

INITIAL EVALUATION RESULT (IER)

Position: **ADMINISTRATIVE ASSISTANT III (OSDS)**

Salary Grade and Monthly Salary: **SG 9- Php 24, 329.00**

Qualification Standards:

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

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
1	ADAS-III-OSDS-2026-011	BS_BIOLOGY	YEAR END FINANCIAL REVIEW AND WORKSHOP ON ENHANCING ACCOUNTABILITY IN SCHOOL FINANCIAL MANGEMENT	8 HRS	Administrative Assistant II	10 MONTHS	PD 907	QUALIFIED PER QS BUT CANNOT ADVANCE TO COMPARATIVE ASSESSMENT DUE TO LACK OF COMPLETE PERFORMANCE CYCLE OF THE CURRENT POSITION

Prepared and certified correct by:


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

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Salary Grade and Monthly Salary: SG 9- Php 24, 329.00

Qualification Standards:

Education	<u>Completion of two years studies in college</u>
Training	<u>4 hours of relevant training</u>
Experience	<u>1 year relevant experience</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	ADAS-III-OSDS-2026-001	BSC_BA	NO CERTIFICATE OF TRAINING ATTACHED	NONE	NO CERT. OF EMPLOYMENT ATTACHED	NONE	PD 907	DISQUALIFIED
2	ADAS-III-OSDS-2026-004	BSED_CONTENT EDUCATION	NO CERTIFICATE OF TRAINING ATTACHED	NONE	QUALITY ASSURANCE ASSOCIATE	3 YRS AND 8 MONTHS	RA 1080	DISQUALIFIED
3	ADAS-III-OSDS-2026-008	BSC_BA	PP CASH GRANT LIQUIDATION WORKSHOP CUM STRATEGIC SESSION	16 HRS	NO ATTACHED CERTIFICATE OF EMPLOYMENT/SERVICE RECORD	NONE	CSE- PROF	DISQUALIFIED
4	ADAS-III-OSDS-2026-009	BS_PSYCHOLOGY; MA_GUIDANCE AND COUNSELING (9 UNITS)	WORLD MENTAL HEALTH DAY SEMINAR: OUR MENTAL HEALTH, A UNIVERSAL RIGHT	8 HRS	CUSTOMER SERVICE	1 YR	RA 1080	DISQUALIFIED
5	ADAS-III-OSDS-2026-017	BS_ACCOUNTANCY	NO CERTIFICATE OF TRAINING ATTACHED	NONE	BRANCH ACCOUNTANT	5 YEARS	CSE-SUB PROF	DISQUALIFIED

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Position: ADMINISTRATIVE ASSISTANT III (OSDS)

Salary Grade and Monthly Salary: **SG 9- Php 24, 329.00**

Qualification Standards:

Education

Completion of two years studies in college

Training

4 hours of relevant training

Experience

1 year relevant experience

Eligibility

Career Service (Subprofessional) First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
1	ADAS-III-OSDS-2026-002	BSED_SCIENCE	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS	80 HRS	HR STAFF	4 YRS AND 3 MONTHS	RA 1080	QUALIFIED
2	ADAS-III-OSDS-2026-003	BSED_HET	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS	80 HRS	CUSTOMER SUPPORT	1 YR	RA 1080	QUALIFIED
3	ADAS-III-OSDS-2026-005	BSED_ENGLISH	COMPUTER UPSKILLING TRAINING: ICT INTEGRATION IN CURRICULUM AND INSTRUCTION	95 HRS	ADMINISTRATIVE AIDE I (JOB ORDER)	2 YRS AND 7 MONTHS	RA 1080	QUALIFIED
4	ADAS-III-OSDS-2026-006	BEED_ECE	ADMINISTRATIVE WORKFORCE	80 HRS	HR/QA/ADMIN AND REGISTRATION ASSISTANT	1 Y AND 3 MONTHS	RA 1080	QUALIFIED
5	ADAS-III-OSDS-2026-007	BSBA_ACCOUNTING TECH	BASIC COMPUTER LITERACY	80 HRS	SECRETARY	13 YRS	CSE- PROF	QUALIFIED

