

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE AIDE IV (Clerk II)

Salary Grade and Monthly Salary: SG 4/ 17,506

Qualification Standards:

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

Training: None Required

Experience: None Required

Eligibility: Career Service Sub-Professional/First-Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
1	SDOBAL-ADA4-2026-001	BACHELOR OF TECHNICAL VOCATIONAL TEACHER EDUCATION MAJOR IN GARMENTS, FASHION AND DESIGN	N/A	N/A	ADMINISTRATIVE AIDE I	5 MONTHS	CSE - SUBPROFESSIONAL	QUALIFIED
2	SDOBAL-ADA4-2026-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	ADVANCED BOOKKEEPING AND FINANCIAL MANAGEMENT FOR PROFESSIONALS conducted last August 8-17, 2025 at Prima Excellence Review and Training Center	80 HOURS	1. PHILHEALTH CLERK 2. ASST. MANAGER 3. ADMIN AIDE III	1. 6 YRS AND 6 MONTHS 2. 4 MONTHS 3. 2 YRS AND 10 MONTHS	CSE - SUBPROFESSIONAL	QUALIFIED
3	SDOBAL-ADA4-2026-003	BACHELOR OF SCIENCE IN NURSING	N/A	N/A	ASST. MANAGER	4 YRS AND 8 MONTHS	CSE - PROFESSIONAL	QUALIFIED
4	SDOBAL-ADA4-2026-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS	80 HOURS	OFFICE PERSONNEL	12 YEARS	CSE - PROFESSIONAL	QUALIFIED
5	SDOBAL-ADA4-2026-005	BACHELOR OF TECHNICAL VOCATIONAL TEACHER EDUCATION MAJOR IN FOOD AND SERVICE MANAGEMENT	-GOVERNMENT INTERSHIP PROGRSM -FUNDAMENTALS IN BOOKKEEPING	6 MONTHS	CLERK II	1 YEAR	LET - SECONDARY	QUALIFIED
6	SDOBAL-ADA4-2026-006	BACHELOR OF PUBLIC ADMINISTRATION	N/A	N/A	1. CASHIER 2. SETTLEMENT OFFICER 3. ADMIN ASST.	1. 10 MONTHS 2. 1 YR AND 5 MONTHS 3. 6 MONTHS	CSE - PROFESSIONAL	QUALIFIED
7	SDOBAL-ADA4-2026-007	TWO-YEAR COMPUTER PROGRAMMING	N/A	N/A	DATA ENCODER	1 YEAR AND 4 MONTHS	CSE - SUBPROFESSIONAL	QUALIFIED
8	SDOBAL-ADA4-2026-008	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT	N/A	N/A	ADMINISTRATIVE AIDE I	5 MONTHS	CSC - HONOR GRADUATE ELIGIBILITY	QUALIFIED
9	SDOBAL-ADA4-2026-009	BS IN INTERNATIONAL TOURISM MANAGEMENT MAJOR IN TRAVEL AND TOUR OPERATIONS	N/A	N/A	RECORDS OFFICER	1 YEAR AND 4 MONTHS	CSC - HONOR GRADUATE ELIGIBILITY (PD 907)	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
10	SDOBAL-ADA4-2026-010	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT W/ 18 UNITS OF PROFESSIONAL EDUC	INTERNATIONAL EDUCATIONAL LEADERSHIP TRAINING SERIES "TRANSFORMING TEACHING AND LEARNING CULTURE IN THE NEW NORMAL	40 HOURS	N/A	N/A	LET - SECONDARY	QUALIFIED
11	SDOBAL-ADA4-2026-011	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	GASTPE REGIONAL ORIENTATION CONFERENCE ON THE IMPLEMENTATION OF THE ESC, TSS AND SHS VOUCHER PROGRAM	8 HOURS	1. SUB TEACHER 2. ASST. RECORDS OFFICER	1. 3 MONTHS 2. 10 MONTHS	LET - SECONDARY	QUALIFIED
12	SDOBAL-ADA4-2026-012	BACHELOR OF SCIENCE IN ACCOUNTANCY	BOOKKEEPING BASIC ACCOUNTING	120 HRS	1. ACCOUNTING CLERK 2. FINANCE ASST. 3. ADMIN. AIDE I	1. 4 YEARS AND 7 MONTHS 2. 8 YRS AND 5 MONTHS 3. 2 MONTHS	CSE - PROFESSIONAL	QUALIFIED
13	SDOBAL-ADA4-2026-013	ASSOCIATE IN COMPUTER TECHNOLOGY (2 YEAR COURSE)	2023 ICT SKILLING FOR NEWLY HIRED PERSONNEL	24 HOURS	ADMIN. ASST. II	2 YRS AND 8 MONTHS	CSE - SUBPROFESSIONAL	QUALIFIED
14	SDOBAL-ADA4-2026-014	BACHELOR SCIENCE IN COMPUTER SCIENCE MAJOR IN SOFTWARE DEVELOPMENT	N/A	N/A	DIGITAL THEATER SYSTEM OPERATOR	1 YEAR AND 10 MONTHS	CSE - PROFESSIONAL	QUALIFIED
15	SDOBAL-ADA4-2026-015	BACHELOR OF SCIENCE IN ACCOUNTANCY (114 units 3 years)	BASIC COMPUTER LITERACY	80 HOURS	1. ADMIN SUPPORT STAFF 2. ENCODER	1. 1 YEAR AND 5 MONTHS 2. 1 YEAR AND 2 MONTHS	CSE - PROFESSIONAL	QUALIFIED

Prepared and certified correct by:

GLENDIA D. AVORQUE
Administrative Officer IV (HRMO)
Date: APRIL 21, 2026

Notes and Instructions for the HRMO:

- a) For the purpose of posting the IER, columns D to M shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark on whether Qualified or Disqualified
- b) If the information does not apply to the applicant, please put N/A.