



Annex D

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)**

Salary Grade and Monthly Salary: **SG 08 - Php 19,744.00**

Qualification Standards:

Education: **Completion of two years studies in College**
 Training: **4 hours of relevant training**
 Experience: **1 year of relevant experience**
 Eligibility: **Career Service (Sub Professional); First Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	CDO-ADAS2-0024	BSIT	- Human Resource Management Training Program - BOSH and Self-care Seminar and Workshop - Psychological First Aid Workshop	4 hours +	Private	1 year +	Career Service Professional (81.72%)	QUALIFIED
2	CDO-ADAS2-0031	BEEd	10-DAY Weekend Workshop on Spreadsheet Application and Intro to Bookkeeping in the Workplace	4 hours +	Public	1 year +	RA 1080 (Teacher) (80.40%)	QUALIFIED
3	CDO-ADAS2-0052	AB - Public Administration	Training/Workshop on Electronics Procurement Document Filing System	4 hours +	Public	1 year +	Career Service Professional (80.22%)	QUALIFIED
4	CDO-ADAS2-0055	BEEd - Gen. Sci.	- Area Coordinators Training on Participatory Barangay Development Planning - Technical Session on Procurement - IPC Operations Tutorial	4 hours +	Public	1 year +	RA 1080 (Teacher) 77.20%	QUALIFIED
5	CDO-ADAS2-0083	BSEd - Social Studies	No Trainings Attached	-	Private	1 year +	RA 1080 (Teacher) 84.60%	DISQUALIFIED
6	CDO-ADAS2-0084	BSBA - HRDM	Various Relevant Webinar and Online Trainings	4 hours +	Private and Public	less than 1 year from last appointment	Career Service Professional (80.70%)	QUALIFIED
7	CDO-ADAS2-0085	BSBA - Financial Mgmt.	3 days Digital Literacy Training "Basic Microsoft Office Application"	4 hours +	Public	6 months	Honor Graduate Eligibility	DISQUALIFIED
8	CDO-ADAS2-0087	AB-IS	Various TESDA Online Trainings	4 hours +	Public	1 year +	Career Service Sub-Professional (84.62%)	QUALIFIED
9	CDO-ADAS2-0089	BS - Psychology	3-Day IT Training on Basic Computer Literacy & Productivity	4 hours +	Private	-	Career Service Professional (83.93%)	DISQUALIFIED
10	CDO-ADAS2-0090	BCOM	No Trainings Attached	-	Private	1 year +	Career Service Sub-Professional (81.08%)	DISQUALIFIED



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11	CDO-ADAS2-0091	BS Computer Science	■ Work/Life Balance Seminar & Team Building Activities of Finance Personnel ■ Consultative Conference of School Operation Manual on Financial Management ■ Capacity Building & Refodong on the Roles	4 hours +	Public	1 year +	Career Service Professional (80.81%)	QUALIFIED
12	CDO-ADAS2-0094	AB-IS ; CGM ; BEEd ; MPA	■ 15 hour Quickbooks Online Advance Training DLP - RA 6713	4 hours +	Public	1 year +	RA 1080 (Teacher) 82.00%	QUALIFIED
13	CDO-ADAS2-0095	BEEd	<i>No Trainings Attached</i>	-	<i>No Experience Attached</i>	-	RA 1080 (Teacher) 81.00%	DISQUALIFIED
14	CDO-ADAS2-0098	BSEd - Filipino	<i>No Trainings Attached</i>	-	Public and Private	1 year +	RA 1080 (Teacher) 85.40%	DISQUALIFIED
15	CDO-ADAS2-0103	BEEd	■ Basic Computer Literacy	4 hours +	Private	1 year +	RA 1080 (Teacher) 82.40%	QUALIFIED
16	CDO-ADAS2-0104	BSC ; MBA (12 units)	■ trainings attached not within the last five (5) years. ■ (2019) Not Relevant Training attached	-	Private	1 year +	Career Service Professional (80.62%)	DISQUALIFIED
17	CDO-ADAS2-0106	BS - Community Development	■ NC II (Computer System Servicing)	4 hours +	Public	1 year +	RA 1080 (Teacher) 81.00%	QUALIFIED
18	CDO-ADAS2-0107	BS Commerce	■ Risk Management Workshop	-	<i>No Experience Attached</i>	-	RA 1080 (Teacher) 75.60%	DISQUALIFIED
19	CDO-ADAS2-0109	BS - Industrial Technology	■ Refresher course on DPWH Institutional Strengthening	4 hours +	Public	1 year	Career Service Professional (80.74%)	QUALIFIED
20	CDO-ADAS2-0117	BSCE	■ Varicus DICT Online Trainings	4 hours +	Public	1 year +	Career Service Professional (80.82%)	QUALIFIED
21	CDO-ADAS2-0118	BEEd	■ Learning Session on Office Productivity tools & Data Management ■ Stress Management Training	4 hours +	Public	1 year +	RA 1080 (Teacher) 75.60%	QUALIFIED
22	CDO-ADAS2-0121	BS - Accountancy	<i>No Trainings Attached</i>	-	Public	7 months	Career Service Professional (80.97%)	DISQUALIFIED
23	CDO-ADAS2-0122	BSEd - TLE	<i>No Trainings Attached</i>	-	<i>No Experience Attached</i>	-	RA 1080 (Teacher) 76.80%	DISQUALIFIED
24	CDO-ADAS2-0123	BSBA - Business Mgmt.	■ Basic Customer Service Skills ■ Seminar/Workshop on Basic Accounting for Non-Accountants ■ Training on Customer Service JO workers ■ Orientation for Agency-Hired Contractors	4 hours +	Public	1 year +	Career Professional Eligibility (80.65%)	QUALIFIED
25	CDO-ADAS2-0124	BSBA - Marketing Mgmt.	■ Faculty Mentoring Coaching Program	4 hours +	Private	1 year +	RA 1080 (Teacher) 81.40%	QUALIFIED
26	CDO-ADAS2-0125	BSPed ; Computer Secretarial	■ trainings attached not within the last five (5) years.	-	Private	1 year +	RA 1080 (Teacher) 78.60%	DISQUALIFIED
27	CDO-ADAS2-0126	BSEd	■ How to Manage Time & Priorities ■ Building Interpersonal Skills	4 hours +	<i>No Experience Attached</i>	-	RA 1080 (Teacher) 78.00%	DISQUALIFIED
28	CDO-ADAS2-0128	BSBA - Financial Mgmt.	■ Fundamentals of Cooperative	4 hours +	<i>Experience attached did not specify when the employee is hired</i>	-	Career Service Professional (82.18%)	DISQUALIFIED
29	CDO-ADAS2-0130	BSBA - Financial Mgmt.	■ Supply Chain Procurement Trainings	4 hours +	Private	1 year +	Career Service Professional (80.78%)	QUALIFIED



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30	CDO-ADAS2-0131	BSC ; MBA	<i>trainings attached not within the last five (5) years.</i>	-	Private	1 year +	Career Service Professional (80.44%)	DISQUALIFIED
31	CDO-ADAS2-0132	BS - Mgmt. Accounting	■ NC III (Bookkeeping)	4 hours +	Private	1 year +	RA 1080 (Teacher) 79.80%	QUALIFIED
32	CDO-ADAS2-0136	BSBA - Financial Mgmt.	<i>No Trainings Attached</i>	-	Private	1 year +	Career Service Professional (80.55%)	DISQUALIFIED
33	CDO-ADAS2-0141	BS - Development Communication	■ Capability Building on Records Management ■ Training on Data Analysis Management, Visualization & Reporting ■ Integrity Development Training	4 hours +	Public	1 year +	Career Service Professional (81.87%)	QUALIFIED
34	CDO-ADAS2-0142	BS - Commerce	■ <i>trainings attached not within the last five (5) years.</i> ■ <i>No Relevant Training attached</i>	-	Private	1 year +	Career Service Professional (80.58%)	QUALIFIED
35	CDO-ADAS2-0143	BSBA - Financial Mgmt.	■ <i>trainings attached during the college days</i>	-	<i>No Experience Attached</i>	-	<i>No Eligibility Attached</i>	DISQUALIFIED
36	CDO-ADAS2-0144	BS Food Science and Technology	<i>No Relevant Trainings</i>	-	Private	1 year +	RA 1080 (Teacher) 71.00%	DISQUALIFIED
37	CDO-ADAS2-0147	BSBA - Financial Mgmt.	■ <i>trainings attached during the college days</i>	-	<i>No Experience Attached</i>	-	<i>No Attached Eligibility</i>	DISQUALIFIED
38	CDO-ADAS2-0149	BS - Accounting Technology	■ Accounting for Non-Accountants	4 hours +	Private	1 year +	Career Service Professional	QUALIFIED
39	CDO-ADAS2-0150	No T.O.R attached	<i>No Trainings Attached</i>	-	Private	1 year +	Career Service Professional (81.08%)	DISQUALIFIED
40	CDO-ADAS2-0155	BS - Environmental Science	■ Quickbooks Accounting System Learning Specialized in Cash Receipts & Cash Disbursements Module	4 hours +	Private	1 year +	RA 1080 (Teacher) 79.00%	QUALIFIED
41	CDO-ADAS2-0156	BEEEd	<i>No Trainings Attached</i>	-	<i>No Experience Attached</i>	-	RA 1080 (Teacher) 79.60%	DISQUALIFIED
42	CDO-ADAS2-0158	BSA	■ Various Relevant Webinar and Online Trainings	4 hours +	Private and Public	1 year +	Career Service Professional (80.25%)	QUALIFIED
43	CDO-ADAS2-0159	BEEEd	■ NC II (Contact Center Service)	4 hours +	Private	1 year +	RA 1080 (Teacher) 77.20%	QUALIFIED
44	CDO-ADAS2-0162	BSBA - Entrepreneurial Marketing	■ Basic Computer Skills Training ■ Professional Bookkeeping	4 hours +	Public	1 year +	RA 1080 (Teacher) 75.00%	QUALIFIED
45	CDO-ADAS2-0166	BSAT	<i>No Trainings Attached</i>	-	<i>No Relevant experience</i>	-	Career Service Professional (80.11%)	DISQUALIFIED
46	CDO-ADAS2-0167	BS - Applied Mathematics MBM	■ NC III (Bookkeeping) ■ CSC Basic Customer Service Skills (BCSS) ■ DBPSC Seminar-Workshop on Quality Management System; Principles of SS & RA #11032 ■ PICPA Seminar on Training for Basic Accounting for Non-Accountants	4 hours +	Public and Private	1 year +	Career Service Professional (80.26%)	QUALIFIED
47	CDO-ADAS2-0168	BEEEd - SPED	■ Finance Management with Steps Analysis	4 hours +	Private and Public	1 year +	RA 1080 (Teacher) 75.00%	QUALIFIED

Prepared and certified correct by:

MARILOU T. NAVAJA

Human Resource Management Officer

Date: **August 15, 2023**