



**INITIAL EVALUATION RESULT (IER)**

Position: **ADMINISTRATIVE ASSISTANT I**

Salary Grade and Monthly Salary: **SG 7 - Php 18, 620.00**

Qualification Standards:

Education: **Completion of two years studies in College**

Training: **None Required**

Experience: **None Required**

Eligibility: **Career Service (Sub Professional); Data Encoder (MC 6, s. 2010); First Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	CDO-ADAS1-0002	BS-TCM ; Prof.Ed.	■ IEP Transition Education Webinar	None Required	Public and Private	None Required	RA 1080 (Teacher) (77.00%)	QUALIFIED
2	CDO-ADAS1-0004	BSIT	■ Human Resource Management Training Program ■ BOSH and Self-care Seminar and Workshop ■ Psychological First Aid Workshop	None Required	Private	None Required	Career Service Professional (81.72%)	QUALIFIED
3	CDO-ADAS1-0005	BCOM	■ Occupational First Aid and Basic Life Support Cardiopulmonary Resuscitation for Adult Lay Rescuer Training	None Required	Private	None Required	Career Service Sub-Professional (81.08%)	QUALIFIED
4	CDO-ADAS1-0006	BSEd - Social Studies	No Trainings Attached	None Required	Private	None Required	RA 1080 (Teacher) 84.60%	QUALIFIED
5	CDO-ADAS1-0009	BMT	No Trainings Attached	None Required	No Experience Attached	None Required	Career Service Professional (80.18%)	QUALIFIED
6	CDO-ADAS1-0010	AB-IS	■ Various TESDA Online Trainings	None Required	Public	None Required	Career Service Sub-Professional (84.62%)	QUALIFIED
7	CDO-ADAS1-0014	BS - Information Technology	No Trainings Attached	None Required	Private	None Required	Career Service Professional (81.43%)	QUALIFIED
8	CDO-ADAS1-0015	BSEd - English	■ Basic Computer Literacy	None Required	Private	None Required	Career Service Professional (85.46%)	QUALIFIED
9	CDO-ADAS1-0018	BSEd	■ PC Operations Tutorial	None Required	No Experience Attached	None Required	RA 1080 (Teacher) 84.00%	QUALIFIED
10	CDO-ADAS1-0020	BSC ; MBA	trainings attached not within the last five (5) years.	None Required	Private	None Required	Career Service Professional (80.44%)	QUALIFIED
11	CDO-ADAS1-0022	BSCE	■ Various DICT Online Trainings	None Required	Public	None Required	Career Service Professional (80.82%)	QUALIFIED
12	CDO-ADAS1-0023	BSC - Mgmt.	■ FAST CASH 101 ■ 1-Day Workshop on Cash Database System ■ Mindfulness in the Workplace ■ Values Orientation Workshop	None Required	Public	None Required	Data Encoder Eligibility	QUALIFIED
13	CDO-ADAS1-0024	BEEd	■ Basic Computer Literacy	None Required	Private	None Required	RA 1080 (Teacher) 82.40%	QUALIFIED
14	CDO-ADAS1-0025	BEEd	■ Webinar Workshop on Gender Analysis and Gender Audit ■ Gender and Development	None Required	Public	None Required	RA 1080 (Teacher) (76.80%)	QUALIFIED
15	CDO-ADAS1-0028	BPA	No Trainings Attached	None Required	Public	None Required	Barangay Official Eligibility (BOE)	QUALIFIED
16	CDO-ADAS1-0031	BEEd - Gen. Sci.	■ Area Coordinator's Training on Participatory Barangay Development Planning ■ Technical Session on Procurement ■ PC Operations Tutorial	None Required	Public	None Required	RA 1080 (Teacher) 77.20%	QUALIFIED
17	CDO-ADAS1-0039	BEEd - English	No Trainings Attached	None Required	No Experience Attached	None Required	RA 1080 (Teacher) 79.80%	QUALIFIED
18	CDO-ADAS1-0040	BSBA - Accounting Mgmt. with Prof.Ed.	■ Basic Fire Fighting Technique	None Required	Private	None Required	RA 1080 (Teacher) 80.20%	QUALIFIED
19	CDO-ADAS1-0045	BEEd	No Trainings Attached	None Required	Private	None Required	RA 1080 (Teacher)	QUALIFIED

20	<b>CDO-ADAS1-0048</b>	BS - Environmental Science	■ Quickbooks Accounting System Learning Specialized in Cash Receipts & Cash Disbursements Module	None Required	Private	None Required	RA 1080 (Teacher) 79.00%	<b>QUALIFIED</b>
21	<b>CDO-ADAS1-0049</b>	BSBA - Marketig Mgmt.	No Trainings Attached	None Required	Private	None Required	Career Service Sub-Professional (81.03%)	<b>QUALIFIED</b>
22	<b>CDO-ADAS1-0051</b>	BEEEd - Gen. Ed.	■ 15 days training Course Computer Literacy	None Required	Private	None Required	RA 1080 (Teacher) (76.20%)	<b>QUALIFIED</b>
23	<b>CDO-ADAS1-0057</b>	BSEEd - English	No Trainings Attached	None Required	Public	None Required	RA 1080 (Teacher)	<b>QUALIFIED</b>
24	<b>CDO-ADAS1-0060</b>	BSEEd - Social Studies	No Trainings Attached	None Required	No Experience Attached	None Required	RA 1080 (Teacher)	<b>QUALIFIED</b>
25	<b>CDO-ADAS1-0065</b>	BSBA - Financial Mgmt.	No Trainings Attached	None Required	No Experience Attached	None Required	Career Service Professional (81.52%)	<b>QUALIFIED</b>
26	<b>CDO-ADAS1-0068</b>	BEEEd - SPEd	No Trainings Attached	None Required	Private	None Required	RA 1080 (Teacher) 80.20%	<b>QUALIFIED</b>
27	<b>CDO-ADAS1-0069</b>	BSBA - Financial Mgmt.	■ Supply Chain Procurement Trainings	None Required	Private	None Required	Career Service Professional (80.78%)	<b>QUALIFIED</b>
28	<b>CDO-ADAS1-0077</b>	BSBA - Financial Mgmt.	No Trainings Attached	None Required	Private	None Required	Career Service Professional (80.55%)	<b>QUALIFIED</b>
29	<b>CDO-ADAS1-0078</b>	BSBA - Financial Mgmt.	No Trainings Attached	None Required	No Experience Attached	None Required	PD 907 Honor Graduate Eligibility (HGE)	<b>QUALIFIED</b>
30	<b>CDO-ADAS1-0079</b>	BSBA - Banking & Finance	trainings attached not within the last five (5) years.	None Required	No Experience Attached	None Required	PD 907 Honor Graduate Eligibility (HGE)	<b>QUALIFIED</b>
31	<b>CDO-ADAS1-0080</b>	BS - Hospital Mgmt.	No Trainings Attached	None Required	No Experience Attached	None Required	RA 1080 (Teacher) 77.60%	<b>QUALIFIED</b>
32	<b>CDO-ADAS1-0081</b>	BSBA - Financial Mgmt.	■ Ethics & Responsibilities of Public Servants Work Do's and Don'ts	None Required	No Experience Attached	None Required	No Attached Eligibility	<b>DISQUALIFIED</b>
33	<b>CDO-ADAS1-0082</b>	BSBA - Financial Mgmt.	Trainings Attached during the School days	None Required	No Experience Attached	None Required	No Attached Eligibility	<b>DISQUALIFIED</b>
34	<b>CDO-ADAS1-0083</b>	BSBA - Financial Mgmt.	■ Fundamental Concepts of Inventory Management	None Required	Private	None Required	Career Service Sub-Professional (80.54%)	<b>QUALIFIED</b>
35	<b>CDO-ADAS1-0084</b>	BSBA - Entrepreneurial Marketing	■ Basic Computer Skills Training ■ Professional Bookkeeping	None Required	Public	None Required	RA 1080 (Teacher) 75.00%	<b>QUALIFIED</b>
36	<b>CDO-ADAS1-0085</b>	No T.O.R attached	No Trainings Attached	None Required	Private	None Required	Career Service Professional (81.08%)	<b>DISQUALIFIED</b>
37	<b>CDO-ADAS1-0087</b>	BEEEd	No Trainings Attached	None Required	No Experience Attached	None Required	RA 1080 (Teacher) 78.60%	<b>QUALIFIED</b>
38	<b>CDO-ADAS1-0088</b>	BEEEd	■ Advanced Computer Skills Training	None Required	Public	None Required	RA 1080 (Teacher) 75.80%	<b>QUALIFIED</b>
39	<b>CDO-ADAS1-0089</b>	BS - Information Technology	No Trainings Attached	None Required	No Experience Attached	None Required	RA 1080 (Fire Officer) 81.01%	<b>QUALIFIED</b>
40	<b>CDO-ADAS1-0090</b>	BSA	■ Various Relevant Webinar and Online Trainings	None Required	Private and Public	None Required	Career Service Professional (80.25%)	<b>QUALIFIED</b>
41	<b>CDO-ADAS1-0091</b>	BS - Applied Physics	No Trainings Attached	None Required	No Experience Attached	None Required	Career Service Professional (80.82%)	<b>QUALIFIED</b>
42	<b>CDO-ADAS1-0092</b>	BSEEd	No Trainings Attached	None Required	No Experience Attached	None Required	PD 907 Honor Graduate Eligibility (HGE)	<b>QUALIFIED</b>

Prepared and certified correct by:

  
**MARIOU F. NAVA**

Human Resource Management Officer

Date: August 15, 2023