

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II (Senior High School)
Salary Grade and Monthly Salary: SG - 8 (P 21,448.00)
Qualification Standards: Completion of two years studies in College
4 hrs relevant training
Education 1-year relevant training
Training Career Sub-Professional (First Level Eligibility)
Experience
Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
1	ADAS2-SHS-2025-001	BACHELOR OF ELEMENTARY MAJOR IN CONTENT EDUCATION	BASIC COMPUTER LITERACY	80	ADMINISTRATIVE AIDE VI (JOB ORDER)	2 YEARS & 11 MONTHS	RA 1080	QUALIFIED
2	ADAS2-SHS-2025-002	COMPUTER PROGRAMMING	VIRTUAL ASSISTANT TRAINING_ET_AL	80	OFFICE SUPERVISOR	5 YEARS	CSC PROFESSIONAL	QUALIFIED
3	ADAS2-SHS-2025-003	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY	INTERNATIONAL LEADERSHIP & OFFICE ADMIN_ET_AL	80	OPERATIONS CLERK	6 YEARS & 7 MONTHS	CSC PROFESSIONAL	QUALIFIED
4	ADAS2-SHS-2025-005	BEED	BOOKKEEPING NCIII	292 HOURS	JOB ORDER	5 YEARS & 4 MONTHS	RA 1080	QUALIFIED
5	ADAS2-SHS-2025-006	BEED-SPED	HR PAYROLL AND OTHER GOVERNMENT COMPLIANCES	8 HOURS	FINANCE STAFF	1 YEAR & 5 MONTHS	RA 1080	QUALIFIED
6	ADAS2-SHS-2025-007	BSBA & DPE	BOOKKEEPING NCIII	292 HOURS	SALES COORDINATOR	2 YEARS	RA 1080	QUALIFIED
7	ADAS2-SHS-2025-009	BSBD-ENGLISH	ADMINISTRATIVE ASSISTANT TRAINING	16 HOURS	ADMIN AIDE II (JOB ORDER)	2 YEARS & 2 MONTHS	RA 1080	QUALIFIED
8	ADAS2-SHS-2025-010	BEED-SPED	INNOVATION AND TRENDS IN EDUCATION	8 HOURS	ELEMENTARY TEACHER	5 YEARS	RA 1080	QUALIFIED
9	ADAS2-SHS-2025-013	BACHELOR OF SCIENCE IN INFORMATION & COMPUTER SCIENCE	NATIONAL CERTIFICATE II IN COMPUTER SYSTEMS SERVICING	280 HOURS	RECORDS IN CHARGE FOR BSMT	1 YEAR & 2 MONTHS	CSC PROFESSIONAL	QUALIFIED

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			Title	Hours	Details	Years/Months		
10	ADAS2-SHS-2025-014	BEED-GEN CON	COMPUTER SYSTEM SERVICING -NC II	280 HOURS	ADMINISTRATIVE SUPPORT STAFF	1 YEAR & 4 MONTHS	RA 1080	QUALIFIED
11	ADAS2-SHS-2025-017	BSIT-COMPUTER TECHNOLOGY	BOOKKEEPING NCIII	292 HOURS	MANAGER	7 YEARS & 2 MONTHS	CSC-PROFESSIONAL	QUALIFIED
12	ADAS2-SHS-2025-018	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN EARLY CHILDHOOD EDUCATION	SEMINAR & WORKSHOP ON THE ZONING ORDINANCE IMPLEMENTATION & ENFORCEMENT	8 HOURS	JOB ORDER	3 YEARS & 1 MONTH	RA 1080	QUALIFIED
13	ADAS2-SHS-2025-019	BACHELOR OF BUSINESS ADMINISTRATION	LEADERSHIP AND MANAGEMENT SEMINAR WORKSHOP	8 HOURS	ADMINISTRATIVE AIDE IV	4 YEARS	CSC SUB-PROF	QUALIFIED
14	ADAS2-SHS-2025-022	BACHELOR OF SECONDARY EDUCATION-ENGLISH	FUNDAMENTALS OF COOPERATIVES_ET_AL	16 HOURS	SECRETARY	2 YEARS & 5 MONTHS	RA 1080	QUALIFIED
15	ADAS2-SHS-2025-023	ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION	COMPUTER SYSTEM SERVICING -NC II	240 HOURS	SHADOW TEACHER	2 YEARS & 5 MONTHS	RA 1080	QUALIFIED
16	ADAS2-SHS-2025-024	BACHELOR OF ELEMENTARY EDUCATION-ECE	COMPUTER SYSTEM SERVICING -NC II	240 HOURS	ADMINISTRATIVE AIDE VI-JOB ORDER	1 YEAR & 7 MONTHS	RA 1080	QUALIFIED
17	ADAS2-SHS-2025-025	BACHELOR OF SECONDARY EDUCATION-MAPEH	BASIC FIRST AID TRAINING	16 HOURS	TEACHER	5 YEARS AND 11 MONTHS	RA 1080	QUALIFIED
18	ADAS2-SHS-2025-026	BACHELOR OF ARTS IN COMMUNICATION	CUSTOMER SERVICE TRAINING_ET_AL	8 HOURS	EXECUTIVE VICE CHANCELLOR	3 YEARS & 2 MONTHS	CSC PD NO. 907	QUALIFIED

Prepared and certified correct by:

DIANNE L. FERNANDEZ

Human Resource Management Officer

Date: SEP 04 2025

INITIAL EVALUATION RESULT (IER)

Position:

Salary Grade and Monthly Salary:

Qualification Standards:

Administrative Assistant II (Senior High School)
SG - 8 (P 21,448.00)

Completion of two years studies in College

4 hrs relevant training


1-year relevant training

Career Sub-Professional (First Level Eligibility)

Education
Training
Experience
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No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
1	ADAS2-SHS-2025-004	BACHELOR OF ARTS IN COMMUNICATION	NO TRAINING ATTACH	NONE	NO COE ATTACH	NONE	CSC PROFESSIONAL	DISQUALIFIED
2	ADAS2-SHS-2025-008	BACHELOR IN ARTS IN POLITICAL SCIENCE	OCCUPATIONAL SAFETY AND HEALTH	8 HOURS	NO COE ATTACH	NONE	RA 1080	DISQUALIFIED
3	ADAS2-SHS-2025-011	BSED-ENGLISH	BREAD & PASTRY PRODUCTION-NCII	141 HOURS	SALES ADMIN STAFF; ADMIN STAFF	6 MONTHS; 7 MONTHS	RA 1080	DISQUALIFIED
4	ADAS2-SHS-2025-012	BACHELOR IN TECHNOLOGY AND LIVELIHOOD EDUCATION	HANDS-ON TRAINING AND WORKSHOP ON COMPLIANCE WITH TAX LAWS	16 HOURS	OFFICE STAFF; STORE CREW	6 MONTHS; 5 MONTHS	RA 1080	DISQUALIFIED
5	ADAS2-SHS-2025-015	BACHELOR OF SECONDARY EDUCATION- MATHEMATICS	NONE	N/A	N/A	N/A	RA 1080	DISQUALIFIED
6	ADAS2-SHS-2025-016	BSED-MAPEH	COMPUTER SYSTEM SERVICING -NC II	280 HOURS	SUBSTITUTE TEACHER	8 MONTHS	RA 1080	DISQUALIFIED
7	ADAS2-SHS-2025-020	BACHELOR IN ELEMENTARY EDUCATION	3RD QUARTER CONFAB WITH THE REGISTRARS	8	SCHOOL REGISTRAR	3 MONTHS	LET	DISQUALIFIED
8	ADAS2-SHS-2025-021	BEED	BASIC COMPUTER LITERACY	80 HOURS	NO COE ATTACH	NONE	RA 1080	DISQUALIFIED

Prepared and certified correct by:


DIANNE L. FERNANDEZ
Human Resource Management Officer
Date: **SEP 04 2025**