

INITIAL EVALUATION RESULT (IER)

Position:

Administrative Assistant III (Senior Bookkeeper)

Salary Grade and Monthly Salary:

SG - 9 (P 22,219.00)

Qualification Standards:

Education

Completion of two years studies in college

Training

1 year relevant experience

Experience

4 hours of relevant training

Eligibility

Career Service (Subprofessional) First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/M onths		
1	ADASIII- BOOKKEEPER-2024-001	BSC-MGT ACCTG	LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	32 HRS	ADMINISTRATIVE ASSISTANT II	5 YRS & 11 MONTHS	R.A 1080 TEACHER	QUALIFIED
2	ADASIII- BOOKKEEPER-2024-002	BEED- 3 YRS IN COLLEGE	CAPABILITY BUILDING FOR BIDS AND AWARDS COMMITTEE (BAC) MEMBERS, SECRETARIAT, TECHNICAL WORKING GROUPS (TWG), PROGRAM OWNERS, SECTION HEADS, SCHOOL HEADS, AND SCHOOL BAC MEMBERS ON R.A 9184 GOVERNMENT PROCUREMENT ACT LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	24 HRS 32 HRS	ADMINISTRATIVE ASSISTANT II	5 YRS & 4 MONTHS	R.A 1080 TEACHER	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
3	ADASIII- BOOKKEEPER-2024-003	BSIT	BOOKKEEPING NC III		ASSET MANAGEMENT OFFICER/INVTY ANALYST/ACCTG STAFF	14 YEARS	CSC PROF	QUALIFIED
4	ADASIII- BOOKKEEPER-2024-004	BSC-MGT ACCTG/DPE	BOOKKEEPING WITH QUICKBOOKS ONLINE	15 HRS	ACCOUNTING CLERK	12 YRS	R.A 1080 TEACHER	QUALIFIED
5	ADASIII- BOOKKEEPER-2024-005	BSBA-FINANCIAL MGT	BOOKKEEPING WITH QUICKBOOKS ONLINE	15 HRS	ACCOUNTING SUPERVISOR	6 YEAR & 5 MOS	CSC PROF	QUALIFIED

Prepared and certified correct by:

DIANNE L. FERNANDEZ

Human Resource Management Officer

Date: 11/7/24