

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT III
Salary Grade and Monthly Salary: SG 9 23,226.00
Qualification Standards:

Education COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
Training 4 HOURS RELEVANT TRAINING
Experience 1 YEAR OF RELEVANT EXPERIENCE
Eligibility RELEVANT MC 11 S.1996 CAREER SERVICE (SUB-PROFESSIONAL) / FIRST LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3-B2-2025-001	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (135 UNITS EARNED)	Basic Computer Literacy - 80 hours	More than 4 hours	ACCOUNTING OFFICER - 4 years and 8 months	More than 1 year	CSC Sub-Professional	QUALIFIED
2	ADAS3-B2-2025-002	BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION, CERTIFICATE IN TEACHING PROGRAM, MASTER OF ARTS- MAJOR IN SOCIAL SCIENCE	BASIC COMPUTER LITERACY- APRIL 21, 2025-MAY 2, 2025 - 80 HOURS BOOKKEEPING FOR NON-ACCOUNTANT TRAINING- OCTOBER 10-12, 2023- 6 HOURS PUBLIC ADMINISTRATION AND OFFICE MANAGEMENT SKILLS TRAINING- SEPTEMBER 10-12, 2023- 6 HOURS JUNIOR ACCOUNTING AND BOOKKEEPING 101- SEPTEMBER 01, 2023- 3 HOURS	More than 4 hours	PURCHASING ASSISTANT - 9 years and 6 months	More than 1 year	LET	QUALIFIED
3	ADAS3-B2-2025-003	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION (200 UNITS EARNED)	MAGING SOLUSYON: LABANAN ANG OSAEC SA CALABARZON NGAYON! WEBINAR, FEB 13, 2025, 4 HOURS; PILOT TESTING OF GAD TRAINING MODULE FOR BPA RESIDENTS, SEP 30-OCT 4, 2024, 40 HOURS; TRAINING ON HARMONIZED REPORTING TEMPLATES OF JUVENILE JUSTICE AND MANAGEMENT INFORMATION SYSTEM (JJMIS) OF CICL & CAR, SEP 30, 2024, 5 HOURS; BASIC GENDER AND DEVELOPMENT (GAD) WITH SAFE SPACES ACT (SSA) ORIENTATION FOR BPA RESIDENTS & STAFF, SEP 20-21, 2024, 16 HOURS; COMPREHENSIVE BARANGAY JUVENILE INTERVENTION PROGRAM (CBJIP) AND JUVENILE JUSTICE AND MANAGEMENT INFORMATION SYSTEM (JJMIS), AUG 5-6, 2024, 16 HOURS; TECHNICAL SHARING SESSION ON TECHNICAL SECRETARIAT SERVICES, JULY 4, 2024, 8 HOURS; TRAINING ON MICROSOFT OUTLOOK, DECEMBER 5, 2023, 4 HOURS	More than 4 hours	No Means of Verification (MOV) submitted	N/A	LET	Disqualified: Did not meet the minimum experience requirements.
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: June 26, 2025