service Professional - 81.08%	QUALIFIED
5	CDO-ADOF4-0030	BS - Information Technology	■ Mandatory Safety & Health Seminar for Workers	more than 4 hours	Private (Property Administration Officer & Inventory Assoc.)	more than 1 year	RA 1080 (Teacher) - 76.20%	QUALIFIED
6	CDO-ADOF4-0034	BS - Office Administration	<ul style="list-style-type: none"> <li>■ 10 day Procurement Procedures Policy &amp; Best Practices</li> <li>■ 10 day Microsoft Excel for Financial Procedures</li> <li>■ 10 day Bookkeeping &amp; Basic Accounting</li> <li>■ 10 day Effective Warehouse &amp; Inventory Management</li> </ul>	more than 4 hours	Private (Supply Custodian)	more than 1 year	Career Service Professional - 80.48%	QUALIFIED
7	CDO-ADOF4-0036	BEEEd - General Education	No Training attached	-	No Experience attached	-	RA 1080 (Teacher) - 81.80%	DISQUALIFIED
8	CDO-ADOF4-0046	BS - Accountancy MGM	<ul style="list-style-type: none"> <li>■ Re-orientation on Procurement Process</li> <li>■ Orientation on Guidelines for Supplemental.....</li> <li>■ Virtual Regional Workshop on the Reconciliation.....</li> <li>■ Interfacing of the different Administrative Strands</li> </ul>	more than 4 hours	Public (Administrative Officer II)	more than 1 year	Career Service Professional - 81.76%	QUALIFIED
9	CDO-ADOF4-0047	BS - Industrial Engineering	Training attached more than five years ago	-	Private (Planning Supervisor - Supply Chain Management)	more than 1 year	Career Service Professional - 86.22%	DISQUALIFIED
10	CDO-ADOF4-0054	BS - Home Economics	No Training attached	-	No Experience attached	-	No attached Eligibility	DISQUALIFIED



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11	CDO-ADOF4-0058	BS - Management Accounting	<ul style="list-style-type: none"> <li>■ Capacity PMIS</li> <li>■ DEDP</li> <li>■ Orientation/Workshop New Inventory Management System</li> <li>■ National Training of Trainers</li> </ul>	more than 4 hours	Public (Administrative Officer II)	more than 1 year	Career Service Professional - 80.00%	QUALIFIED
12	CDO-ADOF4-0059	AB - Economics	<ul style="list-style-type: none"> <li>■ Workshop on BEDS &amp; SOB Financial Reports</li> <li>■ Interfacing of the different Administrative Strand</li> <li>■ 2 day Workshop School Based Financial System</li> <li>■ Public Sector Union</li> </ul>	more than 4 hours	Public (Administrative Officer II)	more than 1 year	Career Service Professional - 81.09%	QUALIFIED
13	CDO-ADOF4-0061	BSEd - Mathematics	No Relevant Training as to the position being applied for	-	No Relevant Experience as to the position being applied for	-	RA 1080 (Teacher) - 82.60%	DISQUALIFIED
14	CDO-ADOF4-0063	BSBA - Marketing Management MBA	Training attached during Graduate School Training attached more than five years ago	-	No Relevant Experience as to the position being applied for	-	Career Service Professional	DISQUALIFIED
15	CDO-ADOF4-0065	BEEEd - General Education	No Relevant Training as to the position being applied for	-	No Relevant Experience as to the position being applied for	-	RA 1080 (Teacher) - 82.00%	DISQUALIFIED
16	CDO-ADOF4-0072	BS - Accountancy	No Training attached	-	No Experience attached	-	Career Service Professional - 82.79%	DISQUALIFIED
17	CDO-ADOF4-0073		No Training attached	-	No Experience attached	-	No attached Eligibility	DISQUALIFIED
18	CDO-ADOF4-0074	BSC - Management Accounting	<ul style="list-style-type: none"> <li>■ CSC - Levels of Learning Evaluation</li> <li>■ CSC - Learning &amp; Development Short Course</li> <li>■ Re-Orientation/Seminar on RA 6713</li> </ul>	more than 4 hours	Public	more than 1 year	RA 1080 (Teacher) - 76.40 %	QUALIFIED
19	CDO-ADOF4-0075	BS - Information Technology	No Training attached	-	No Experience attached	-	Career Service Professional - 80.58%	DISQUALIFIED
20	CDO-ADOF4-0076	BSBA - Marketing Management	No Training attached	-	No Experience attached	-	Career Service Professional - 80.56%	DISQUALIFIED
21	CDO-ADOF4-0077	BS - Commerce with Prof.Ed.	<ul style="list-style-type: none"> <li>■ Advanced Computer Skills Training</li> <li>■ Office System Management</li> <li>■ International Seminar on Leadership &amp; Office Admin.</li> </ul>	more than 4 hours	Private (Branch Manager)	more than 1 year	RA 1080 (Teacher) - 83.20 %	QUALIFIED
22	CDO-ADOF4-0080	BS - Computer Science	Training attached more than five years ago	-	Private (Data Analyst/QC/Team Leader)	more than 1 year	RA 1080 (Teacher) - 76.80 %	DISQUALIFIED

Prepared and certified correct by:

**MARILOU F. NAVAJA**  
 Human Resource Management Officer  
 Date: **December 06, 2023**

Noted by:

**ADDIE S. BORRES**  
 Assistant Schools Division Superintendent  
 Date: **December 06, 2023**

