

FEB 21 2024

Annex D

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

FEB 21 2024

Position: Administrative Officer I
(Supply Officer I)

Salary Grade and Monthly Salary: 10/P 23176,2

Qualification Standards:

Education	<u>Bachelor's Degree relevant to the job</u>
Training	<u>None Required</u>
Experience	<u>None required</u>
Eligibility	<u>Career Service (Professional)/ Second Level Eligibility</u>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	CAR-RO-AOI-2024-01	Juris Doctor; Bachelor of Science In Commerce		0		0	CS Professional	Qualified
2	CAR-RO-AOI-2024-02	Bachelor of Science in Accountancy	a. PhilGEPS Online training for buyers; b. Orientation on the use of Supply Hub 2.0; c. Training on Government Procurement Act: ...	144 hrs	a. 10/30/2015 to present - ADA VI, DepEd-CAR, RO; b. 11/2014 to 04/2015 - Audit Staff, HME; c. 07/2013 to 10/2014 - Bookkeeper, NARDAS	8 yrs and 3 mos	CS Professional	Qualified
3	CAR-RO-AOI-2024-03	Bachelor of Secondary Education		0		0	RA 1080 (Teacher)	Qualified
4	CAR-RO-AOI-2024-04	Master in Community Health Dev't (Academic Requirements); Bachelor of Science in Nursing; 18 Units of Prof. Ed.	a. Seminar-WS on appreciating the basics of ABC; b. Microsoft Excel Seminar-WS for finance personnel: Gearing towards successful data mgmt.; c. Leading with HOPE Course: Series 1 to 5: etc...	192	a. 1/2/19 to present - Administrative Assistant II (DO), Irian NHS	5 yrs and 1 month	RA 1080 (Teacher, Nurse)	Qualified
5	CAR-RO-AOI-2024-05	Bachelor of Secondary Education - English		0		0	RA 1080 (Teacher)	Qualified
6	CAR-RO-AOI-2024-06	Bachelor of Library and Information Science (BLIS)		0	a. 11/2013 to 8/20/2021 (intermittent) - Librarian, LEIA Academy Inc., Tuba CS,AMA, DMMMSU and PASS	5 yrs and 9 mos	RA 1080 (Librarian)	Qualified
7	CAR-RO-AOI-2024-07	Bachelor of Science in Secondary Education - Major in		0		0	RA 1080 (Teacher)	Qualified
8	CAR-RO-AOI-2024-08	34 Units - Master in Public Administration; Bachelor of Science in Information Technology	a. Leading with Hope Cluster 3, Series 2,4,5;	88 hrs	a. 7/11/2022 to Present- Administrative Assistant I, DepEd-CAR, RO; b. 9/5/2016 to 7/10/2022 - Administrative Aide VI, DepEd-CAR, RO	7 yrs and 4 mos	CS Professional	Qualified

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			Title	Hours	Details	Years		
9	CAR-RO-AOI-2024-09	Bachelor of Science in Accountancy	a. Public Procurement Specialist Certification Course Level I; b. Property and Supply Mgmt. Sytem; c. Orientation-Seminar of the PS-DBM on APP-CSE 2024; etc...	104 hrs	a. 3/23/2022 to 11/9/2023 - Administrative Aide 3 (Contractual), UP-Baguio City	1 yr and 9 mos	CS Professional	Qualified
10	CAR-RO-AOI-2024-010	Bachelor of Secondary Education - Major in English		0		0	RA 1080 (Teacher); CS Professional	Qualified
11	CAR-RO-AOI-2024-011	Bachelor of Laws; Bachelor of Arts Major in Philosophy	a. Webinar of Regulatory Services; b. Google Workspace; c. Basic Occupational Safety and Health Training for Safety Officer I;	18.5 hrs	a. 1/1/2022 to 6/30/2023 - ADAS III, City Gov't of Baguio; b. 5/24/2021 to 12/31/2021 - AO II, City Budget Office; c. 7/1/2010 to 1/6/2021 - Safety Officer, Buenaventura Pharmacy; etc...	12 yrs abd 6 mos	CS Professional	Qualified
12	CAR-RO-AOI-2024-012	Bachelor of Secondary Education; Bachelor of Science in Nursing	a. Building a Safe, Respectful, and Inclusive Workplace	8		0	RA 1080 (Nurse)	Qualified
13	CAR-RO-AOI-2024-013	Bachelor of Science in Industrial Engineering		0	a. 3/9/2020 to 12/3/2022 - Operations Officer, Dermight Inc.,; b. 9/3/2018 to 1/31/2020 - Production & QC Assist. Manager, Boie Incorporated; c. 4/3/2017 - 8/30/2018 - Strategy & Execution Associate. DPC; etc...	9 yrs and 6 mos	CS Professional	Qualified
14	CAR-RO-AOI-2024-014	Bachelor of Science in Information Technology	a. CapB of RO Staff on the PMIS; 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
15	CAR-RO-AOI-2024-015	Bachelor of Science in Information Technology	a. Leading with Hope Cluster 3, s. 4; b. Training and Re-orinetation on the use of LIS, BEIS and other IS;	more than 40 hrs		0	CS Professional	Qualified
16	CAR-RO-AOI-2024-016	Bachelor of Science in Business Administration Major in Financial Mgmt.	a. Skills Development Training for the 4Ps Designated Property and Procurement Officers; b. Orientation of Canvassers 2023; c. Internal Control System for Property & Supply Mgmt. (Appraisal and Disposal);	58 hrs	a. 3/8/2022 to Present - ADAS II (P&S Officer of 4ps), DSWD; b. 4/1/2018 to 2/27/2022 - Clerk II, Savemore; c. 8/7/17 to 12/31/17 - Encoder. BGHMC	6 yrs and 4 mos	CS Professional	Qualified
17	CAR-RO-AOI-2024-017	Bachelor of Science in Home Economics		0		0	RA 1080 (Teacher)	Qualified
18	CAR-RO-AOI-2024-018	Bachelor of Science in Management Accounting	a. CapB of RO Staff on the PMIS; b. Leading with HOPE Cluster 3, s.2, 5;	more than 40 hrs	a. 10/10/2022 to present - ADAS I, DepEd CAR, RO; b. 2/2/2022 to 10/7/2022 - Administrative Aide. DepEd CAR, RO	2 yrs	CS Professional	Qualified
19	CAR-RO-AOI-2024-019	Bachelor of Arts in Music Major in Instrument/Vocie (AB Music)		0		0	RA 1080 (Teacher)	Qualified

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20	CAR-RO-AOI-2024-020	Bachelor of Science in Agricultural Engineering	a. Training WS on the preparation of SK Financial Reports in relation to the conduct of inventory, and turnover of SK Properties, FR, Docs, and Monetray Accountabilities:	16 hrs		0	CS Professional	Qualified
21	CAR-RO-AOI-2024-021	Bachelor of Science in Commerce		0		0	CS Professional	Qualified
22	CAR-RO-AOI-2024-022	Bachelor of Secondary Education		0		0	RA 1080 (Teacher)	Qualified
23	CAR-RO-AOI-2024-023	Bachelor of Library and Information Science (BLIS)	a. Data Privacy Act of 2012 (RA 10173);	8	a. 12/16/19 to 1/31/23 - Librarian, WCC	3 yrs and 1.5 mos	RA 1080 (Librarian)	Qualified
24	CAR-RO-AOI-2024-024	Bachelor of Secondary Education - Major in Mathematics		0		0	RA 1080 (Teacher); CS Professional; Honor Graduate;	Qualified
25	CAR-RO-AOI-2024-025	Bachelor of Science in Business Administration Major in Financial Mgmt.		0		0	CS Professional	Qualified
26	CAR-RO-AOI-2024-027	Master of Mgmt. (15 units); Bachelor of Science in Business Administration - Operations Mgmt.	a. Basic occupational safety and health course for SO I; b. Seminar in Organizational Communication:	24 hrs		0	CS Professional	Qualified
27	CAR-RO-AOI-2024-028	Bachelor of Science in Accountancy	a. Workshop on Microsoft Excel for Data Mgmt.; b. Occupational Safety nad Health;	24 hrs	a. 3/16/21 to 12/31/23 - Admin. Aide V, PhilFIDA RO	2 yrs and 9.5 mos	CS Professional	Qualified
28	CAR-RO-AOI-2024-029	Bachelor of Science in Business Administration - HRDM		0		0	RA 1080 (Teacher)	Qualified
29	CAR-RO-AOI-2024-030	Bachelor of Science in Computer Science		0	a. 1/16/2018 to present - Sales Staff, Coffee Maker Blends dn GM; b. 6/24/14 to 1/18/16 - Center Supervisor, Timezone Harborpoint	7 yrs and 6.5 mos	CS Professional	Qualified
30	CAR-RO-AOI-2024-031	Bachelor of Science in Business Administration - Financial		0		0	CS Professional	Qualified
31	CAR-RO-AOI-2024-032	Bachelor of Public Administration		0		0	CS Professional	Qualified

Prepared and certified correct by:


ELEONORA A. ALBIDAS

Human Resource Management Officer

Date: 2/21/24

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

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Training	<u>None Required</u>
Experience	<u>None required</u>
Eligibility	<u>Career Service (Professional)/ Second Level Eligibility</u>

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1	CAR-RO-AOI-2024-026	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 Certificate of Eligibility	Disqualified

Prepared and certified correct by:


ELEONORA A. ALBIDAS
 Human Resource Management Officer
 Date: 2/21/24