

Department of Education
CORDILLERA ADMINISTRATIVE REGION
INITIAL EVALUATION RESULT (IER)

FEB 23 2024

Position: Administrative Assistant I (Secretary I)Salary Grade and Monthly Salary: 7/P 18620,1

Qualification Standards:

Education Completion of two years studies in college

Training None required

Experience None required

Eligibility Career Service (Subprofessional)/First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	CAR-RO-ADASI-2024-01	Bachelor of Laws; Bachelor of Arts Major in Philosophy	a. Basic Web Development using wordpress; b. Python Programming fundamentals; c. Google Workspace; etc...	More than 40 hrs	a. 1/1/2022 to 6/30/23 - ADAS III, HSO-Baguio City; b. 5/24/21 to 6/18/2021 - AO II, CBO-Baguio City; c. 7/1/2020 to 1/6/2021 - Pharmcy Assistant, Buenaventura Pharmacy; etc..	4 yrs	CS Professional	Qualified
2	CAR-RO-ADASI-2024-02	Bachelor of Physical Education Major in School in Physical	a. Leading with HOPE: ILEAD for Records Mgmt. and DTS; b. Writeshop on the Development of DRRM Advocacy/LMs;	128 hrs	a. 9/25/2023 to Present - Administrative Aide, DepEd CAR, Regional Office;	9.5 mos	RA 1080 (Teacher)	Qualified
3	CAR-RO-ADASI-2024-03	Bachelor of Science in Development Communication with Prof. Ed.	a. Leading w/ HOPE Cluster 3, s. 4: ILEAD for records mgmt., and documents tracking system.	24 hrs	a. 5/19/23 to present - Administrative Aide VI, DepEd CAR; b. 3/8/21 to 5/18/23 - Administrative Aide IV, BSU; c. 2/12/2020 to 2/28/21 - Clerk II/Proj Asst. III - DOST, etc.	6 yrs and 3.5 mos	CS Professional; RA 1080 (Teacher)	Qualified
4	CAR-RO-ADASI-2024-04	Bachelor of Science in Computer Science		0	None	0	CS Professional	Qualified
5	CAR-RO-ADASI-2024-05	Bachelor of Science in Information Technology	None	0	a. 9/2/2022 to 3/1/2023 - SEO Writer, NMS Baguio	6 mos	CS Professional	Qualified
6	CAR-RO-ADASI-2024-06	Bachelor of Secondary Education		0	None	0	RA 1080 (Teacher)	Qualified
7	CAR-RO-ADASI-2024-07	Master in Public Administration (9 Units); Bachelor of Science in Office Administration	a. Bookkeeping NC III; b. Facebook Ads and Mrktg. Master Class; c. REVA Course	More than 40 hrs	a. 10/2022 to 12/31/2023 - ADA IV, NCIP; b. 6/1/14 to 9/21/16 - Office Assistant, NJ Bookkeeping services; c. 3/5/2007 to 7/23/2010 - Administrative Secretary, K and C Tutorial Ins.; etc..	8 yrs and 7.5 mos	CS Professional	Qualified
8	CAR-RO-ADASI-2024-09	Bachelor of Secondary Education Major in Social Studies	(blank)	0	None	None	RA 1080 (Teacher)	Qualified

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
9	CAR-RO-ADASI-2024-010	Bachelor of Science in Home Economics	a. Basic Rules & Regulations on Cash Advances, Liquidation, Reimbursements of Travels & Other Financial Acctg. Matters in research and extension; b. AYWAN KAPANUNUTAN III: "A Journey towards healing amidst the pandemic for teachers, mental health workers, and other professionals in the academe"; etc...	64 hrs	a. 2/14/2020 to 12/31/2021 - Science Research Assistant, BSU	1 yr and 10.5 mos	RA 1080 (Teacher)	Qualified
10	CAR-RO-ADASI-2024-011	Bachelor of Elementary Education	a. Coordination meeting with GSIS & Workshop on GSIS Remittances; b. Gender Sensitivity Training; c. Basic Life Support;; etc..	72 hrs	a. 9/25/2023 to present - Administrative Aide, DepEd-CAR, Regional Office; b. 5/16/2023 to 9/25/2023 - Intern, LGU-Tublay; c. 9/15/2018 to 12/15/2020 - Technical Support Staff/ Office Clerk, SMART FITS	2 yrs and 11.5 mos	RA 1080 (Teacher)	Qualified
11	CAR-RO-ADASI-2024-012	Bachelor of Science in Informaton Technology	None	0	None	None	CS Professional	Qualified
12	CAR-RO-ADASI-2024-013	Bachelor of Elementary Education	a. Capacity Building and Team Building for the Kalahi CIDSS Administrative Staff; b. Computer Systems Servicing NC II	More than 40 hrs	a. 4/17/23 to 12/31/23 - ADAS II, DSWD; b. 2/16/18 to 5/7/22 - Bread Packer, Valley Bread; c. 4/16 to 9/16 - GIP, PESO-Kapangan	5 yrs and 5 mos	RA 1080 (Teacher)	Qualified
13	CAR-RO-ADASI-2024-014	Bachelor of Science in Business Administration - Operations Mgmt.	a. Philippine Tax for Individual & business;	15 hrs	a. 1/5/2023 to present - Admin Staff, JMR Veterinary Services; b. 10/21/22 to 12/31/22 - Enumerator, MPDO-Tuba; c. 3/16/22 to 9/16/22 - GIP, LGU-Tuba; etc..	3 yrs and 1.5 mos	CS Professional	Qualified
14	CAR-RO-ADASI-2024-015	Bachelor of Science in Statistics with Prof. Ed.	a. Creative web design; b. 10-day life skills training; c. Skill Enhancement, engagement, and dev't project; etc..	More than 40 hrs	a. 9/1/23 to 12/16/23 - Map Data Processor, PSA; b. 10/21/22 to 12/7/22 - Map Data Verifier, PSA	5 mos	CS Eligibility; RA 1080 (Teacher)	Qualified
15	CAR-RO-ADASI-2024-016	Bachelor of Secondary Education Major in Physical Education	None	0	a. 9/5/21 to 8/3/22 - Data Entry Specialist, Global Agility Solutions, LCC	11 mos	RA 1080 (Teacher)	Qualified
16	CAR-RO-ADASI-2024-017	Bachelor of Secondary Education	None	0	a. 05/2019 to Present - Personal Assistant, Real Estate	4 yrs and 9 mos	RA 1080 (Teacher)	Qualified
17	CAR-RO-ADASI-2024-018	Bachelor of Science in Home Economics	a. Basic Computer Literacy	80 hrs	None	0	RA 1080 (Teacher)	Qualified
18	CAR-RO-ADASI-2024-019	Bachelor of Secondary Education	a. Seminar on Counselling Microskills;	8 hrs	a. 10/11/19 to 09/2023 - Brgy. Secretary, Brgy. Poblacion, Kibungan; b. 11/16 to 07/18 - Parish Secretary, St. Charles Borromeo Parish; c. 1/2013 to 12/2013 - Parish Secretrary, Our Lady of Lourdes Parish	6 yrs and 9 mos	RA 1080 (Teacher)	Qualified
19	CAR-RO-ADASI-2024-020	Bachelor of Public Administration	None	0	a. 4/24/2023 to 10/24/2023 - Library Aide I, BSU; b. 9/19/2022 to 12/19/2022 - GIP, BHW-Brgy. Cruz, LTB;	9 mos	CS Professional	Qualified
20	CAR-RO-ADASI-2024-021	Bachelor of Science in Information Technology	a. CapB of RO Staff on the PMS; b. Digital Innovation in Government; c. Navigating Google Workspace; etc.	More than 40 hrs	a. 8/1/2022 to present - Administrative Aide, DepEd CAR, RO; b. 7/16/2021 to 7/30/22 - Data Encoder. MHO-La Trinidad; c. 11/2020 to 7/2021 - GIP Intern, LGU LTB	3 yrs and 3 mos	CS Professional	Qualified

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			Title	Hours	Details	Years		
21	CAR-RO-ADASI-2024-022	Bachelor of Science in Information Technology	a. Leading with Hope Cluster 3, s. 4; b. Training and Re-orientation on the use of LIS, BEIS and other IS;	More than 40 hrs	a. 2/2023 to present - IT Specialist, DepEd CAR, RO; b. 2/15/2019 to 11/4/2022 - Client Support Engr. II, FACTSET	4 yrs and 8.5 mos	CS Professional	Qualified
22	CAR-RO-ADASI-2024-023	BS in Agriculture Major in Animal Forages Feed	None	0	a. 8/29/23 to 12/31/23 - ADA IV, BSU	4 mos	CS Sub professional	Qualified
23	CAR-RO-ADASI-2024-024	Bachelor of Science in Office Administration	a. Learning Webinar on work-life balance in a remote pandemic environment; b. Productivity and innovation webinar series; c. ISO QMS Webinar Series	64 hrs	a. 9/4/2020 to 6/30/2022 - Project Support Staff, UniFAST-CHED	1 yr and 10 mos	CS Professional	Qualified
24	CAR-RO-ADASI-2024-025	6 units of MPA; Bachelor of Forensic Science		0	None	None	CS Professional	Qualified
25	CAR-RO-ADASI-2024-026	Bachelor of Science in Criminology	a. 10 day life skills training; b. Professional Photoshop Course; c. Social Media Mgmt Course; etc..	More than 40 hrs	None	None	RA 1080 (Teacher, Criminology)	Qualified

Prepared and certified correct by:



ELEONORA A. ALBIDAS

Human Resource Management Officer

Date: 2/23/24

Department of Education
CORDILLERA ADMINISTRATIVE REGION
INITIAL EVALUATION RESULT (IER)

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Qualification Standards:

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Experience None required

Eligibility Career Service (Subprofessional)/First Level Eligibility

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			Title	Hours	Details	Years		
1	CAR-RO-ADASI-2024-08	Bachelor of Science in Applied Statistics	a. Training and re-orientation on the use of LIS, BEIS, and other IS; b. Leading with HOPE Cluster 3, s. 4, 5;	More than 40 hrs	a. 10/10/22 to present - Administrative Aide IV, DepEd CAR	1 yr and 4 mos	No attached COE	Disqualified

Prepared and certified correct by:


 ELEONORA A. ALBIDAS

Human Resource Management Officer

Date: 2/23/24