

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.	Applicant on Codes	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS2-01	BS Environmental Science	Training on Purchasing and Procurement	More than 4 hours	Assistant Bookkeeper	More than 1 year	CS Prof	Qualified
2	ADAS2-02	BEED	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
3	ADAS2-03	Bachelor in Hotel and Restaurant Mngmt.	No relevant training		No relevant experience		NONE	Disqualified
4	ADAS2-04	BEED	PC Operations Tutorials	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
5	ADAS2-05	BEED - SPED	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
6	ADAS2-06	BEED	Computer Literacy	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
7	ADAS2-07	BSED - ENGLISH	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
8	ADAS2-08	BSBA	Handbook on the Financial Transactions of the Sangguniang Kabataan	More than 4 hours	Cashier	More than 1 year	RA 1080 (TEACHER)	Qualified
9	ADAS2-09	BEED	Digital Money	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
10	ADAS2-10	BSBA	Cash collection, management and deposits	More than 4 hours	Revenue Collection Clerk	More than 1 year	Fire Officer Not relevant to the position	Disqualified
11	ADAS2-11	BEED	Personal Computer Operation	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
12	ADAS2-12	BS- International Relations	NCDDP Additional Financing Community Based Training on Procurement	More than 4 hours	Barangay Treasurer	More than 1 year	RA 1080 (TEACHER)	Qualified
13	ADAS2-13	BSECE	No relevant training		Admin Aide IV	More than 1 year	CS - Prof	Disqualified
14	ADAS2-14	BSED - MATHEMATICS	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
15	ADAS2-15	BEED	Personal Computer Operation	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
16	ADAS2-16	BEED	Personal Computer Operation	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
17	ADAS2-17	BSBA- FINANCIAL MANAGEMENT	COA ENTRANCE CONFERENCE FOR CA 2024	More than 4 hours	Job Order (July 2023)	Less than 1 year experience	CS - Prof	Disqualified
18	ADAS2-18	BSBA- ENTREPRENEURIAL MARKETING	Training for Office Application	More than 4 hours	Revenue Collection Clerk	More than 1 year	RA 1080 (TEACHER)	Qualified
19	ADAS2-19	BSED - ENGLISH	Guidelines on the Appropriation, Release, Planning and Budgeting process for Sk Fund	More than 4 hours	Barangay Treasurer	1 year experience	RA 1080 (TEACHER)	Qualified
20	ADAS2-20	BEED	PC Operations Tutorials	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
21	ADAS2-21	BEED	PC Operations Tutorials	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
22	ADAS2-22	BSBA- FINANCIAL MANAGEMENT	No relevant training		Collection and Solicitation Staff	More than 1 year	CS - Prof	Disqualified
23	ADAS2-23	BSBA- FINANCIAL MANAGEMENT	Seminar-Workshop on Credit Framework and Cashflow Analysis	More than 4 hours	Credit and Collection Officer	More than 1 year	CS Prof	Qualified
24	ADAS2-24	BSBA- FINANCIAL MANAGEMENT	No relevant training		No relevant experience		Barangay Official	Disqualified
25	ADAS2-25	BEED- Science and Health	No relevant training		Record Keeper	More than 1 year	RA 1080 (TEACHER)	Disqualified
26	ADAS2-26	BEED	No relevant training		Administrative Aide	Less than 1 year experience	RA 1080 (TEACHER)	Disqualified
27	ADAS2-27	BEED	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
28	ADAS2-28	BEED	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
29	ADAS2-29	BEED	Manual on Financial Management of Barangay District Re-echo Training on Preparation and Submission of FY 2024 Budget Execution Plans	More than 4 hours	Barangay Record Keeper	More than 1 year	RA 1080 (TEACHER)	Qualified
30	ADAS2-30	Computer Science and Technology	Computer Operations	More than 4 hours	Barangay Treasurer	More than 1 year	CS - Sub Prof	Qualified
31	ADAS2-31	BEED	Computer Operations	More than 4 hours	No certificate of employment		RA 1080 (TEACHER)	Disqualified
32	ADAS2-32	BS- Architecture	19th Hitting Targets through Innovative Collection and Receivables Strategies	More than 4 hours	Admin Finance officer	More than 1 year	Not relevant to the position	Disqualified
33	ADAS2-33	Bachelor of TLE - Home Economics	No relevant training		No relevant experience		No proof of Eligibility	Disqualified
34	ADAS2-34	BSED - General Science	Computer Literacy Course	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
35	ADAS2-35	BEED	Handling of Collections and Deposits	More than 4 hours	Disbursement Clerk	More than 1 year	RA 1080 (TEACHER)	Qualified
36	ADAS2-36	BSC - MARKETING	Orientation on Basic Procurement Processes and other concerns	More than 4 hours	Adas I	More than 1 year	CS - Sub Prof	Qualified
37	ADAS2-37	BS TCM	Reconciliation of Accounts and the Preparation of CY 2023 Yr end Financial Reports	More than 4 hours	ADA 3	More than 1 year	CS - Prof	Qualified
38	ADAS2-38	BEED	Basic Computer Literacy	More than 4 hours	Supervisor	More than 1 year	RA 1080 (TEACHER)	Qualified
39	ADAS2-39	BSIT	BLGF X LGU Integrated Financial Tools version 4	More than 4 hours	Treasury Staff (Job Order)	More than 1 year	RA 1080 (TEACHER)	Qualified
40	ADAS2-40	Bachelor of Physical Education	No relevant training		No relevant experience		PD 907	Disqualified
41	ADAS2-41	BSECE	No relevant training		No relevant experience		CS - Prof	Disqualified
42	ADAS2-42	BEED	No relevant training		SK COUNCILOR	More than 1 year	RA 1080 (TEACHER)	Disqualified
43	ADAS2-43	BS Statistics	Bookkeeping with Philippine Taxation and Quickbook Online	More than 4 hours	Office Aide	More than 1 year	CS - Prof	Qualified
44	ADAS2-44	BS CRIMINOLOGY	Coding Session 1	More than 4 hours	ADA VI	More than 1 year	RA 1080 (CRIMINOLOGIST)	Qualified
45	ADAS2-45	BEED	No relevant training		Office Staff	More than 1 year	RA 1080 (TEACHER)	Disqualified
46	ADAS2-46	BSBA- ENTREPRENEURIAL MARKETING	Loans Clerk/ Processor Focus Group Discussion	More than 4 hours	Senior Teller	More than 1 year	CS - Prof	Qualified
47	ADAS2-47	BSED- FILIPINO	Staying compliant: Understanding your legal obligation as a Liquidator	More than 4 hours	Liquidator	More than 1 year	RA 1080 (TEACHER)	Qualified



48	ADAS2-48	BSBA- Marketing Management	Cash Management and Accountability	More than 4 hours	Revenue Collection Clerk	More than 1 year	RA 1080 (TEACHER)	Qualified
49	ADAS2-49	BSED- FILIPINO	Personal Computer Operation	More than 4 hours	Cashier	More than 1 year	RA 1080 (TEACHER)	Qualified
50	ADAS2-50	Bachelor of Physical Education	No relevant training		No relevant experience		Honor Graduate	Disqualified
51	ADAS2-51	BSED	No relevant training		Accounting Staff	More than 1 year	RA 1080 (TEACHER)	Disqualified
52	ADAS2-52	BSBA-Financial Management	No relevant training		Account Officer	More than 1 year	CS - Prof	Disqualified
53	ADAS2-53	Bachelor of Physical Education	No relevant training		No relevant experience		Honor Graduate	Disqualified
54	ADAS2-54	BS Accountancy	Compliance Seminar on Financial Management	More than 4 hours	Accounting Head	More than 1 year	RA 1080 (TEACHER)	Qualified
55	ADAS2-55	Bachelor of Public Administration	Computer System Servicing	More than 4 hours	Cashier	More than 1 year	RA 1080 (TEACHER)	Qualified
56	ADAS2-56	BS Electro-mechanical Technology	No relevant training		Insurance Officer (Job Order)	More than 1 year	CS - Prof	Disqualified
57	ADAS2-57	BSED	No relevant training		Office Aide (Job Order)	More than 1 year	RA 1080 (TEACHER)	Disqualified
58	ADAS2-58	BSED	Computer System Servicing	More than 4 hours	Toll Teller	More than 1 year	RA 1080 (TEACHER)	Qualified
59	ADAS2-59	BSED	No relevant training		Administrative Staff	More than 1 year	RA 1080 (TEACHER)	Disqualified
60	ADAS2-60	BSBA - Banking and Finance	BLOG X L3JU Integrated Financial Tools version 4	More than 4 hours	Accounting Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
61	ADAS2-61	BSBA - Financial Management	Entrepreneurship Training	More than 4 hours	Assistant Branch Manager	More than 1 year	CS - Prof	Qualified
62	ADAS2-62	BSBA - Marketing Management	No relevant training		Job Order	More than 1 year	CS - Prof	Disqualified
63	ADAS2-63	Bachelor of Arts in Sociology	No relevant training		Job Order	More than 1 year	RA 1080 (TEACHER)	Disqualified
64	ADAS2-64	BSED- PEHM	Barangay Financial Management	More than 4 hours	No relevant experience		Not relevant to the position	Disqualified
65	ADAS2-65	Bachelor of Public Administration	No relevant training		No relevant experience		Honor Graduate	Disqualified
66	ADAS2-66	BSED - General Management	Personal Computer Operation	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
67	ADAS2-67	BSBA - Financial Management	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
68	ADAS2-68	BSED	Basic Bookkeeping and Accounting for Non-accountants	More than 4 hours	Office Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
69	ADAS2-69	BSBA - Financial Management	Coop Audit, Bookkeeping	More than 4 hours	Assistant Cashier	More than 1 year	CS - Prof	Qualified
70	ADAS2-70	BSIT	No relevant training		Online Indoor Sales Coordinator	More than 1 year	RA 1080 (TEACHER)	Disqualified
71	ADAS2-71	BSED	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
72	ADAS2-72	BSBA - Marketing Management	Cash Management and Accountability	More than 4 hours	Revenue Collection Clerk	More than 1 year	Barangay Official	Qualified
73	ADAS2-73	BSED - MATHEMATICS	No relevant training		Loans Officer	More than 1 year	Honor Graduate	Disqualified
74	ADAS2-74	BS in Commerce	Cash collection, management and deposits	More than 4 hours	Revenue Collection Clerk	More than 1 year	RA 1080 (TEACHER)	Qualified
75	ADAS2-75	BSBA - Entrepreneurial Marketing	No relevant training		Roving Branch In-charge	More than 1 year	CS - Prof	Disqualified
76	ADAS2-76	BSED	Basic Computer Literacy	More than 4 hours	Accounting Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
77	ADAS2-77	BS in Accountancy	No relevant training		Loan Processor	More than 1 year	CS - Sub Prof	Disqualified
78	ADAS2-78	BSBA - Financial Management	SAP Business One, Basic Computer Skills & MS Excel Shortcuts and Advance MS Excel	More than 4 hours	Distributor Accounting Analyst	More than 1 year	CS - Sub Prof	Qualified
79	ADAS2-79	BS in Office Administration	Tax Campaign Kickoff	More than 4 hours	Accounting Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
80	ADAS2-80	BSED	Basic Computer Literacy	More than 4 hours	Sales - clerk	Less than 1 year	RA 1080 (TEACHER)	Disqualified
81	ADAS2-81	BSBA - Financial Management	Assessment and Collection Enhancement Training	More than 4 hours	Finance Sales Representative	More than 1 year	CS - Prof	Qualified
82	ADAS2-82	BSBA - Marketing Management	Seminar/Workshop on Budget Operations Manual for Barangays	More than 4 hours	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
83	ADAS2-83	BSED	Money Laundering and Terrorism Financing Prevention Manual Walkthrough Session	More than 4 hours	Alternate Cashier/ Head Teller	More than 1 year	RA 1080 (TEACHER)	Qualified
84	ADAS2-84	Bachelor of Arts - Major in Economics	No relevant training		No relevant experience		Barangay Official	Disqualified
85	ADAS2-85	BSED - Biology	Seminar on the Handbook on the Financial Transactions of the Sangguniang Kabataan	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
86	ADAS2-86	BSED Major in Science and Health	PC Operations Tutorials	More than 4 hours	Accounting Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
87	ADAS2-87	Bachelor of Arts in Sociology	No relevant training		No relevant experience		Barangay Official	Disqualified
88	ADAS2-88	Bachelor of Agricultural Technology	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
89	ADAS2-89	Bachelor of Food Science and Technology	Computer System Servicing	More than 4 hours	Sales Admin	More than 1 year	RA 1080 (TEACHER)	Qualified
90	ADAS2-90	BSED	No relevant training		JOB ORDER	More than 1 year	RA 1080 (TEACHER)	Disqualified
91	ADAS2-91	BSED	Computer Literacy Program	More than 4 hours	No relevant experience		RA 1080 (TEACHER)	Disqualified
92	ADAS2-92	BSBA - Marketing Management	Branch Operation Seminar (Accounting and Disbursing Flows)	More than 4 hours	Cashier	More than 1 year	RA 1080 (TEACHER)	Qualified
93	ADAS2-93	BSAB - Operations Management	Anti-Money Laundering and Counter-Terrorism Financing Training	More than 4 hours	No certificate of employment		Honor Graduate	Disqualified
94	ADAS2-94	BS in Nursing	Budget Operations Manual for Barangays	More than 4 hours	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
95	ADAS2-95	BS in Computer Science	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
96	ADAS2-96	BA Major in English	Local Fiscal Managers	More than 4 hours	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
97	ADAS2-97	BS in Criminology	No relevant training		No relevant experience		RA 1080 (CRIMINOLOGIST)	Disqualified
98	ADAS2-98	BSED Major in Mathematics	Budget Operations Manual for Barangays	More than 4 hours	No certificate of employment		Barangay Official	Disqualified
99	ADAS2-99	BSED Major in Special Education	No Certificate of Training		Branch Assistant	More than 1 year	RA 1080 (TEACHER)	Disqualified
100	ADAS2-100	BSIT	Financial Literacy "Acquiring the Money Mindset"	More than 4 hours	No relevant experience		CS - Prof	Disqualified
101	ADAS2-101	BSED Major in English	RA 9184 Updates and its CY 2016 Revised Implementing Rules and Regulations	More than 4 hours	Barangay Secretary	More than 1 year	RA 1080 (TEACHER)	Qualified



102	ADAS2-10	Bachelor of Science in Commerce	Powerful Selling Techniques Seminar	More than 4 hours	Loan Officer	More than 1 year	RA 1080 (TEACHER)	Qualified
103	ADAS2-10	BBSBA Major in Financial Management	No relevant training		Saleslady-Bookkeeper	More than 1 year	CS - Prof	Disqualified
104	ADAS2-10	BSED	Training Workshop on Budget Operations Manual for Barangays	More than 4 hours	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
105	ADAS2-10	Bachelor of Commerce Major in Banking	Budget Operations Manual for Barangays	More than 4 hours	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
106	ADAS2-10	Bachelor of Physical Education	No Certificate of Training		No relevant experience		Honor Graduate	Disqualified
107	ADAS2-10	Diploma in Fisheries Technology major in Fish Production	No Certificate of Training		Job order	More than 1 year	No proof of Eligibility	Disqualified
108	ADAS2-10	BBSBA Major in Marketing Management	No Relevant training		Laborer	More than 1 year	No proof of Eligibility	Disqualified
109	ADAS2-10	BBSBA Major in Marketing Management	Annual Tax Incentives Report (ATIR) and Annual Benefits Report (ABR) of Cooperatives	More than 4 hours	Bookkeeper	More than 1 year	Honor Graduate	Qualified
110	ADAS2-11	BSED	Management of Sales, Disbursements and Inventories	More than 4 hours	Finance Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
111	ADAS2-11	BS in Mathematical Sciences Major in Applied Mathematics	Managing your Personal Finances	More than 4 hours	Accounting Clerk	More than 1 year	Cs Prof	Qualified
112	ADAS2-11	BSED	No relevant training		No relevant experience		RA 1080 (TEACHER)	Disqualified
113	ADAS2-11	Bachelor of Early Childhood Education	No relevant training		Cashier and Purchasing Officer	More than 1 year	Barangay Official	Disqualified
114	ADAS2-11	BSED	No relevant training		Cashier	More than 1 year	RA 1080 (TEACHER)	Disqualified
115	ADAS2-11	BS in Management Accounting	No relevant training		Barangay Secretary	More than 1 year	Barangay Official	Disqualified
116	ADAS2-11	BBSBA Major in Marketing Management	No relevant training		No relevant experience		CS Prof	Disqualified
117	ADAS2-11	BBSBA Major in Marketing Management	No relevant training		Microfinance Officer	More than 1 year	Not relevant to the position	Disqualified
118	ADAS2-11	BS in Criminology	Budget Operations, Authorization, & Execution.	More than 4 hours	SK Treasurer	More than 1 year	RA 1080 (CRIMINOLOGIST)	Qualified
119	ADAS2-11	BSED Major in Filipino	No relevant training		Cashier	More than 1 year	RA 1080 (TEACHER)	Disqualified
120	ADAS2-12	Bachelor in Public Administration	Empowerment for Accountable & Transparent Barangay Program	More than 4 hours	Barangay Councilor	More than 1 year	Barangay Official	Qualified
121	ADAS2-12	BBSBA Major in Financial Management	Basic Bookkeeping Course for SK Treasurer	More than 4 hours	No certificate of employment		CS Prof	Disqualified
122	ADAS2-12	BBSBA Major in Financial Management	Rural Banking Updates & Best Practices	More than 4 hours	No certificate of employment		RA 1080 (TEACHER)	Disqualified
123	ADAS2-12	BA Major in Economics	No relevant training		No relevant experience		Cs Prof	Disqualified
124	ADAS2-12	BBSBA Major in Financial Management	No certificate of training		No certificate of employment		Cs Prof	Disqualified
125	ADAS2-12	BSED	Administrative Training	More than 4 hours	Teller	More than 1 year	RA 1080 (TEACHER)	Qualified
126	ADAS2-12	BST	No Certificate of Training		No relevant experience		Cs Prof	Disqualified
127	ADAS2-12	BBSBA Major in Banking & Finance	Empowerment for Accountable & Transparent Barangay Program	More than 4 hours	Barangay Councilor	More than 1 year	Barangay Official	Qualified
128	ADAS2-12	BBSBA Major in Financial Management	No relevant training		No relevant experience		Cs Prof	Disqualified
129	ADAS2-12	BSED	Credit and Collection	More than 4 hours	Teller	More than 1 year	RA 1080 (TEACHER)	Qualified
130	ADAS2-13	BST	BLOF X LGU Integrated Financial Tools version 4 Rollout	More than 4 hours	LGU Treasurer's Office Staff	More than 1 year	RA 1080 (TEACHER)	Qualified
		*Nothing Follows*						

Prepared and certified correct by:

**MELANIE C. ESTENZO**  
Human Resource Management Officer