

**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

No.	Application Codes	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3-001	BSBA FIN-MAN	Credit Framework and Cashflow Analysis	More than 4 hours	Acct Relationship Officer	More than 1 year	CS Prof	Qualified
2	ADAS3-002	BSED TLE	No Relevant Training		Registration Kit Supervisor	More than 1 year	PD 907	Disqualified
3	ADAS3-003	BSBA ENTREP MKTG	Entrepreneurial Development Training	More than 4 hours	Financial Consultant	More than 1 year	RA1080(Teacher)	Qualified
4	ADAS3-004	BSBM	Revenue Management	More than 4 hours	Accounting Clerk	More than 1 year	CS Prof	Qualified
5	ADAS3-005	BSBA FIN-MAN	No certificate of Training		Collection & Solicitation Staff	More than 1 year	CS Prof	Disqualified
6	ADAS3-006	BS COMMERCE	Credit Assessment and Loan Management	More than 4 hours	Loan Officer	More than 1 year	RA1080(Teacher)	Qualified
7	ADAS3-007	BSBA BANKING & FIN	Tax Revenue Assessment and Collection System	More than 4 hours	Social Welfare Assistant	More than 1 year	CS Sub Prof	Qualified
8	ADAS3-008	BSED	Property and Supply Management	More than 4 hours	Job Order - Office Clerk	More than 1 year	RA1080(Teacher)	Qualified
9	ADAS3-009	BEED	No Relevant Training and Experience				RA1080(Teacher)	Disqualified
10	ADAS3-010	BEED	No Relevant Training		Teacher	More than 1 year	PD 907	Disqualified
11	ADAS3-011	BSED	Credit and Collection Seminar	More than 4 hours	Teller	More than 1 year	RA1080(Teacher)	Qualified
12	ADAS3-012	BS in Psychology	Microsoft Digital Literacy	More than 4 hours	HR, HR Specialist, ADA 3	More than 1 year	PD 907	Qualified
13	ADAS3-013	BS IT	Financial Literacy	More than 4 hours	IT Staff	More than 1 year	CS prof	Qualified
14	ADAS3-014	BSBA	Bookkeeping	More than 4 hours	Loan Processor	More than 1 year	CS Sub Prof	Qualified
15	ADAS3-015	BEED	Workshop on SPMS, Grievance Machinery, and PRAISE	More than 4 hours	Receiving Clerk	More than 1 year	RA1080(Teacher)	Qualified
16	ADAS3-016	BSBA	Valuing Public Records thru the establishment of effective Records Disposition	More than 4 hours	Barangay Secretary	More than 1 year	PD 907	Qualified
17	ADAS3-017	BSED	Workshop on SPMS, Grievance Machinery, and PRAISE	More than 4 hours	Record Keeper	More than 1 year	RA1080(Teacher)	Qualified
18	ADAS3-018	BSBA	International Seminar on Leadership & Office Administration	More than 4 hours	Bookkeeper	More than 1 year	RA1080(Teacher)	Qualified
19	ADAS3-019	BSED	NC II Computer Servicing	More than 4 hours	Inventory Specialist	More than 1 year	RA1080(Teacher)	Qualified
20	ADAS3-020	BSIT	SAIETI	More than 4 hours	Billing Staff	More than 1 year	CS Prof	Qualified
21	ADAS3-021	BS in Industrial Engineering	Budget Operation Training	More than 4 hours	Barangay Secretary	More than 1 year	CS Prof	Qualified
22	ADAS3-022	BS IT	Workshop on Bookkeeping and Basic Accounting	More than 4 hours	HR and Admin Assistant	More than 1 year	CS Prof	Qualified
23	ADAS3-023	BS in Public Ad	Basic Computer and Digital Skill Training	More than 4 hours	LGU	More than 1 year	CS Sub Prof	Qualified
24	ADAS3-024	BS in Electro-Mechanical Technology	No relevant Training		HR Office LGU	More than 1 year	CS Prof	Disqualified
25	ADAS3-025	BS in Business Ad	Public Service Values (CSC)	More than 4 hours	Revenue Collection Clerk	More than 1 year	Barangay Official	Qualified
26	ADAS3-026	BSED	No relevant training		No relevant experience			Disqualified
27	ADAS3-027	BS in Business Ad	Orientation on Audit Related Data Information System	More than 4 hours	Audit Staff	More than 1 year	CS Prof	Qualified
28	ADAS3-028	BS in Environmental Science	Purchasing and Procurement Training	More than 4 hours	Office Staff (Project Procurement Management Plan)	More than 1 year	CS Prof	Qualified
29	ADAS3-029	BEED	No relevant training		Store Coordinator	More than 1 year	RA1080(Teacher)	Disqualified
30	ADAS3-030	BSED	No relevant training		No relevant experience		RA1080(Teacher)	Disqualified
31	ADAS3-031	BEED	No relevant training		No relevant experience		RA1080(Teacher)	Disqualified

32	ADAS3-032	BEED	No relevant training		No relevant experience		CSP	Disqualified
33	ADAS3-033	BS in Business Ad/Prof Ed	Training on the Handbook on Financial Transactions	More than 4 hrs	Barangay SK Clerk	More than 1 year	RA1080(Teacher)	Qualified
34	ADAS3-034	BS in Business Ad	Financial Management Operations Manual	More than 4 hrs	ADAS 2	More than 1 year	Barangay Official	Qualified
35	ADAS3-035	BEED	No relevant training		No relevant experience	More than 1 year	RA1080(Teacher)	Disqualified
36	ADAS3-036	BEED	Modular Training Program in Personal Computer Operation	More than 4 hrs	No relevant experience		RA1080(Teacher)	Disqualified
37	ADAS3-037	Bs in Business Ad	No relevant training	More than 4 hrs	Asst. Retail Manager	More than 1 year	CS Prof	Disqualified
38	ADAS3-038	BS Accountancy/Prof Ed	Basic of Accounting & Bookkeeping	More than 4 hrs	Accounting Head	More than 1 year	RA1080(Teacher)	Qualified
39	ADAS3-039	BS in International Relations/Prof Ed	No relevant training		No relevant experience		RA1080(Teacher)	Disqualified
40	ADAS3-040	BS IT	Planning and Budgeting Process	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Qualified
41	ADAS3-041	BSC Major in Management Accounting	Training on Gov't Procurement Reform	More than 4 hrs	ADA IV	More than 1 year	Barangay Official	Qualified
42	ADAS3-042	BS in Business Ad	Barangay Tax Code	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Qualified
43	ADAS3-043	BSIT	Workshop on the Reconciliation of Accounts	More than 4 hrs	Teller	More than 1 year	CS Prof	Qualified
44	ADAS3-044	Bachelor of Science in Office Administration /Prof Ed	NC III Bookkeeping	More than 4 hrs	Office Clerk	More than 1 year	RA1080(Teacher)	Qualified
45	ADAS3-045	BS in Economics	Basic Records and Archives Management	More than 4 hrs	Office Clerk	More than 1 year	RA1080(Teacher)	Qualified
46	ADAS3-046	BEED	Revised Implementing Rules and Regulations	More than 4 hrs	Office Clerk	More than 1 year	RA1080(Teacher)	Qualified
47	ADAS3-047	BS in Commerce	Budget Operation Training	More than 4 hrs	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
48	ADAS3-048	BS in Office Administration/Prof Ed	Tax Campaign	More than 4 hrs	Accounting Staff	More than 1 year	RA1080(Teacher)	Qualified
49	ADAS3-049	Office Management	Training on Participatory Barangay Dev. Planning	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Qualified
50	ADAS3-050	BEED	No certificate of training		No relevant experience		RA1080(Teacher)	Disqualified
51	ADAS3-051	BS IT	No certificate of training		No relevant experience		CS Prof	Disqualified
52	ADAS3-052	BS in Business Ad	Basic Computer Skills & MS Excel	More than 4 hrs	Accounting Analyst	More than 1 year	CS Sub Prof	Qualified
53	ADAS3-053	BEED	Guidelines on the Appropriation, Planning & Budgeting	More than 4 hrs	Office Clerk	More than 1 year	RA1080(Teacher)	Qualified
54	ADAS3-054	BS in Business Ad	Collection Enhancement Training of HRM	More than 4 hrs	Admin Staff	More than 1 year	CS Prof	Qualified
55	ADAS3-055	BEED	IT Training on Basic Computer Literacy and Productivity	More than 4 hrs	Admin Assistant	More than 1 year	RA1080(Teacher)	Qualified
56	ADAS3-056	BS Community Development/Prof Ed	Bookkeeping NC III	More than 4 hrs	ADAS 3	More than 1 year	RA1080(Teacher)	Qualified
57	ADAS3-057	BEED	No Relevant certificate of training		Cashier	More than 1 year	RA1080(Teacher)	Disqualified
58	ADAS3-058	BS Criminology	Bookkeeping NC III	More than 4 hrs	Accounting Clerk	More than 1 year	Criminologist	Qualified
59	ADAS3-059	Bs in Business Ad	Training on Leadership and Office Administration	More than 4 hrs	No relevant experience		CS Prof	Disqualified
60	ADAS3-060	BS IT	PC Operations and Office Procedure Virtual Training	More than 4 hrs	Job Order- Office Staff	More than 1 year	CS Sub Prof	Qualified
61	ADAS3-061	BSED	Microsoft Office Training and Training on Economic and Financial Learning Program	More than 4 hrs	ADA-IV	More than 1 year	RA1080(Teacher)	Qualified
62	ADAS3-062	BS IN ELECTRONICS AND COMMUNICATION ENGINEERING	Bookkeeping NC III	More than 4 hrs	No relevant experience		RA1080(Teacher)	Disqualified
63	ADAS3-063	BEED	PC Operations and Tutorials	More than 4 hrs	No relevant experience		RA1080(Teacher)	Disqualified
64	ADAS3-064	BS in Accounting Technology	Virtual MS Excel Tips and Tricks Training	More than 4 hrs	No relevant experience		CS Prof	Disqualified
65	ADAS3-065	BS IT	Introduction to Statistics Training and Business Training	More than 4 hrs	IT Staff	More than 1 year	PD 907	Qualified
66	ADAS3-066	BSED	No Relevant certificate of training		Cashier	More than 1 year	RA1080(Teacher)	Disqualified
67	ADAS3-067	BSED	Training on RA9184 Implementing rules and regulations	More than 4 hrs	Barangay Secretary	More than 1 year	RA1080(Teacher)	Qualified
68	ADAS3-068	BEED	No Relevant certificate of training		Branch Assistant	More than 1 year	RA1080(Teacher)	Disqualified
69	ADAS3-069	No TOR	No Relevant certificate of training		Barangay Secretary	More than 1 year	Barangay Official	Disqualified
70	ADAS3-070	BEED	PC Operations and Tutorials	More than 4 hrs	Accounting Staff	More than 1 year	RA1080(Teacher)	Qualified
71	ADAS3-071	Bachelor of Arts	Seal of Good Local Governance for Barangay	More than 4 hrs	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
72	ADAS3-072	BS in Computer Science	No Relevant certificate of training		Team Leader	More than 1 year	RA1080(Teacher)	Disqualified
73	ADAS3-073	BS in Criminology	No Relevant certificate of training		No relevant experience		Criminologist	Disqualified
74	ADAS3-074	Bs in Business Ad	Seminar/ Workshop on Basic Accounting for Non Accountants	More than 4 hrs	Accounting and Loans support Assistant	More than 1 year	PD 907	Qualified

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75	ADAS3-075	BS IT	No Relevant certificate of training		No relevant experience		CS Prof	Disqualified
76	ADAS3-076	Bs in Business Ad major in Banking and Finance	No Relevant certificate of training		Account Officer	More than 1 year	Barangay Official	Disqualified
77	ADAS3-077	BS in Management Accounting	Seal of Good Local Governance for Barangay	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Qualified
78	ADAS3-078	BSED	Basic Computer Literacy	More than 4 hrs	Sk Chairperson	More than 1 year	RA1080(Teacher)	Qualified
79	ADAS3-079	Bs in Business Ad	Anti Money Laundering	More than 4 hrs	No certificate of employment		PD 907	Disqualified
80	ADAS3-080	Bs in Business Ad	Bookkeeping NC III	More than 4 hrs	Bookkeeper	More than 1 year	PD 907	Qualified
81	ADAS3-081	BEED	On-boarding seminar workshop for Administrative Officers and Assistants	More than 4 hrs	ADAS II	More than 1 year	Barangay Official	Qualified
82	ADAS3-082	BA in English	Training on Enhanced Procedure of Liquidation of School MOOE and other Government funds in relation to RA 9184	More than 4 hrs	ADA III	More than 1 year	Barangay Official	Qualified
83	ADAS3-083	Bs in Business Ad	No Relevant certificate of training		Leasing Staff		CS Prof	Disqualified
84	ADAS3-084	Bachelor of Commerce (Earned 33 units only)	Budget and barangay development Plan	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Disqualified
85	ADAS3-085	BA in Economics	No Relevant certificate of training		Mechanical Fitter	More than 1 year	CS Prof	Disqualified
86	ADAS3-086	BS in Business Ad	Fiscal Management Under the new normal	More than 4 hrs	Barangay Secretary	More than 1 year	PD 907	Qualified
87	ADAS3-087	BS IT	Business Continuity Planning and Management	More than 4 hrs	Office Clerk		RA1080(Teacher)	Disqualified
88	ADAS3-088	BS Accountancy	Financial Literacy	More than 4 hrs	Accounting Supervisor	More than 1 year	RA1080(Teacher)	Qualified
89	ADAS3-089	BEED	Regional workshop on the Reconciliation of Accounts and the Preparation of CY 2023 Yearend Financial Reports	More than 4 hrs	ADAS I	More than 1 year	RA1080(Teacher)	Qualified
90	ADAS3-090	BS in Business Ad	No Relevant certificate of training		Microfinance Officer	More than 1 year	CSC Fire Officer	Disqualified
91	ADAS3-091	BEED	PC Operations Tutorials	More than 4 hrs	Lawyer's secretary	More than 1 year	RA1080(Teacher)	Qualified
92	ADAS3-092	BS in Agriculture	Training on FY 2024 Budget Execution Plans	More than 4 hrs	ADAS II	More than 1 year	Barangay Official	Qualified
93	ADAS3-093	BS in Business Ad	Fiscal Management Under the new normal	More than 4 hrs	Barangay Treasurer	More than 1 year	Barangay Official	Qualified
94	ADAS3-094	BEED	No Relevant certificate of training		ADA IV	More than 1 year	RA1080(Teacher)	Disqualified
95	ADAS3-095	BS in Technology	Regional workshop on the Reconciliation of Accounts and the Preparation of CY 2023 Yearend Financial Reports	More than 4 hrs	ADA III	More than 1 year	CS Prof	Qualified
96	ADAS3-096	BS in Commerce	Basic Procurement Processes and other Concerns	More than 4 hrs	Administrative Assistant I	More than 1 year	CS Sub Prof	Qualified
97	ADAS3-097	BEED	Perform Computer Operations	More than 4 hrs	No relevant experience		RA1080(Teacher)	Disqualified
98	ADAS3-098	BS in Business Ad	Research Methodology and Statistical Analysis with software application	More than 4 hrs	No relevant experience		RA1080(Teacher)	Disqualified
99	ADAS3-099	BS in Business Ad	Anti Money Laundering	More than 4 hrs	Asst Branch Manager	More than 1 year	CS Prof	Qualified
100	ADAS3-100	Bachelor in Public Administration	Enrichment Training on Functionalities of Barangay-Based institutions	More than 4 hrs	Barangay Kagawad	More than 1 year	Barangay Official	Qualified
101	ADAS3-101	BEED	Learning Tools and Educational Solutions: The Integration of Industry 4.0 and Google Applications	More than 4 hrs	Secretary	More than 1 year	RA1080(Teacher)	Qualified
102	ADAS3-102	BEED	Supervised Work-based Learning Trainers Methodology	More than 4 hrs	Job Order- Office Staff	More than 1 year	RA1080(Teacher)	Qualified
103	ADAS3-103	BEED	Workshop on the Division Human Resource Information system	More than 4 hrs	ADA-IV	More than 1 year	RA1080(Teacher)	Qualified
104	ADAS3-104	BSED	Personal Computer Operation	More than 4 hrs	Office Clerk	More than 1 year	RA1080(Teacher)	Qualified
105	ADAS3-105	BEED	Computer systems servicing	More than 4 hrs	Toll Teller	More than 1 year	RA1080(Teacher)	Qualified
106	ADAS3-106	BS in Computer Engineering	No Relevant certificate of training		Housekeeping Supervisor	More than 1 year	CS Prof	Disqualified
107	ADAS3-107	BEED	Basic Computer Operations	More than 4 hrs	DC Supervisor	More than 1 year	RA1080(Teacher)	Qualified
108	ADAS3-108	BS in Statistics	Bookkeeping with Philippine Taxation and Quickbooks online	More than 4 hrs	Admin Support Staff	More than 1 year	CS Prof	Qualified
109	ADAS3-109	BEED	Basic Productivity Concepts and Cooperativism	More than 4 hrs	Tupad Coordinator	More than 1 year	No Eligibility Attachment	Disqualified
110	ADAS3-110	BA in Sociology	Year-end assessment and evaluation conference with Job Orders.	More than 4 hrs	Admin- Job Order	More than 1 year	RA1080(Teacher)	Qualified
111	ADAS3-111	BS in Business Ad	Bookkeeping Assistant training	More than 4 hrs	Admin Assistant	More than 1 year	RA1080(Teacher)	Qualified
112	ADAS3-112	BS in Business Ad	Microsoft Digital Literacy	More than 4 hrs	Office staff	More than 1 year	CS Prof	Qualified
113	ADAS3-113	BS in Business Ad	No Relevant certificate of training	More than 4 hrs	Account Officer	More than 1 year	CS Prof	Disqualified
114	ADAS3-114	BS in Business Ad	Strategic Planning assessment and Review	More than 4 hrs	HR Supervisor	More than 1 year	RA1080(Teacher)	Qualified
115	ADAS3-115	BEED	National Training on Building Collaborative and Inclusive working relationship	More than 4 hrs	Accounting Staff	More than 1 year	RA1080(Teacher)	Qualified
116	ADAS3-116	BS IT	Training on Integrated Financial Tools	More than 4 hrs	No COE attachment		RA1080(Teacher)	Disqualified
117	ADAS3-117	BS in Commerce	FY 2024 Budget Execution Plans	More than 4 hrs	ADAS II	More than 1 year	Barangay Official	Qualified

118	ADAS3-118	BS in Business Ad	Training of the Budget operations manual for local government units	More than 4 hrs	ADA IV	More than 1 year	CS Prof	Qualified
119	ADAS3-119	BEED	Professional Bookkeeping	More than 4 hrs	New accounts Teller	More than 1 year	RA1080(Teacher)	Qualified
120	ADAS3-120	BEED	Administrative assistant Training	More than 4 hrs	Cashier	More than 1 year	RA1080(Teacher)	Qualified
121	ADAS3-121	BS in Business Ad	Basic Labor Relations For Non-HR managers and Personnel	More than 4 hrs	Admin Clerk	More than 1 year	CS Prof	Qualified
122	ADAS3-122	BEED	No Relevant certificate of training		Admin Aide I	More than 1 year	RA1080(Teacher)	Disqualified
123	ADAS3-123	BEED	No Relevant certificate of training		SK Councilor	More than 1 year	RA1080(Teacher)	Disqualified
124	ADAS3-124	BS in Accountancy	FY 2024 Budget Execution Plans	More than 4 hrs	Administrative Assistant II	More than 1 year	CS Prof	Qualified
125	ADAS3-125	BS in Business Ad	Loans Clerk/ Processor Focus Group Discussion	More than 4 hrs	Senior Teller	More than 1 year	CS Prof	Qualified
126	ADAS3-126	BSED	Management Business Training	More than 4 hrs	Liquidator	More than 1 year	RA1080(Teacher)	Qualified
127	ADAS3-127	Bachelor of Public Administration	Computer systems servicing NC II	More than 4 hrs	Cashier	More than 1 year	RA1080(Teacher)	Qualified
128	ADAS3-128	Bachelor of Public Administration	Advance Computer Skills Training	More than 4 hrs	No relevant experience/ No COE attachment		PD 907	Disqualified
129	ADAS3-129	BS in Business Ad	Training on Business Bookkeeping	More than 4 hrs	Finance Associate in Accounting and Treasury	More than 1 year	CS Prof	Qualified
130	ADAS3-130	BS IT	Training on Navigating Google Workspace	More than 4 hrs	No relevant experience		RA1080(Teacher)	Disqualified
131	ADAS3-131	BEED	Basic Bookkeeping and Accounting for Non-Accountants and Taxation Fundamentals	More than 4 hrs	Senior Office Staff	More than 1 year	RA1080(Teacher)	Qualified
132	ADAS3-132	BS in Business Administration	Refresher Course on LGU SRE Reports Preparation and Review	More than 4 hrs	Accounting Staff- Job order	More than 1 year	RA1080(Teacher)	Qualified
133	ADAS3-133	BS in Business Administration	Year-end Conference and Annual Evaluation for Local Government Accountants, Staff and Barangay Bookkeepers	More than 4 hrs	Accounting Aide VI	More than 1 year	PD 907	Qualified
134	ADAS3-134	BSED	Municipal Roll-out on Barangay Development Planning	More than 4 hrs	MPDO/ Admin Staff	More than 1 year	PD 907	Qualified
135	ADAS3-135	Bachelor of Economics	Financial Literacy for the Newly Hired Teachers and Non-teaching Personnel	More than 4 hrs	ADA III	More than 1 year	RA1080(Teacher)	Qualified
136	ADAS3-136	BS in Business Administration	RA 9184 Updates and its CY 2016 Revised Implementing rules and Regulations	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Qualified
137	ADAS3-137	BS IT	Leadership and Office Administration	More than 4 hrs	Secretary	More than 1 year	RA1080(Teacher)	Qualified
138	ADAS3-138	BS in Business Administration	No relevant Training		Laborer	More than 1 year	No Eligibility	Disqualified
139	ADAS3-139	No relevant Course	Training on DOLE's Department Order and Planning	More than 4 hrs	Coordinator	More than 1 year	CS Prof	Disqualified
140	ADAS3-140	BEED	Financial Education	More than 4 hrs	No relevant Experience (5 months Only)		RA1080(Teacher)	Disqualified
141	ADAS3-141	BEED	Budget Operation Training	More than 4 hrs	Office Aide	More than 1 year	RA1080(Teacher)	Qualified
142	ADAS3-142	BSED	Computer Systems Servicing	More than 4 hrs	Barangay Secretary	More than 1 year	Barangay Official	Qualified
143	ADAS3-143	Bachelor of Public Administration	Basic Computer & Digital Skill Training	More than 4 hrs	Record Keeper	More than 1 year	CS Prof	Qualified
			*Nothing Follows*					

Prepared and certified correct by:

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