

INITIAL EVALUATION RESULT (IER)

Qualification Standards of the Position

Position: Administrative Assistant III
 Salary Grade and Monthly Salary: SG 9/21,211.00
 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

N o.	Application Codes	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3-001	BS of Special Needs Educ	Loan Processing Training	More than 4 hrs	Loan Officer	More than 1 yr	RA1080 (Teacher)	Qualified
2	ADAS3-002	Bachelor of Arts in Sociology	PhilGEPS	More than 4 hrs	Barangay Secretary	More than 1 yr	Barangay Official	Qualified
3	ADAS3-003	BS Accountancy	Audit of Investments	More than 4 hrs	Accounting Analyst	More than 1 yr	Local Treasurer Eligibility	Qualified
4	ADAS3-004	BS in Business Ad	Anti Money Laundering Act	More than 4 hrs	Loans Bookkeeper	More than 1 yr	RA1080 (Teacher)	Qualified
5	ADAS3-005	BS in Business Ad	Supply Chain Procurement Training	More than 4 hrs	Procurement Officer	More than 1 yr	CS Prof	Qualified
6	ADAS3-006	BSED	Bookkeeping	More than 4 hrs	Record Clerk	More than 1 yr	RA1080 (Teacher)	Qualified
7	ADAS3-007	AB Economics	Barangay Tax Code, Barangay Records Management	More than 4 hrs	Barangay Secretary	More than 1 yr	CS Sub Prof	Qualified
8	ADAS3-008	BS in Business Ad	Budget Operations Manual	More than 4 hrs	Barangay Secretary	More than 1 yr	PD 907	Qualified
9	ADAS3-009	AB Islamic Studies	Bookkeeping	More than 4 hrs	ADAS I-Secretary	More than 1 yr	CS Sub Prof	Qualified
10	ADAS3-010	BS in Business Ad	Bookkeeping	More than 4 hrs	Branch Asst. Manager	More than 1 yr	CS Prof	Qualified
11	ADAS3-011	BS IT	No relevant training		Admin Asst.	More than 1 yr	RA1080 (Teacher)	Disqualified
12	ADAS3-012	BS IT	NC II (computer)	More than 4 hrs	No relevant experience	More than 1 yr	RA1080 (Teacher)	Disqualified
13	ADAS3-013	BS IT	HRIS Training	More than 4 hrs	ADA IV	More than 1 yr	CS Prof	Qualified
14	ADAS3-014	BEED	No relevant training and experience				RA1080 (Teacher)	Disqualified
15	ADAS3-015	BS Accountancy	Government Procurement Act	More than 4 hrs	Clerk I	More than 1 yr	No Certificate of Eligibility	Disqualified
16	ADAS3-016	BEED	No certificate of training		ADA I	More than 1 yr	RA1080 (Teacher)	Disqualified
17	ADAS3-017	BEED	Acctg 101 for Non Accountants	More than 4 hrs	Acctg. & Loans Support Assistant	More than 1 yr	CS Prof	Qualified
18	ADAS3-018	BS in Business Ad	Simple Bookkeeping	More than 4 hrs	ADA VI	More than 1 yr	PD 907	Qualified
19	ADAS3-019	BS in Agribusiness	Simple Bookkeeping	More than 4 hrs	Project Asst. I	More than 1 yr	RA1080 (Agriculturist)	Qualified
20	ADAS3-020	BEED	No relevant training and experience				RA1080(Teacher)	Disqualified
21	ADAS3-021	BEED	No relevant training and experience				RA1080(Teacher)	Disqualified
22	ADAS3-022	BS in Business Ad	No relevant training		Inventory In-charge	More than 1 yr	RA1080(Teacher)	Disqualified
23	ADAS3-023	BS in Real Estate Management	Strengthening Administrative & Financial Management	More than 4 hrs	Statistician	More than 1 yr	RA1080(Real Estate Appraiser)	Qualified
24	ADAS3-024	BS in Business Ad	Professional Bookkeeping	More than 4 hrs	Branch Head	More than 1 yr	CS Prof	Qualified
25	ADAS3-025	BS Accountancy	International Leadership Training	More than 4 hrs	ADAS 2	More than 1 yr	CS Prof	Qualified
26	ADAS3-026	BEED	No relevant training and experience				RA1080(Teacher)	Disqualified
27	ADAS3-027	BEED	No relevant training and experience				RA1080(Teacher)	Disqualified
28	ADAS3-028	BS in Agribusiness Management	Simple Bookkeeping & Basic Accounting	More than 4 hrs	Project Asst. I, Acctg Associate	More than 1 yr	RA1080(Agriculturist)	Qualified
29	ADAS3-029	BS in Agribusiness	Simple Bookkeeping & Basic Accounting	More than 4 hrs	ADA 6	More than 1 yr	Agriculturist	Qualified
31	ADAS3-031	BSED	No relevant training		Collection Clerk	More than 1 yr	RA1080(Teacher)	Disqualified
32	ADAS3-032	BSED	No relevant training and experience				RA1080	Disqualified
33	ADAS3-033	BEED	Money Laundering	More than 4 hrs	Teller	More than 1 yr	RA1080(Teacher)	Qualified
34	ADAS3-034	BS Psychology	Tax Reform, Labor Laws	More than 4 hrs	HR Assistant	More than 1 yr	CS Prof	Qualified
35	ADAS3-035	BS in Business Ad	Budget Operations Manual	More than 4 hrs	Barangay Secretary	More than 1 yr	Barangay Official Eligibility	Qualified
36	ADAS3-036	BEED	No relevant training and experience				RA1080(Teacher)	Disqualified
37	ADAS3-037	BS Criminology	Tax Revenue Assessment & Collection System	More than 4 hrs	Clerk II	More than 1 yr	RA1080(criminologist)	Qualified
38	ADAS3-038	BS in Accountancy	PAGBA	More than 4 hrs	Accounting & Loans Support	More than 1 yr	CS Prof	Qualified
39	ADAS3-039	BEED	No relevant training and experience				RA1080	Disqualified
40	ADAS3-040	BS in Commerce Banking & Finance	Budget Operations Manual	More than 4 hrs	Barangay Treasurer	More than 1 yr	Barangay Official eligibility	Qualified
41	ADAS3-041	BS IT/Prof ED	No relevant training and experience				RA1080(Teacher)	Disqualified
42	ADAS3-042	BS in Business Ad	No relevant training		Loan Processor	More than 1 yr	CS Sub Prof	Disqualified
43	ADAS3-043	BS Commerce major in management	National Govt. Collection & Disbursement System	More than 4 hrs	ADAS II (Cashiering Section)	More than 1 yr	CS Prof	Qualified
44	ADAS3-044	BSIT/Prof Ed	International Leadership Training	More than 4 hrs	ADA VI	More than 1 yr	RA1080(Teacher)	Qualified
45	ADAS3-045	BSED	Budget Operations Manual	More than 4 hrs	Barangay Bookkeeper/Treasurer	More than 1 yr	RA1080(Teacher)	Qualified
46	ADAS3-046	Completion of 2 yrs studies in college	Government Procurement Reform	More than 4 hrs	ADA IV	Less than 1 yr	Barangay Official Eligibility	Disqualified
47	ADAS3-047	BS in Business Ad	Accounting Clerk training	More than 4 hrs	Officer/Branch Manager	More than 1 yr	CS Prof	Qualified
48	ADAS3-048	BS in Business Ad	International Leadership Training	More than 4 hrs	ADAS II	More than 1 yr	Barangay Official Eligibility	Qualified
49	ADAS3-049	BEED	Training on Warehouse Custodianship & Sales Encoding	More than 4 hrs	Warehouse Custodian	More than 1 yr	RA1080(Teacher)	Qualified
50	ADAS3-050	BS in Electronics & Communication	International Leadership Training	More than 4 hrs	ADAS II	More than 1 yr	Barangay Official Eligibility	Qualified
51	ADAS3-051	BS in Electronics Engineering	No relevant training and experience				R 1080(Electronics Technician)	Disqualified
52	ADAS3-052	BS Accountancy/Prof Ed	Tax Accounting for Business Process Outsourcing	More than 4 hrs	Accounting Associate	More than 1 yr	RA1080(Teacher)	Qualified

53	ADAS3-053	BEED	No relevant training		Barangay Secretary	More than 1 yr	RA1080(Teacher)	Disqualified
54	ADAS3-054	BS in Business Ad	Briefing on Electronic Tax Remittance Advice	More than 4 hrs	ADA IV	More than 1 yr	Barangay Official Eligibility	Qualified
55	ADAS3-055	BS in Accountancy/Prof Ed	Finance for Non-Finance Professionals	More than 4 hrs	Accounting Supervisor	More than 1 yr	RA1080(Teacher)	Qualified
56	ADAS3-056	BS in Business Ad	Budget Operations Manual	More than 4 hrs	Barangay Secretary	More than 1 yr	PD 907	Qualified
57	ADAS3-057	Computer Secretarial	Budget Operations Manual	More than 4 hrs	Revenue Collection Clerk	More than 1 yr	Barangay Official Eligibility	Qualified
58	ADAS3-058	BEED	Orientation on the preparation of Inventory and Financial	More than 4 hrs	Barangay Clerk	More than 1 yr	RA1080(Teacher)	Qualified
59	ADAS3-059	No TOR	Records Management Seminar	More than 4 hrs	No certificate of employment		Barangay Official Eligibility	Disqualified
60	ADAS3-060	BSC Major in Management	International Leadership Training	More than 4 hrs	ADAS 2	More than 1 yr	CS Subprof	Qualified
61	ADAS3-061	BSBA	Budget Operations Manual	More than 4 hrs	Punong Barangay/Barangay	More than 1 yr	PD 907	Qualified
62	ADAS3-062	BEED	Money Laundering and Terrorism Financing Prevention	More than 4 hrs	Head Teller	More than 1 yr	RA1080(Teacher)	Qualified
63	ADAS3-063	BS in Environmental Science	No relevant training		Admin Aide I Records Section	More than 1 yr	CS Prof	Disqualified
64	ADAS3-064	Completion of 2 yrs studies in college	International Leadership Training	More than 4 hrs	Admin Aide VI	More than 1 yr	CS Prof	Qualified
65	ADAS3-065	Associate in Office Administration	NC III in Bookkeeping	More than 4 hrs	Clerk	More than 1 yr	PD 907	Qualified
66	ADAS3-066	BSC Major in Management	International Leadership Training	More than 4 hrs	ADAS II	More than 1 yr	Barangay Official Eligibility	Qualified
67	ADAS3-067	BEED	International Training Series for Non-Teaching Personnel	More than 4 hrs	Clerk J.O	More than 1 yr	RA1080(Teacher)	Qualified
68	ADAS3-068	BSC Major in Management Accounting	Electronic Statement of Receipts & Expenditures Reports	More than 4 hrs	ADA VI	More than 1 yr	Local Treasury Eligibility	Qualified
69	ADAS3-069	Bachelor of Science in Accountancy	Tax Updates and Tax Practice	More than 4 hrs	Accounting Analyst	More than 1 yr	Local Treasury Eligibility	Qualified
70	ADAS3-070	BS Engineering Technology	Financial Management Training	More than 4 hrs	Accounting Staff	More than 1 yr	CS Prof	Qualified
71	ADAS3-071	BS in Business Ad	Barangay Budgeting Process & Procedure	More than 4 hrs	Barangay Kagawad	More than 1 yr	Barangay Official Eligibility	Qualified
72	ADAS3-072	BS in Business Ad	International Leadership Training	More than 4 hrs	ADAS II	More than 1 yr	Barangay Official Eligibility	Qualified
73	ADAS3-073	BSC Major in Management	Gov. Procurement Reform	More than 4 hrs	ADA I-	More than 1 yr	Barangay Official Eligibility	Qualified
74	ADAS3-074	BEED	Planning and Budgeting Process for the SK Fund	More than 4 hrs	No relevant experience	More than 1 yr	Barangay Official Eligibility	Disqualified
75	ADAS3-075	BS in Business Ad	Budget Operational Manual Workshop	More than 4 hrs	Clerk J.O./Municipal Population	More than 1 yr	Barangay Health Worker	Qualified
76	ADAS3-076	BEED	No relevant training and experience				RA1080(Teacher)	Disqualified
77	ADAS3-077	BS in Business Ad	Budget Execution Plans	More than 4 hrs	ADAS II	More than 1 yr	Barangay Official Eligibility	Qualified
78	ADAS3-078	BS in Business Ad	No relevant training		Loan Clerk	More than 1 yr	CS Prof	Disqualified
79	ADAS3-079	Completion of 2 yrs studies in college	No relevant training		Concentrix Operations group	More than 1 yr	CS Prof	Disqualified

Nothing Follows

Prepared and certified correct by:

MELANIE C. ESTENZO
Human Resource Management Officer