

INITIAL EVALUATION RESULT (IER)

Position:
Salary Grade and Monthly Salary:
Qualification Standards:

Administrative Assistant III (Senior Bookkeeper)
SG - 9 (P 23,226.00)


Completion of two years studies in college
1 year relevant experience
4 hours of relevant training
Career Service (Subprofessional) First Level Eligibility

Education
Training
Experience
Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
1	ADASIII-BKPR-2025-001	BS-ED-ENGLISH	ADMINISTRATIVE ASSISTANT TRAINING	16 HOURS	ADMIN AIDE II	2 YEARS & 2 MONTHS	RA 1080	QUALIFIED
2	ADASIII-BKPR-2025-002	BS-INFORMATION TECHNOLOGY	INTRODUCTION TO BOOKKEEPING	8 HOURS	JOB ORDER SANGGUNANG PANLUNGSD	2 YEARS & 2 MONTHS	CSC-PROFESSIONAL	QUALIFIED
3	ADASIII-BKPR-2025-004	BS-ED-MAPEH	DIVISION FINANCE YEAR-END TRAINING AND WORKSHOP CY 2023	8 HOURS	ADMINISTRATIVE ASSISTANT II	2 YEARS & 5 MONTHS	RA 1080	QUALIFIED
4	ADASIII-BKPR-2025-007	BEED	HR PAYROLL & OTHER GOVERNMENT COMPLIANCES	18 HOURS	FINANCE STAFF	1 YEAR & 5 MONTHS	RA 1080	QUALIFIED
5	ADASIII-BKPR-2025-008	BEED-HOME ECONOMICS	(MASTERING ADMINISTRATIVE GUIDELINES, NAVIGATING EDUCATIONAL	16 HOURS	ADMINISTRATIVE ASSISTANT II	2 YEARS & 9 MONTHS	RA 1080	QUALIFIED

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6	ADASIII-BKPR-2025-011	BS-ED-ENGLISH	INTRODUCTION TO BOOKKEEPING	8 HOURS	JOB ORDER SANGGUNANG PANLUNGSOD	3 YEARS	RA 1080	QUALIFIED
7	ADASIII-BKPR-2025-013	BS COMMERCE-MANAGEMENT ACCOUNTING	MASTERING ADMINISTRATIVE GUIDELINES, NAVIGATING EDUCATIONAL	24 HOURS	ADMINISTRATIVE ASSISTANT III	1 YEAR & 7 MONTHS	CSC-SUBPROFESSIONAL	QUALIFIED
8	ADASIII-BKPR-2025-018	BS-ED-TLE	BOOKKEEPING NCIII	292 HOURS	ADMINISTRATIVE AIDE VI	1 YEAR & 5 MONTHS	RA 1080	QUALIFIED
9	ADASIII-BKPR-2025-019	BEED-PRE ELEM	BOOKKEEPING NCIII	292 HOURS	ADMINISTRATIVE AIDE VI	1 YEAR & 7 MONTHS	RA 1080	QUALIFIED
10	ADASIII-BKPR-2025-021	BEED-GEN CON	LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	32 HOURS	ADMINISTRATIVE ASSISTANT II	2 YEARS & 8 MONTHS	RA 1080	QUALIFIED

Prepared and certified correct by:



DIANNE L. FERNANDEZ

Human Resource Management Officer

Date: SEP 04 2025

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 - Completion of two years studies in college
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 - 1 year relevant experience
- Experience
 - 4 hours of relevant training
- Eligibility
 - Career Service (Subprofessional) First Level Eligibility

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3	ADASIII-BKPR-2025-003	BSED-ENGLISH	NCII-BREAD & PASTRY	141 HOURS	STAFF; ADMIN	6 MONTHS; 7 MONTHS	RA 1080	DISQUALIFIED
5	ADASIII-BKPR-2025-005	BEED	BASIC COMPUTER LITERACY	80 HOURS	JOB ORDER	1 YEAR & 4 MONTHS	RA 1080	DISQUALIFIED
6	ADASIII-BKPR-2025-006	BEED & MAED IN ADMIN & SUPERVISION (18 UNITS)	COMPUTER SKILLS DEVELOPMENT TRAINING IMPROVING CLASSROOM TEACHING SKILLS FOR	80 HOURS	SITE SUPERVISOR	6 YEARS	RA 1080	DISQUALIFIED
9	ADASIII-BKPR-2025-009	BS IN ACCOUNTANCY	BASIC FLA & AML TRAINING	8 HOURS	BRANCH MANAGER/ APPRAISER	18 YEARS	CSC-PROFESSIONAL	DISQUALIFIED
10	ADASIII-BKPR-2025-010	BS-MANAGEMENT ACCOUNTING	NEW GOVERNMENT PROCUREMENT ACT (NGPA) (IRR)	16 HOURS	ADMINISTRATIVE ASSISTANT II	1 MONTH	CSC-PROFESSIONAL	DISQUALIFIED
12	ADASIII-BKPR-2025-012	BS-COMPUTER SCIENCE	NCII-CSS		BRANCH MANAGER	15 YEARS	CSC-PROFESSIONAL	DISQUALIFIED

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14	ADASIII-BKPR-2025-014	BACHELOR IN TECHNOLOGY & LIVELIHOOD EDUCATION	WIDETRAIN ASSEMBLY AND LEADERSHIP TRAINING/SEMINAR ON RECORDS KEEPING, BOOKKEEPING AND BUDGETING	24 HOURS	OFFICE STAFF; STORE CREW	6 MONTHS; 5 MONTHS	CSC-PROFESSIONAL	DISQUALIFIED
15	ADASIII-BKPR-2025-015	BACHELOR OF ARTS IN COMMUNICATION	QUALIFICATION FRAMEWORK ON ACCOUNTANCY PROFESSION-THE CPAS IN PUBLIC PRACTICE	8 HOURS	EXECUTIVE VICE CHANCELLOR ASSISTANT	4 YEARS & 2 MONTHS	CSC-PROFESSIONAL	DISQUALIFIED
16	ADASIII-BKPR-2025-016	BS-ED-MAPEH	2022 INSET TRAINING FOR JHS TEACHERS	24 HOURS	FACULTY	5 YEARS & 11 MONTHS	RA 1080	DISQUALIFIED
17	ADASIII-BKPR-2025-017	BS-ED-ENGLISH	FINANCIAL, CREDIT & RISK MANAGEMENT	16 HOURS	SECRETARY	2 YEARS & 5 MONTHS	RA 1080	DISQUALIFIED
20	ADASIII-BKPR-2025-020	BS-BUSINESS ADMINISTRATION	2025 LEADERSHIP CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS	16 HOURS	ADMINISTRATIVE AIDE VI	1 YEAR & 1 MONTH	CSC-SUBPROFESSIONAL	DISQUALIFIED
22	ADASIII-BKPR-2025-022	BEED-SPED	COMPUTER LITERACY	240 HOURS	OFFICE STAFF	1 YEAR	RA 1080	DISQUALIFIED

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Human Resource Management Officer

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SEP 04 2025