

Annex D

INITIAL EVALUATION RESULT (IER)

S.Y. 2026-2027

Position:

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

Salary Grade and Monthly Salary:

SG 9- Php 24,329.00

Qualification Standards:

Completion of 2 years of studies in college (prior to 2018), OR
 Completion of Grade 12/Senior High School (starting 2016)*

Education

Training

Experience

Eligibility

4 hours relevant training1 year relevant experienceCareer Service Subprofessional (First level Eligibility)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
1	ADAS3-BKPR-2026-001	BS-ED-MAPEH	BOOKKEEPING NC III, ET. AL	292 HRS	ADAS II	3 YRS	LET	QUALIFIED
2	ADAS3-BKPR-2026-002	BS-ED-FILIPINO	BOOKKEEPING NC III, ET. AL	292 HRS	FINANCE STAFF	6 YEARS & 11 MONTHS	LET	QUALIFIED
3	ADAS3-BKPR-2026-005	BEED-SPED	NEW GOVERNMENT PROCUREMENT ACT	24 HRS	ADAS II	1 YR AND 5 MOS	LET	QUALIFIED
4	ADAS3-BKPR-2026-008	B.S. IN HOSPITALITY MANAGEMENT - MASTERS OF PUBLIC ADMINISTRATION (WITH 12 UNITS)	BOOKKEEPING NC III	292 HRS	ADMINISTRATIVE ASSISTANT I	4 YEARS & 5 MONTHS	CSC	QUALIFIED
5	ADAS3-BKPR-2026-010	BS-IT	FINANCIAL ACCOUNTABILITY AND DISBURSEMENT EFFICIENCY WORKSHOP	32 HRS	ADAS III	1 YR AND 5 MOS	CSE- PROF	QUALIFIED
6	ADAS3-BKPR-2026-012	BSIT_COM TECH	LAWS AND REGULATION ON GOVERNMENT EXPENDITURES	32 HRS	ADAS III	3 YRS	CSE-SUB PROF	QUALIFIED
7	ADAS3-BKPR-2026-013	BACHELOR IN SCIENCE IN BIOLOGY	NEW GOVERNMENT PROCUREMENT ACT (NOPA) AND ITS IRR , ET. AL	24 HRS	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	1 YEAR & 4 MONTHS	CSC	QUALIFIED
8	ADAS3-BKPR-2026-016	BSIT_COM TECH	BOOKKEEPING NC III	292 HRS	CASHIER	2 YRS	CSE-PROF	QUALIFIED
9	ADAS3-BKPR-2026-022	BEED-PRE-ELEM. EDUCATION	BOOKKEEPING NC III, ET. AL	292 HRS	TREASURY STAFF	6 YEAR & 8 MONTHS	LET	QUALIFIED
10	ADAS3-BKPR-2026-023	BSC-BF	YEAR END ADJUSTMENTS AND TAX UPDATES	4 HRS	TAX OFFICER	9 YRS	LET	QUALIFIED

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No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
11	ADAS3-BKPR-2026-024	BS_IT (2ND YR)	LAWS AND REGULATION ON GOVERNMENT EXPENDITURES	32 HRS	ADAS II	6 YRS	CSE-SUB PROF	QUALIFIED
12	ADAS3-BKPR-2026-025	BACHELOR OF SCIENCE-IT	BOOKKEEPING SEMINAR (BASIC ACCOUNTING) , ET. AL	80 HRS	ADMINISTRATIVE ASSISTANT I	4 YEARS & 7 MONTHS	CSC	QUALIFIED
13	ADAS3-BKPR-2026-028	BS_IT (3RD YR)	NEW GOVERNMENT PROCUREMENT ACT	24 HRS	ADAS II	1 YR AND 5 MOS	CSE- PROF	QUALIFIED
14	ADAS3-BKPR-2026-031	BS_IT	BOOKKEEPING NC III, ET. AL	292 HRS	ADAS II	3 YRS	LET	QUALIFIED
15	ADAS3-BKPR-2026-032	BEED_OEN ED	LAWS AND REGULATION ON GOVERNMENT EXPENDITURES	32 HRS	ADAS II	3 YRS	LET	QUALIFIED
16	ADAS3-BKPR-2026-034	BSED_TLE	DIVISION YEAR END FINANCIAL REVIEW AND WORKSHOP ON ENHANCING ACCOUNTABILITY IN SCHOOL FINANCIAL MANAGEMENT	8 HRS	ADAS II	1 YR	LET	QUALIFIED
17	ADAS3-BKPR-2026-035	BS_MA	6 PART MANAGEMENT ACCOUNTING PRIMER INDUSTRY WORKSHOP	64 HRS	ASSISTANT FREELANCE BOOKKEEPER	3 YRS AND 11 MOS	PD NO 907	QUALIFIED

Prepared and certified correct by:

CATHERINE P. SAN JUAN
Administrative Officer IV (HRMO III)

Date:

08/26/2026