

INITIAL EVALUATION RESULT (IER)

Position:

Administrative Assistant II - Senior High School

Salary Grade and Monthly Salary:

SG - 8 (P 20,534.00)

Qualification Standards:

Education

At least 2 years in college

Training

4 hrs relevant training

Experience

1-year relevant training

Eligibility

Career Sub-Professional (First Level Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
1	ADASII-SHS-2024-001	BSED-FILIPINO	COMPUTER SYSTEM SWRVICING NCH	280 HRS	FINANCE STAFF	6 YRS & 11 MONTHS	R.A 1080 TEACHER	QUALIFIED
2	ADASII-SHS-2024-002	AB-INDUSTRIAL PSYCHOLOGY	BASIC COMPUTER LITERACY	80 HRS	ADMINISTRATIVE STAFF	9 YRS & 9 MONTHS	R.A 1080 TEACHER	QUALIFIED
3	ADASII-SHS-2024-003	BSED-FILIPINO	CONTINGENCY PLANNING, DIVISION OFFICE LEVEL WRITESHOP AND SCHOOL LEVEL TRAINING WORKSHOP	24 HOURS	ADMINISTRATIVE AIDE VI/STATISTICAL ANALYST	2 YRS & 8 MONTHS	R.A 1080 TEACHER	QUALIFIED
4	ADASII-SHS-2024-004	BEED-ECE	BASIC BOOKKEEPING AND ACCTG FOR NON- ACCOUNTANTS ONLINE TRAINING	8 HOURS	ADMINISTRATIVE AIDE VI	2 YRS & 2 MONTHS	R.A 1080 TEACHER	QUALIFIED
5	ADASII-SHS-2024-005	BEED	BASIC COMPUTER LITERACY	80HRS	ACCOUNTING CLERK	5 YEARS	R.A 1080 TEACHER	QUALIFIED
6	ADASII-SHS-2024-006	BEED-SPED	TRAINING-WORKSHOP ON DATA TO NON-BENCHMARK ACCOUNTS FOR REGIONAL STATISTICAL SERVICES OFFICES	24 HRS	ADMINISTRATIVE AIDE VI/STATISTICAL ANALYST	2 YRS & 5 MONTHS	R.A 1080 TEACHER	QUALIFIED
7	ADASII-SHS-2024-007	BSED-FILIPINO	CONTINGENCY PLANNING, DIVISION OFFICE LEVEL WRITESHOP AND SCHOOL LEVEL TRAINING WORKSHOP	24 HRS	JOB ORDER @ CID OFFICE	2 YRS & 5 MONTHS	R.A 1080 TEACHER	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
8	ADASII-SHS-2024-008	BEED-ECE	WORKSHOP ON THE FINALIZATION OF PRE-WORK OUTPUTS FOR SCHOOL-BASED FEEDING PROGRAM	20 HRS	FINANCE STAFF	2 YEARS & 5 MONTHS	R.A 1080 TEACHER	QUALIFIED
9	ADASII-SHS-2024-011	BSED MAJOR IN TLE	BASIC COMPUTER LITERACY	80	BRANCH CASHIER	1 YEAR AND 5 MONTHS	RA 1080 (TEACHER)	QUALIFIED

Prepared and certified correct by:



DIANNE L. FERNANDEZ

Human Resource Management Officer

Date: 11/7/24