

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE AIDE VI (CLERK III)**

Salary Grade and Monthly **SG 6- Php 19,716.00**

Qualification Standards:

Education	<u>Completion of two years studies in college</u>
Training	<u>None Required</u>
Experience	<u>None Required</u>
Eligibility	<u>Career Service (Subprofessional) First Level Eligibility</u>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
1	ADA-VI-2026-001	BSED_HELE	INSET	40 HRS	Substitute Teacher	2 yrs & 2 months	RA 1080 (Teacher)	QUALIFIED
2	ADA-VI-2026-002	BSED_ENGLISH	Admintrative Assistant Training	16 HRS	Administrative Aide I (Job Order)	2 yrs & 7 months	RA 1080 (Teacher)	QUALIFIED
3	ADA-VI-2026-003	BEED_ECE	Basic Computer Literacy	80 HRS	Registration Staff	4 months	RA 1080 (Teacher)	QUALIFIED
4	ADA-VI-2026-004	BSED_ENGLISH	Computer Skills: MS Office Application	80 HRS	Advisor I, Customer Service	6 years	RA 1080 (Teacher)	QUALIFIED
5	ADA-VI-2026-005	BSED_MATHEMATICS	Bookkeping with Quickbooks Online	15 hrs	Asocc III, Loyalty	1 year & 5 months	RA 1080 (Teacher)	QUALIFIED
6	ADA-VI-2026-006	BEED_ECE	Bookkeping with Quickbooks Online	15 hrs	Job Order	2 years	RA 1080 (Teacher)	QUALIFIED
7	ADA-VI-2026-007	BEED	Computer Systems Servicing	280 hrs	Job Order	1 year & 6 months	RA 1080 (Teacher)	QUALIFIED
8	ADA-VI-2026-008	BEED_Masters of Arts in Elementary Education - 9 units	Introduction to Computers	80 hrs	Teacher	2 years & 3 months	RA 1080 (Teacher)	QUALIFIED
9	ADA-VI-2026-009	BSED_FILIPINO	Basic Computer Literacy	80 hrs	HR Staff	2 Months	RA 1080 (Teacher)	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
10	ADA-VI-2026-010	BEED	Basic Computer Literacy	80 hrs	Job Order	1 year & 9 months	RA 1080 (Teacher)	QUALIFIED
11	ADA-VI-2026-011	BSBA_Operations Management	School Based Disaster Risk Reduction Training	24 hrs	Area Manager	11 years	CSC Professional	QUALIFIED
12	ADA-VI-2026-012	BEED_ECE	Administrative Workforce	80 hrs	Admin and Registration Assistant	1 year & 3 months	RA 1080 (Teacher)	QUALIFIED
13	ADA-VI-2026-013	BEED_ECE	Bookkeeping NC III	292 hrs	Teacher	3 years & 7 months	RA 1080 (Teacher)	QUALIFIED
14	ADA-VI-2026-014	BSED_TLE	Basic Computer Literacy	80 hrs	Associate Customer Support	3 years	RA 1080 (Teacher)	QUALIFIED
15	ADA-VI-2026-015	BS PSYCHOLOGY	Psychological First Aid Training	8 hrs	Customer Service	1 year	RA 1080 (PSYCHOMETRICIAN)	QUALIFIED

Prepared and certified correct by:


CATHERINE P. SAN JUAN

Administrative Officer IV (HRMO II)

Date: 02/11/2026