

INITIAL EVALUATION RESULT (IER)

Qualification Standards of the Position

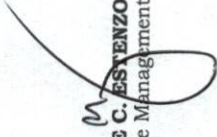
Position: Administrative Assistant II
 Salary Grade and Monthly Salary: SG 8/19,744.00
 Education: Completion of 2 years studies in College
 Training: 4 hrs relevant training
 Experience: 1 year relevant experience
 Eligibility: Career Service (Subprofessional) First Level Eligibility

No.	Application Codes	Education		Training		Experience		Years	Eligibility	Remarks (Qualified or Disqualified)
		Title	Hours	Details	Details					
1	ADAS2-01	Business Ad	Risk Assessment on Financial Statements	More than 4 hrs	Service Crew/Cashier	1 year	CS Prof	RA1080(Teacher)	Qualified	
2	ADAS2-02	BSIT	No relevant training		No certificate of employment			RA1080(Teacher)	Disqualified	
3	ADAS2-03	Business Ad	No relevant training		Accounting Staff	2 years		RA1080(Teacher)	Disqualified	
4	ADAS2-04	Completion of 2 yrs in college	No relevant training		Billing Clerk			CS Prof	Disqualified	
5	ADAS2-05	BEED	No relevant training		No relevant experience			RA1080(Teacher)	Disqualified	
6	ADAS2-06	BEED	NC II Computer Servicing	More than 4 hrs	No relevant experience			RA1080(Teacher)	Disqualified	
7	ADAS2-07	AB in Sociology	Credit and Collection Strategy	More than 4 hrs	Loan Clerk	1 Year		CS Sub-Prof	Qualified	
8	ADAS2-08	BS IT	No relevant training		No relevant experience			RA1080(Teacher)	Disqualified	
9	ADAS2-09	BS Crim	Budget Preparation, Cash Collection	More than 4 hrs	Clerk Municipal Treasurer	More than 1 yr		RA1080(Criminologist)	Qualified	
10	ADAS2-10	Business Ad	Training for accountable & Transparent Official	More than 4 hrs	Revenue Collector	More than 1 yr		Barangay Official Eligibility	Qualified	
11	ADAS2-11	Business Ad	Electronic Procurement System	More than 4 hrs	Dept. of Agriculture-Market	More than 1 yr		CS Prof	Qualified	
12	ADAS2-12	BEED	No relevant training		Accounting Staff	More than 1 yr		RA1080(Teacher)	Disqualified	
13	ADAS2-13	Business Ad	Microsoft Excel Training	More than 4 hrs	Municipal Health Office	More than 1 yr		Barangay Health Worker	Qualified	
14	ADAS2-14	BEED	No relevant training		No relevant experience			RA1080(Teacher)	Disqualified	
15	ADAS2-15	BEED	No relevant training		No relevant experience			RA1080(Teacher)	Disqualified	
16	ADAS2-15	BS Acctg Technology	Financial Management Training	More than 4 hrs	Accounting Staff	More than 1 yr		CS Prof	Qualified	
17	ADAS2-16	BS Engineering Technology	Financial Management Training	More than 4 hrs	Accounting Staff	More than 1 yr		CS Prof	Qualified	
18	ADAS2-17	BEED	No relevant training		No relevant experience			RA1080(Teacher)	Disqualified	
19	ADAS2-18	BS Criminology	Tax Revenue Assessment & Collection System	More than 4 hrs	Clerk II	More than 1 yr		RA1080(criminologist)	Qualified	
20	ADAS2-19	BS Food Technology	No relevant training		No relevant experience			CS Prof	Disqualified	
21	ADAS2-20	BSED	No relevant training		Collector			RA1080(Teacher)	Disqualified	
22	ADAS2-21	BS in Agribusiness	Simple Bookkeeping & Basic Accounting	More than 4 hrs	No relevant experience			CS Prof	Disqualified	
23	ADAS2-22	BS Agribusiness	Simple Bookkeeping & Basic Accounting	More than 4 hrs	No relevant experience			RA1080(Agriculturist)	Disqualified	
24	ADAS2-23	BS Agribusiness	Simple Bookkeeping & Basic Accounting	More than 4 hrs	No relevant experience			RA1080(Agriculturist)	Disqualified	
25	ADAS2-24	Computer Secretarial	Budget Operations Manual	More than 4 hrs	Barangay Official	More than 1 yr		Barangay Official Eligibility	Qualified	
26	ADAS2-25	Business Ad	No relevant training		No relevant experience			Barangay Official Eligibility	Disqualified	
27	ADAS2-26	Business Ad	Integrated Financial Tools	More than 4 hrs	Billing Clerk	More than 1 yr		Barangay Official Eligibility	Qualified	
28	ADAS2-27	Business Ad	Reconciliation of Accounts & Preparation of	More than 4 hrs	School Clerk	More than 1 yr		Barangay Official Eligibility	Qualified	
29	ADAS2-28	BEED	No relevant training		No relevant experience			RA1080(Teacher)	Disqualified	
30	ADAS2-29	AB in English	No relevant training		No relevant experience			CS Prof	Disqualified	
31	ADAS2-30	BS in Environmental Science	No relevant training		Admin Aide I Records Section	More than 1 yr		CS Prof	Disqualified	
32	ADAS2-31	BS Accountancy/Prof Ed	PICPA	More than 4 hrs	Accounting Associate	More than 1 yr		RA1080(Teacher)	Qualified	
33	ADAS2-32	BS in Electronics Engineering	No relevant training and experience		No relevant experience			CS Prof	Disqualified	
34	ADAS2-33	BEED	No relevant training		No relevant experience			CS Prof	Disqualified	
35	ADAS2-34	BEED	No relevant training		Barangay Secretary	More than 1 yr		RA1080(Teacher)	Disqualified	
36	ADAS2-35	BEED	No relevant training		Accounting Staff	More than 1 yr		RA1080(Teacher)	Disqualified	
37	ADAS2-36	BEED	No relevant training		Inventory Clerk	More than 1 yr		RA1080(Teacher)	Disqualified	
38	ADAS2-37	BSIT/Prof Ed	Planning and Budgeting Process for the SK Fund	More than 4 hrs	No relevant experience			Barangay Official Eligibility	Disqualified	
39	ADAS2-38	BEED	No relevant training		ADA III	More than 1 yr		RA1080(Teacher)	Disqualified	
40	ADAS2-39	BEED	No relevant training and experience		Clerk J.O	More than 1 yr		RA1080(Teacher)	Disqualified	
41	ADAS2-40	BS in Business Ad	Budget Operations Manual	More than 4 hrs	Barangay Treasurer	More than 1 yr		RA1080(Teacher)	Disqualified	
42	ADAS2-41	BEED	PhiGEPS	4 hrs	ADA III	More than 1 yr		PD 907	Qualified	
43	ADAS2-42	BEED	No relevant training and experience		No relevant experience			RA1080(Teacher)	Qualified	
44	ADAS2-43	Bachelor of Arts/ProfEd	No relevant training		Cashier/Bookkeeper	More than 1 yr		RA1080(Teacher)	Disqualified	
45	ADAS2-44	BS in Business Ad	No relevant training		Loan Clerk	More than 1 yr		RA1080(Teacher)	Disqualified	
46	ADAS2-45	BSED	Budget Operations Manual	More than 4 hrs	Barangay Treasurer	More than 1 yr		CS Prof	Disqualified	
47	ADAS2-46	BS in Management Accounting	Barangay Finance training	More than 4 hrs	ADA IV	More than 1 yr		RA1080(Teacher)	Qualified	

48	ADAS2-47	BS in Business Ad	Barangay Budgeting Process & Procedure	More than 4 hrs	Barangay Kagawad	More than 1 yr	Barangay Official Eligibility	Qualified
49	ADAS2-48	BS in Business Ad	Bookkeeping training	More than 4 hrs	Branch Manager	More than 1 yr	CS Prof	Qualified
50	ADAS2-49	BSCommerce in Management	Financial Management Assessment Tool	More than 4 hrs	ADA VI	More than 1 yr	Basic Competency on Local	Qualified

Nothing Follows

Prepared and certified correct by:


MELANIE C. ESTENZO
 Human Resource Management Officer