



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



Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: **SG 09 - Php 21,211.00**

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**

Preferred Qualifications:

Education: **Bachelor's Degree in Bus. Ad., 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 accounting**

Training: **4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software.**

Experience: **1 year relevant experience in accounting activities/task**

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-ADASS-0001	BS - Applied Mathematics MBM <i>(only 5 units Accounting)</i>	<ul style="list-style-type: none"> ■ NC III (Bookkeeping) ■ CSC Basic Customer Service Skills (BCSS) ■ DBPSC Seminar-Workshop on Quality Management System, Principles of 5S & RA #11032 ■ PICPA Seminar on Training for Basic Accounting for Non-Accountants 	4 hours +	DBPSC (Accounting and Loans Support Assistant) 7 years and Private (1 year & 8 months)	8 years & 8 months	Career Service Professional (80.26%)	DISQUALIFIED
2	CDO-ADASS-0003	BSBA - Financial Mgmt. <i>(with 9 units Accounting)</i>	<ul style="list-style-type: none"> ■ Advanced Bookkeeping & Financial..... ■ International Leadership Training ■ DepEd Teaching and Non-Teaching Competencies & Standard Qualifications ■ Basic Computer Literacy 	4 hours +	Private	1 year +	RA 1080 (Teacher) 77.20%	QUALIFIED
3	CDO-ADASS-0004	BCOM <i>(No Accounting units)</i>	No Trainings attached	-	Private	1 year +	Career Service Sub-Professional (81.08%)	DISQUALIFIED
4	CDO-ADASS-0009	BSC <i>(with 9 units Accounting)</i> (12 units) MBA	<ul style="list-style-type: none"> ■ trainings attached not within the last five (5) years. ■ (2019) Not Relevant Training attached 	-	Private	1 year +	Career Service Professional (80.62%)	DISQUALIFIED
5	CDO-ADASS-0010	BSBA - HRDM <i>(with 9 units Accounting)</i>	<ul style="list-style-type: none"> ■ Various Relevant Webinar and Online Trainings 	4 hours +	Private and Public	less than 1 year from last appointment	Career Service Professional (80.70%)	DISQUALIFIED
6	CDO-ADASS-0018	BEEd - General Education <i>(No Accounting units)</i>	No Trainings attached	-	No Experience Attached	-	RA 1080 (Teacher) 83.00%	DISQUALIFIED
7	CDO-ADASS-0019	BSBA - Business Mgmt. <i>(with 9 units Accounting)</i>	<ul style="list-style-type: none"> ■ Basic Customer Service Skills ■ Seminar/Workshop on Basic Accounting for Non-Accountants ■ Training on Customer Service JO workers ■ Orientation for Agency-Hired Contractors ■ NC II 	4 hours +	Public	1 year +	Career Professional Eligibility (80.65%)	QUALIFIED
8	CDO-ADASS-0021	BS - Accountancy <i>(with 9 units Accounting)</i>	<ul style="list-style-type: none"> ■ Joint Sectoral Summit for Education 	4 hours +	No Experience Attached	-	Career Service Professional (82.33%)	DISQUALIFIED
9	CDO-ADASS-0022	BS - Accountancy <i>(with 9 units Accounting)</i>	<ul style="list-style-type: none"> ■ Joint Sectoral Summit for Education 	4 hours +	Private	6 months	Career Service Professional (80.97%)	DISQUALIFIED
10	CDO-ADASS-0023	BS - Information Technology <i>(No Accounting units)</i>	<ul style="list-style-type: none"> ■ DLP - RA 6713 	4 hours +	Private	1 year +	Career Service Sub-Professional (80.51%)	DISQUALIFIED
11	CDO-ADASS-0024	BSOM <i>(No Accounting units)</i>	No Trainings attached	-	Private and Public	1 year +	RA 1080 (Teacher) 78.00%	DISQUALIFIED

12	CDO-ADAS3-0026	BSBA - Financial Mgmt. <i>(with 9 units Accounting)</i>	■ Fundamentals of Cooperative	4 hours +	COE not determined when is the employee hired	-	Career Service Professional (82.18%)	DISQUALIFIED
13	CDO-ADAS3-0027	BSBA - Entrepreneurial Marketing with Prof.Ed. <i>(only 6 units Accounting)</i>	■ Basic Computer Skills Training ■ Professional Bookkeeping	4 hours +	Public	1 year +	RA 1080 (Teacher) 75.00%	QUALIFIED
14	CDO-ADAS3-0028	BSAT <i>(with 9 units Accounting)</i>	■ Accounting for Non-Accountants	4 hours +	Private	1 year +	Career Service Professional (82.35%)	QUALIFIED
15	CDO-ADAS3-0030	BSBA - Marketing Mgmt. <i>(with 9 units Accounting)</i>	■ Quickbooks Online Advance Training ■ Basic Customer Service Skills ■ S/W on Quality Management System ■ S/W Basic Accounting for Non-Accountant	4 hours +	Private and Public	1 year +	Honor Graduates Eligibility (PD 907)	QUALIFIED
16	CDO-ADAS3-0031	BS - Accountancy with Prof.Ed. <i>(with 9 units Accounting)</i>	■ Book of Leases	4 hours +	Private	1 year +	RA 180 (Teacher) 77.80%	QUALIFIED
17	CDO-ADAS3-0033	BSBA - Financial Mgmt. <i>(with 9 units Accounting)</i>	■ Bookkeeping with Philippine Taxation and Quick Books Online	4 hours +	Private	1 year +	Career Service Professional (81.11%)	QUALIFIED
18	CDO-ADAS3-0034	BS - Business Mgmt. <i>(with 9 units Accounting)</i>	■ District Orientation & Training of PhilGeps Posting ■ Financial Wellness: Financial Fraud & Scam ■ International Training Series for Non-Teaching Personnel	4 hours +	Private and Public	1 year +	Career Service Professional (81.24%)	QUALIFIED

Prepared and certified correct by:


MARILOU F. NAVAJA

Human Resource Management Officer

Date: **August 15, 2023**