

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)Salary Grade and Monthly **SG 8- Php 22, 423.00**

Qualification Standards:

Education Completion of two years studies in collegeTraining 4 hours of relevant trainingExperience 1 year relevant experienceEligibility Career Service (Subprofessional) First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
1	ADAS-II-2026-001	Bachelor of Science in Accountancy	No attached certificate of training	N/A	School Cashier	1 year	CSC SubProfessional	DISQUALIFIED
2	ADAS-II-2026-003	BSED in Home Economics Technology	Bookkeeping for Non-Accountant Training	18 hrs	Associate-Customer Support	3 years	RA 1080 (Teacher)	DISQUALIFIED
3	ADAS-II-2026-006	2-year Course in Computer Programming	Basic Accounting Training	8 hrs	Office Supervisor	5 years	CSC Professional	DISQUALIFIED
4	ADAS-II-2026-007	BSED_ENGLISH	Administrative Assistant Training	16 hrs	Job Order	2 years & 7 months	RA 1018 (Teacher)	DISQUALIFIED

Prepared and certified correct by:


CATHERINE P. SAN JUAN

Administrative Officer IV (HRMO II)

Date: 02/11/2026

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1	ADAS-II-2026-002	BS in Office Administration	Bookkeeping NC III	292 hrs	Accounting Staff	2 years	CSC Professional	QUALIFIED
2	ADAS-II-2026-004	BSIT Computer Technology	Bookkeeping NC III	292 hrs	Cashier	1 year & 3 months	CSC Professional	QUALIFIED
3	ADAS-II-2026-005	BSBA - Operation Management	Bookkeeping NC III	292 hrs	Area Manager	11 years	CSC Professional	QUALIFIED

Prepared and certified correct by:


CATHERINE P. SAN JUAN
 Administrative Officer IV (HRMO II)
 Date: 02/11/2026