



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

May 24, 2023

DIVISION MEMORANDUM  
No. 0218, s.2023

**LIST OF QUALIFIED APPLICANTS FOR NON-TEACHING VACANT POSITIONS**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
ALL OTHERS CONCERNED

1. This Division releases the list of qualified applicants for Administrative Assistant II and Administrative Assistant III who will undergo the Deliberation by the Division HRMPSB on **June 07, 2023**.
2. All applicants for the said vacant positions passed through the Initial Evaluation as to the applicants' eligibility based on the Qualification Standards.
3. This Office has given the applicants' consent to retrieve and use their personal information for Selection and Placement purposes in adherence to the Republic Act No. 10173 also known as the Data Privacy Act of 2012.
4. Applicants are advised to inform us before the deliberation and interview date through email address ([depeddavnor.rsp@deped.gov.ph](mailto:depeddavnor.rsp@deped.gov.ph)) in case there are concerns relative to the virtual activity and included in the specialized groups (i.e., Persons with Disability) so that we can properly provide support.
5. This is to reiterate that this Office supports equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity, or political affiliations.
6. Attached to this Memorandum are the assigned application codes of the said qualified applicants and the respective schedules of Deliberation (Annex A) including the Initial Evaluation Result (IER) Annex D.
7. For proper guidance and wide dissemination.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

PER/fah

Page 1 of 3



Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216 0188  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte





Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DM No. 0218, s. 2023/May 23, 2023-List of Qualified Applicants  
(Annex A)

**ADMINISTRATIVE ASSISTANT II APPLICANTS:**

	<b>Applicant Code</b>	<b>Time</b>	<b>Date</b>
1	ADASII-DDN-001	8:30AM-12:00NN	JUNE 07, 2023
2	ADASII-DDN-004	8:30AM-12:00NN	JUNE 07, 2023
3	ADASII-DDN-009	8:30AM-12:00NN	JUNE 07, 2023
4	ADASII-DDN-010	8:30AM-12:00NN	JUNE 07, 2023
5	ADASII-DDN-012	8:30AM-12:00NN	JUNE 07, 2023
6	ADASII-DDN-013	8:30AM-12:00NN	JUNE 07, 2023
7	ADASII-DDN-015	8:30AM-12:00NN	JUNE 07, 2023
8	ADASII-DDN-017	8:30AM-12:00NN	JUNE 07, 2023
9	ADASII-DDN-018	8:30AM-12:00NN	JUNE 07, 2023
10	ADASII-DDN-019	8:30AM-12:00NN	JUNE 07, 2023
11	ADASII-DDN-020	8:30AM-12:00NN	JUNE 07, 2023
12	ADASII-DDN-022	8:30AM-12:00NN	JUNE 07, 2023
13	ADASII-DDN-024	8:30AM-12:00NN	JUNE 07, 2023
14	ADASII-DDN-025	8:30AM-12:00NN	JUNE 07, 2023
15	ADASII-DDN-034	8:30AM-12:00NN	JUNE 07, 2023
16	ADASII-DDN-035	8:30AM-12:00NN	JUNE 07, 2023
17	ADASII-DDN-036	8:30AM-12:00NN	JUNE 07, 2023
18	ADASII-DDN-038	8:30AM-12:00NN	JUNE 07, 2023
19	ADASII-DDN-042	8:30AM-12:00NN	JUNE 07, 2023
20	ADASII-DDN-043	8:30AM-12:00NN	JUNE 07, 2023
21	ADASII-DDN-044	8:30AM-12:00NN	JUNE 07, 2023
22	ADASII-DDN-045	8:30AM-12:00NN	JUNE 07, 2023
23	ADASII-DDN-046	8:30AM-12:00NN	JUNE 07, 2023
24	ADASII-DDN-048	8:30AM-12:00NN	JUNE 07, 2023
25	ADASII-DDN-049	8:30AM-12:00NN	JUNE 07, 2023
26	ADASII-DDN-052	8:30AM-12:00NN	JUNE 07, 2023
27	ADASII-DDN-053	8:30AM-12:00NN	JUNE 07, 2023
28	ADASII-DDN-057	8:30AM-12:00NN	JUNE 07, 2023
29	ADASII-DDN-058	8:30AM-12:00NN	JUNE 07, 2023
30	ADASII-DDN-059	8:30AM-12:00NN	JUNE 07, 2023
31	ADASII-DDN-061	8:30AM-12:00NN	JUNE 07, 2023
32	ADASII-DDN-062	8:30AM-12:00NN	JUNE 07, 2023
33	ADASII-DDN-063	8:30AM-12:00NN	JUNE 07, 2023
34	ADASII-DDN-065	8:30AM-12:00NN	JUNE 07, 2023
35	ADASII-DDN-066	8:30AM-12:00NN	JUNE 07, 2023
36	ADASII-DDN-070	8:30AM-12:00NN	JUNE 07, 2023
37	ADASII-DDN-071	8:30AM-12:00NN	JUNE 07, 2023





Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**ADMINISTRATIVE ASSISTANT III APPLICANTS:**

	<b>Applicant Code</b>	<b>Time</b>	<b>Date</b>
1	ADASIII-DDN-001	8:30AM-12:00NN	JUNE 07, 2023
2	ADASIII-DDN-003	8:30AM-12:00NN	JUNE 07, 2023
3	ADASIII-DDN-004	8:30AM-12:00NN	JUNE 07, 2023
4	ADASIII-DDN-005	8:30AM-12:00NN	JUNE 07, 2023

\*\*\*Nothing follows\*\*\*

Per/fah



## INITIAL EVALUATION RESULT (IER)

**Position: Administrative Assistant III**

**Salary Grade and Monthly Salary: SG-9 (21, 211.00)**

**Qualification Standards:**

<b>Education</b>	<b>Completion of two (2) years in College</b>
<b>Training</b>	<b>4 hours of relevant training</b>
<b>Experience</b>	<b>1 year relevant experience</b>
<b>Eligibility</b>	<b>Career Service (Sub-Professional) First Level Eligibility</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADASIII-DDN-001	BS IN ACCOUNTANCY; MASTER IN BUSINESS ADMINISTRATION	NC III BOOKKEEPING	292	* SECRETARY TO THE SCHOOL DIRECTRESS AT ASSUMPTA SCHOOL OF TAGUM INCORPORATED, MANKILAM, TAGUM CITY 6/16/2015- 5/10/23) *SECRETARY TO THE SCHOOL PRESIDENT (SEPT. 12, 2012- JUNE 15, 2015) *ASSISTANT STORE MANAGER GREENWICH PIZZA CORP. MAY 29, 2002-MAY 29, 2006	14.66 YEARS	CSC PROF	QUALIFIED
2	ADASIII-DDN-003	BS IN ACCOUNTING TECHNOLOGY	NC III BOOKKEEPING	292	*SECTION IN-CHARGE FOR WHOLESALE '8/4/2011- 12/31/20 * ACCOUNTING STAFF 2/4/21-4/30/22 *BOOKKEEPER 5/4/22-PRESENT	12.49 YEARS	PENOLOGY OFFICER EXAM	QUALIFIED
3	ADASIII-DDN-004	BS IN BUSINESS ADMINISTRATION- FINANCIAL MGT	NC III BOOKKEEPING	292	OPERATION DEPARTMENT STAFF FROM AUG. 8, 2019- SEPT. 19, 2022	3.08 YEARS	CSC PROF	QUALIFIED
4	ADASIII-DDN-005	BS IN BUSINESS ADMINISTRATION- MARKETING MGT	*3 HOUR TRAINING IN "STRATEGIC MARKETING AND BUSINESS MANAGEMENT FUNDAMENTALS" JULY 24, 2022 *WORKSHOP ON THE PREPARATION OF PROVINCIAL DEVOLUTION TRANSITION PLAN AUG.25- 26 2021 *GENUINE PEACE SAFETY AND SECURITY'S SUMMIT JANUARY 21-22, 2020 * GOVERNMENT PROCUREMENT REFORM AC 9RA 9184) SEPT 11, 2022 8 HOURS	43	PROCUREMENT AIDE (3/1/22-4/14/23); CLERK 1 (9/28/19-2/28/22)	4 YEARS	PD 907	QUALIFIED

Prepared and certified correct by:

  
**RELYN B. GALLARDO**  
 Administrative Officer IV - HRMO

Date: \_\_\_\_\_

## INITIAL EVALUATION RESULT (IER)

**Position: Administrative Assistant II**  
**Salary Grade and Monthly Salary: SG-8 (19,744.00)**  
**Qualification Standards:**

<b>Education</b>	Completion of two (2) years studies in college
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Career Service (Sub-Professional) First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADASII-DDN-001	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MANAGEMENT ACCOUNTING	*BASIC CUSTOMER SERVICE COURSE 9/21/22-9/23/22	24	*SALES CLERK INVENTORY CLERK/ CASHIER EMCOR INC. / COMMERCIAL TRADE FINANCIAL SERVICES INC. 10/1/13-10/31/19; *VAULT CUSTODIAN/ CASHIER/ACCOUNTING CLERK; RD PAWNSHOP INC.	9	CSC PROF	QUALIFIED
2	ADASII-DDN-004	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	* ORIENTATION/REORIENTATION ON ACCOUNTABILITY/RESPONSIBILITY AND LIABILITY OF ACCOUNTABLE OFFICERS.. FEB 18, 2022, * WORK ETHICS AND SEXUAL HARASSMENT SEPT. 30, 2021 , * INCOME TAX FILING.. JULY 19, 2021, *RECONIZING TO PROTECT YOUR INTELLECTUAL PROPERTY,,, APRIL 29 , 2021 *ORIENTATION/HANDS -ON TRAINING ON BILLING AND COLLECTION (BCS) MARCH 8-10, 2022	40	* CLERK PROCESSOR, NHS MARCH 2019-DEC 31, 2021 * SENIOR PROCESSOR 6/30/2022-DEC 29, 2022	3.25	CSC PROF	QUALIFIED
3	ADASII-DDN-009	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MARKETING MANAGEMENT	* PERSONALITY DEVELOPMENT SEPTNER 2019 *TBP-STEPS1-3, MARCH 4	16	INVOICING CLERK 6/2/19--9/30/22 VEHICLE SALES DEPARTMENT/ TOYOTA TAGUM CITY	3.25	PD 907	QUALIFIED
4	ADASII-DDN-010	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MARKETING MANAGEMENT	TRCHNICAL WRITESHOP: STRENGTHENING LEGISLATIVE &TECHNICAL SUPPORT FOR QUAALITY LEGISLATION ... 9/12/22 , * NATIONA CONVENTION CUM-SEMINAR WORKSHOP ON DYNAMICS OF BEST ECOLOGIAL MANAGEMENT: FORMULATION OF THE ENVIRONMENT 6/7/22 ,* WEBINAR ON BASIC CUSTOMER SUPPORT 7/12/20.	48	*JOB ORDER, ADM AIDE 1, ADM AIDE VI, 1/29/18- PRESENT	5	CSC PROF	QUALIFIED
5	ADASII-DDN-012	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	*FINANCIAL PLANNING USING EXCEL (4/18/22) *IMPROVING CASH FLOWS USING CREDIT MGT (4/19/22) *MANAGING THE RISK OF FRAUD AND MISCONDUCT (4/19/22) *HANDLING BIR TAX ASSESSMENTS: TACTICS AND REMEDIES (4/20/22) - 2 HRS *ONLINE ENGLISH FOR LEGAL PURPOSES (6/11/22-8/13/22) - 40 HRS *ONLINE STENOGRAPHY TUTORIAL PROGRAM (6/11/22-8/26/22) - 60 HRS *WEBINAR-WORKSHOP FOR ASPIRING COURT STENOGRAPHERS (9/17/22) - 8 HRS	116	*COURT FINANCIAL AIDE 7/1/18-PRESENT , REGIONAL TRIAL COURT, OROQUITA, CITY MISAMIS OCCIDENTAL *ADM AIDE III MUNICIPAL BUDGET OFFICE, PANTUKAN, DAVAO DEL ORO 1/15/18-4/6/18 , *MANAGEMENT SUPPORT STAFF 6/1/17-9/30/17 DENR	5.16	CS PROF	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
6	ADASII-DDN-013	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MARKETING MANAGEMENT	*3 HOUR TRAINING IN "STRATEGIC MARKETING AND BUSINESS MANAGEMENT FUNDAMENTALS" JULY 24, 2022, *WORKSHOP ON THE PREPARATION OF PROVINCIAL DEVOLUTION TRANSITION PLAN AUG.25- 26 2021 , *GENUINE PEACE SAFETY AND SECURITY'S SUMMIT JANUARY 21-22, 2020 , * GOVERNMENT PROCUREMENT REFORM AC 9RA 9184) SEPT 11, 2022	43	PROCUREMENT AIDE (3/1/22-4/14/23); CLERK 1 (9/28/19-2/28/22)	4	PD 907	QUALIFIED
7	ADASII-DDN-015	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - FINANCIAL MANAGEMENT	*POLLUTION CONTROL OFFICER (11/21-25/22) *BASIC OCCUPATIONAL SAFETY AND HEALTH (10/03-07/22)	80	*ADMIN STAFF (6/28/2010-6/30/17) * VIRTUAL ASSISTANT (11/7/19-04/15/20) * STATION HEAD (8/7/20-PRESENT)	10.91	CS PROF	QUALIFIED
8	ADASII-DDN-017	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	COMPUTER SYSTEMS SERVICING	260	SALES CLERK, PERPETUAL PHARMACY 1/6/15-3/6/17,	2.16	LET	QUALIFIED
9	ADASII-DDN-018	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	LEARNING SEMINAR IN FACING NEW NORMAL 5/12/20	8	*SALES ASSOCIATE 1/15/15-11/11/15, *QR CODE ENCODER 3/20/20-6/30/20,	1.18	LET	QUALIFIED
10	ADASII-DDN-019	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	*ADMINISTRATIVE ASSISTANT TRAINING 5/2/23-2/14/23, *BASIC COMPUTER LITERACY 2/1/23-11/1/23,	160	*CAHIER / OFFICER IN-CHARGE 8/8/11 - PRESENT	11.91	LET	QUALIFIED
11	ADASII-DDN-020	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT	OCCUPATIONAL FIRST AIDE 3/12/21-1/13/21	16	*HR OFFICER 12/9/20-PRESENT, GP& CONSTRUCTION, COORDINATOR 6/2018-6/2020 ACES TAGUM COLLEGES, *HR *PAYROLL, HR GENERALIST, ADMINS STAFF, RECRUITMENT STAFF 5/21/2016-6/26/2018	7.41	LET	QUALIFIED
12	ADASII-DDN-022	BS IN COMMERCE - FINANCIAL AND MANAGEMENT ACCOUNTING	*INTERNATIONAL LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE 1/14/23-1/16/23 , * STEP UP MANAGER 9/12/23	32	* REEPRIONIST; CLERK ENCODER; ACCOUNTING STAFF; AUDIT SECTION HEAD TRAINEE; AUDIT STAFF 11/2008-PRESENT	15	CSC PROF	QUALIFIED
13	ADASII-DDN-024	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT	*NC III BOOKKEEPING NOV. 15, 2025 , 8BASIC COMPUTER LITERACY DEC. 1-10, 2021, *INSTITUTIONAL ASSESSMENT TO OPERATE A PERSONAL COMPUTER DEC 1-2, 2021	348	*BRANCH MANAGER, MOTOR STAR SOUTH CYCLE TRADING, APRIL 1, 2019 -PRESENT	4	LET	QUALIFIED
14	ADASII-DDN-025	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - FINANCIAL MANAGEMENT	*TRAINING ON STRENGTHENING COMMUNITY PARTICIPATION IN LOCAL DEVELOPMENT OCTOBER 16-18, 2018	24	*BRGY CLERK (1/3/17-12/31/19) *REVENUE COLLECTION OFFICER (2/1/20-10/31/22)	4.75	LET	QUALIFIED
15	ADASII-DDN-034	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH	COMPUTER SYSTEMS NC II, 4/14/23	240	*APPAISER/CASHIER 2005-2010 CY PAWNSHOP CORP	5	LET	QUALIFIED
16	ADASII-DDN-035	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - FINANCIAL MANAGEMENT	*BUDGET PLANNING & MGT WORKSHOP (7/5/18-7/5/18) *SUMMER HEALTH & SAFETY LEARNING SESSION (3/4/22) *SKILLS FOR SUCCESS SERIES: COMMUNICATING THROUGH DIVERSITY (3/22/22) *EQUICELL: PRODUCT TRAINING (4/25-26/22) - 16 HRS.	40	*BILLING PROCESSOR (1/1/15-12/31/15) *BILLING SPECIALIST (1/1/16-12/31/16) * PAYOUT SPECIALIST (1/1/17-12/31/18) *FINANCE ANALYST (1/1/19-5/22/22) - 3.33	6.33	CSC PROF	QUALIFIED


No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
17	ADASII-DDN-036	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	COMPUTER SYSTEMS SERVICING NC 2 '6/2019-8/31/19	360	*CLERK, PROVINCIAL PLANNING AND DEVELOPMENT OFFICE... MAY 2002-2004; * CASHIER 9/12/05-3/5/06 LTS SUPERMARKET INC, *CASHIER 5/13/06-6/28/06 LTS DEPT. STORE, *CASHIER 8/6/06 - 12/31/06 LTS SUPERMARKET INC. * ENCODER 4/2/08-11/20/13 LTS SUPERMARKET INC. * PROCUREMENT ASSISTANT 11/21/14-1/25/14 LTS SUPERMARKET *SUPERVISOR 1/26/14- 9/25/15	9.56	LET	QUALIFIED
18	ADASII-DDN-038	Bachelor Business Administration Major in Financial Management; Bachelor Secondary Education Major in Social Science	*DISTANCE LEARNING PROGRAM ON RA 6713 OCTOBER 19, 2018 *SUPPLY AND PROPERTY MANAGEMENT TRAINING MAY 29-31, 2019 DPWH REGIONAL OFFICE,	64	*CLERK 8/8/15-5/16/16, EMELOU BUILDERS INC., *ADMIN AIDE I, 2/6/17-12/31/21, DPWH, *BOOKBINDER 1/5/22-PRESENT ,	7.08	CSC PROF	QUALIFIED
19	ADASII-DDN-042	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - FINANCIAL MANAGEMENT	NC III BOOKKEEPING	292	OPERATION DEPARTMENT STAFF FROM AUG. 8, 2019- SEPT. 19, 2022	3.08 YEARS	CSC PROF	QUALIFIED
20	ADASII-DDN-043	BS IN CRIMINOLOGY	* COVID 19 ORIENTATION AND SEMINAR * FIRE AND SAFETY LECTURE AND DRILL	48	*CONTACT TRACER 10/1/20-12/31/21	1.16 YRS	CRIMINOLOGY LICENSURE EXAM	QUALIFIED
21	ADASII-DDN-044	BACHELOR OF SCIENCE IN ACCOUNTANCY	* FINANCIAL LITERACY SAVINGS GAME SEPTEMBER 15, 2020, *TECHNOLOGICAL COMPETENCIES OCTOBER 12, 2020 *1ST CIC MANAGERS' TRAINING" MARCH 2, 2023	24	*BRANCH BOOKEEPER 3/1/2005-3/31/2011; SPES PES PAUPERUM FOUNDATION , INC. (SPFI); INTERNAL AUDIT STAFF; CMPP IN-CHARGE; ACCOUNTING SUPERVISOR; OIC-FINANCE & ACCOUNTING: 3/2005 - PRESENT	18	LET	QUALIFIED
22	ADASII-DDN-045	BACHELOR OF SCIENCE IN ACCOUNTANCY	*MANAGING TAX ASSESSMENT.. 10/7/17	8	*BOOKKEEPER 5/2/13-10/31/14 , OLANO, DUTERTE AND ASSOCIATES ACCOUNTING AND MANAGERIAL *ACCOUNTANT MADECO 4/2/15-12/31/17 * OFFICE AND ADM ASSISTANT 1/11/18- 5/25/18 FORESLAKE DEV. CORP. * FUNCTIONAL CONSULTANT 6/4/18-4/30/19 *ACCOUNTING SUP. METRO GEAR 5/2/19-10/31/19 * PAYROLL AND TREASURY OFFICER 1/17/21-6/30/22 *PROJECT ACCOUNTANT R-II BUILDERS 9/1/22-PRESENT	8.12	CSC PROF	QUALIFIED
23	ADASII-DDN-046	BACHELOR OF AGRICULTURAL TECHNOLOGY	*RAEL 3/7/23-3/9/23 * RAEI NTP 12/7/21-12/9/21 * CAPACITY BUILDING NTP 10/20/21-10/22/21 ,	56	*ADAS II 6/18/20-PRESENT	2.9	BRGY. ELIGIBILITY	QUALIFIED
24	ADASII-DDN-048	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MARKETING MANAGEMENT	*6TH REGIONAL ASSEMBLY OF EDUCATION LEADERS... 3/7/23-3/9/23 * WORKPLACE ENGAGEMENT COMPETENCY PROFILING 5/10/22-5/13/2 , *VIRTUAL RAEI 12/7/21--12/9/21, *CAPACITY BUILDING OF NTP 10/20/21-10/22/21	112	* ADMINISTRATIVE ASSISTANT II 5/27/21-PRESENT	2	CSC PROF	QUALIFIED
25	ADASII-DDN-049	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - FINANCIAL MANAGEMENT	*TAX CAMPAIGN SEMINAR 3/9/20 *TAMP TAXPAYERS BRIEFING AA/AS/A8	8	*CASHIER /BOOKKEEPER AA/24/14-2/10/17, ACES POLYTECHNIC COLLEGE-ACES * ADMINISTRATIVE SRAFF, 2/1/18-PRESENT, FG ACCOUNTING OFFICE	7.24	CSC PROF	QUALIFIED
26	ADASII-DDN-052	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	BOOKKEEPING NC III	438	BANK RECON SPECIALIST 6/22/19-PRESENT	2.83	CSC PROF	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
27	ADASII-DDN-053	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MARKETING MANAGEMENT	BOOKKEEPING NC III	438	SALES ASSOCIATAE 11/11/14-PRESENT, MOTHERS HARVEST INC.	8.41	LET	QUALIFIED
28	ADASII-DDN-057	BACHELOR OF SCIENCE IN ACCOUNTANCY	*TEAM BUILDING ACTIVITY (10/26-27/19) *LEADERSHIP AND MANAGEMENT TRAINING " (9/2-3/22) *COMMITMENT IN THE WORKPLACE (11/6/22)	104	*BOOKKEEPER (6/11/2018-2/21/23)	4.74	LET; CSC PROF	QUALIFIED
29	ADASII-DDN-058	BACHELOR OF SCIENCE IN ACCOUNTANCY	INTEGRATED TRAINING PROGRAM SEMINAR FOR MRP HUMAN RIGHTS ABD GAD (6/19-26/19)	40	*ADMIN AIDE III, LGU-DAVAO DEL NORTE 9/19/07-12/31/11 *ADMIN ASSISTANT I PNP 11/7/14-PRESENT	8.417	CSC PROF	QUALIFIED
30	ADASII-DDN-059	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	*NEXT GENERATION INVESTIGATION SEMINAR 7/26/21-7/30/21	40	*ADM AIDE I PNP 9/13/18-PRESENT *SPPORT STAFF LGU NEW COR, 1/1/16-7/9/18 * MIS 12/9/13-1/5/15 CCT SAVINGS AND CREDIT COOP. *ACCOUNT OFFICER 12/4/12-12/9/13 CCT SAVINGS AND CREDIT COOP.	9.24	CSC PROF	QUALIFIED
31	ADASII-DDN-061	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - FINANCIAL MANAGEMENT	*EFFECTIVE CUSTOMER SERVICE & SATISFACTION & ON WORKPLACE ETHICS & ACCOUNTABILITY (5/17/19) *FINANCIAL MGT OF COOPERATIVES (7/21-22/22) *GOVERNANCE & MGT OF COOPERATIVES (9/28-29/22) *FINANCIAL MGT OF COOPERATIVES (10/11/22) - 8 HOURS *RISK MGT FOR COOPERATIVES (10/12/22) - 4 HOURS *PERSONALITY DEVELOPMENT & CUSTOMER SERVICE (11/18-19/22) - 16 HOURS	68	*ACCOUNTING CLERK (7/2/14-8/31/16) *POSTING, BILLING AND PAYROLL COORDINATOR (10/1/17-3/30/21) *LOAN OFFICER (4/1/2021-PRESENT)	7.65	LET	QUALIFIED
32	ADASII-DDN-062	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	*TRAINING WORKSHOP (10/19-21/22) *WORKSHOP ON STRATEGIC PERFORMANCE MGT SYSTEMS (SPMS) (3/15-17/23) *WORKSHOP ON THE PREPARATION OF CY 2024 ANNUAL INVESTMENT PROGRAM (3/23-24/23)	64	*BARANGAY RECORD KEEPER LGU MONTEVISTA (10/01/10-11/30/13) *BARANGAY SECRETARY (12/01/13-05/30/14) *BOOKKEEPER (07/28/14-10/31/17) *BENEFITS IN-CHARGE (11/01/17-12/23/20) - 3.08 *BARANGAY RECORD KEEPER (5/1/21-7/5/22) - 1.166 *CLERK (7/6/22-PRESENT) - 0.75	11.82	CSC PROF	QUALIFIED
33	ADASII-DDN-063	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	*NCIII BOOKKEEPING	240	*OFFICE STAFF (1/10/16-PRESENT)	7.32	CSC PROF	QUALIFIED
34	ADASII-DDN-065	BACHELOR OF SCIENCE IN COMMERCE - MANAGEMENT ACCOUNTING	*GAD (10/9/21) *WORK ATTITUDE AND VALUES ENHANCEMENT SEMINAR (6/9/18) *OCCUPATIONAL SAFETY AND HEALTH SEMINAR FOR SAFETY OFFICER 1 (11/16/22)	28	*MADECO *ACCOUNT OFFICER (9/26/11-7/1/12) *CREDIT INVESTIGATOR (7/2/12-7/27/14) *CREDIT OFFICER (7/28/14-9/12/19) - 5.166 *COLLECTION OFFICER (9/13/19-7/19/22) - 2.833 *CREDIT INVESTIGATOR (7/20/22 - PRESENT) -0.75	18.39	CSC PROF	QUALIFIED
35	ADASII-DDN-066	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	*GOVERNANCE AND MANAGEMENT OF COOPERATIVES *FUNDAMENTAL OF COOPERATIVE *CREDIT MANAGEMENT TRAINING	36	*DAGOEMC- MARCH 17, 2017 TO PRESENT	6.16	LET	QUALIFIED



No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
36	ADASII-DDN-070	BACHELOR OF SCIENCE IN ACCOUNTANCY, MASTERS IN BUSINESS AD, 36 UNITS	* GLOBAL TRENDS IN FINANCIAL MGT AND TAXATION (11/16/19) * ESTATE TAX AMNESTY AND OTHER UPDATES (10/28/20) * TRAINING ON THE BASICS OF ENTREP (7/8/21) * GOVERNMENT SECTOR DAY (7/12/21) 2 HRS * PUBLIC PRACTICE SECTOR DAY : TAX UPDATES (7/13/21) 2 HRS * FAILURE IS THE BIGGEST TEACHER (7/14/21) 2 HRS * COMMERCE AND INDUSTRY DAY (7/14/21) 2 HRS * PICPA NMMC DAY FUTURE-FIT FILIPINO NGOS (7/16/21) 4 HRS * CREATE ACT AND VAT UPDATES (7/28/21) 4 HRS * BASICS OF ENTREP AND INTELLECTUAL PROPERTY (9/22/21) 8 HRS * PERSONALITY TRAITS & TECHNOLOGY ACCEPTANCE (10/18/21) 4 HRS * SUBCONCIOUS MIND & SUCCESS (10/19/21) 4 HRS * KEEPING UP WITH NEW NORMAL (11/3/21) 4 HRS * RESEARCH ETHICS PROTOCOL DURING PANDEMIC (1/28/22) 4 HRS * DATA PRIVACY AS APPLIED TO BUSINESS AND ACADEME (3/16/22) 4 HRS * BUSINESS CONTINUITY AND RESILIENCY PLANNING (5/20/22) 4 HRS * 6TH RAEL CUM TRAINING WORKSHOP (3/7-9/23) 24 HRS	90.5	* ACCOUNTING CLERK (7/3/17-6/16/19) * ADMINISTRATIVE AIDE VI (8/1/22-PRESENT)	2.66	CSC PROF	QUALIFIED
37	ADASII-DDN-071	BS IN COMPUTER SCIENCE	* CAPACITY BUILDING OF NON-TEACHING PERSONNEL ON WRITTEN AND ORAL COMMUNICATION SKILLS AND OTHER RELEVANT COMPETENCIES MAY 10-12, 2023, *APP DEVELOPMENT USING FLUTTER TRAINING OCTOBER 3-4, 2022- 8CAPACITY BUILDING JULY 20, 2022, NC II COMPUTER SERVICING,	291	* COMPUTER PROGRAMMER, 7/30/18-9/14/18, BRAINER SOFTWARE, *IT INSTRUCTOR, 6/1/19-6/30/21, * ADMINISTRATIVE AIDE VI, 10/19/21-PRESENT	4.66	PD 907	QUALIFIED

Prepared and certified correct by:

  
**RELYN B. GALLARDO**  
 Administrative Officer IV - HRMO  
 Date: \_\_\_\_\_

**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Assistant III**


**Salary Grade and Monthly Salary: SG-9 (21, 211.00)**

**Qualification Standards:**

**Education**            **Completion of two (2) years in College**  
**Training**            **4 hours of relevant training**  
**Experience**        **1 year relevant experience**  
**Eligibility**         **Career Service (Sub-Professional) First Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADASIII-DDN-002	BS IN ACCOUNTING TECHNOLOGY	NO RELEVANT TRAINING	0	*PAYROLL ANALYST, ULTICON BUILDERS, INC. 10/25/21-4/26/23 *DISBURSEMENT OFFICER DAVAO ASIAN DISTRIBUTORS, INC.11/6/19 - 10/9/21	3.916	CSC PROF	DISQUALIFIED

Prepared and certified correct by:

  
**RELYN B. GALLARDO**  
 Administrative Officer IV - HRMO  
 Date: \_\_\_\_\_

## INITIAL EVALUATION RESULT (IER)

**Position: Administrative Assistant II**  
**Salary Grade and Monthly Salary: SG-8 (19,744.00)**  
**Qualification Standards:**

<b>Education</b>	<u>Completion of two (2) years studies in college</u>
<b>Training</b>	<u>4 hours of relevant training</u>
<b>Experience</b>	<u>1 year of relevant experience</u>
<b>Eligibility</b>	<u>Career Service (Sub-Professional) First Level Eligibility</u>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADASII-DDN-002	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	NO ATTACHED MOVS FOR THE TRAINING	0	*ADMINISTRATIVE AIDEI, ADMINISTRATIVE AIDE III, DPWH- REGIONAL OFFICE XI, 7/2/18-12/3/22	4.91	LET	DISQUALIFIED
2	ADASII-DDN-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR HUMAN RESOURCE MANAGEMENT	NO TRAINING CERTIFICATED SUBMITTED THAT IS RELEVANT TO THE JOB	0	*ACCOUNTS PAYABLE CHECK CLERK, 11/24/13-9/28/20	7	LET	DISQUALIFIED
3	ADASII-DDN-005	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	NO TRAINING ARE WITHIN THE 5 YEAR RECKONING PERIOD	0	*SALES ACCEPTANCE AND QUALITY CONTROL MAY 2016-OCTOBER 2016 - 2020 *ADMIN ASSISTANT , PLANTERS DEVELOPMENT INC. MARCH-MAY 2015 *ACCOUNTING STAFF OCTOBER 2014-OCTOBER 2014, SMARTGARD SECURITY AGENCY	4.73	CSC PROF	DISQUALIFIED
4	ADASII-DDN-006	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	NO TRAINING	0	*IT STAFF 3/25/15-2/15/16 GAISANO GRAND ILUSTRE * ADMIN AIDE 2/28/16-2/22/19 DPWH 3YRS., *IT SPECIALIST 11/26/19-2/20/21 CHARISSE PUENTESPINA DESIGN AND ARCHITECTURE *3/2/21-12/31/22 *TECH SUPPORT 7/3/22-PRESENT	7.83	CSC PROF	DISQUALIFIED


No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	ADASII-DDN-007	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	NO LATEST RELEVANT TRAINING, SUBMITTED TRAINING WERE NOT WITHIN THE 5 RECKONING PERION FROM THE DATE OF SUBMISSION	0	*AUDIT STAFF, RHEAN MRKTG. 6/24/13 1/12/17, 3.5 YRS * ACCOUNTING STAFF 4/28/17-9/24/18 POWER UP * ACCOUNT ASSOCIATE 3/19-3/29/19 *BILLING CLERK 6/6/19-PRESENT	8.9	CSC PROF	DISQUALIFIED
6	ADASII-DDN-008	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	TRAININGS ATTENDED NOT RELEVANT TO THE JOB	0	*ADMINISTRATIVE STAFF ,JK MERCADO & SONS AGRICULTURAL ENTERPRISES, 12018-PRESENT	5	LET	DISQUALIFIED
7	ADASII-DDN-011	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH	DRUG-FREE WORKPLACE ASSESSMENT TEAM TRAINING WORKSHOP 9/24-25/29	16	NO ATTACHED MOVS FOR EXPERIENCE	0	CSC PROF; LET	DISQUALIFIED
8	ADASII-DDN-014	BACHELOR OF SCIENCE IN ACCOUNTANCY	NO TRAINING	0	*ACCOUNTING CLERK MILLENNIUM CARS MINDANAO, INC, 5/16/20-PRESENT	3	CSC PROF	DISQUALIFIED
9	ADASII-DDN-016	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MARKETING MANAGEMENT	NO MOVS FOR TARINING	0	NO MOVS FOR EXPERIENCE	0	CSC PROF	DISQUALIFIED
10	ADASII-DDN-021	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - SOCIAL STUDIES	* BUILDING BASIC TOGETHER FOR PEACCE AND PROSPERITY 11/10/22	8	CASHIER 11/5/19-1/30/20 NCCC MAIN DEPARTMENT STORE *RELEVANT EXPERIENCE IS LESS THAN 1 YEAR	0.16	LET	DISQUALIFIED
11	ADASII-DDN-023	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	NO ATTACHED MOVS FOR THE TRAINING	0	*ADMINISTRATIVE ASSISTANT, FAR EAST BEAUTY PRODUCTS MKTG. 2018-2019	1	LET	DISQUALIFIED
12	ADASII-DDN-026	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MARKETING MANAGEMENT	*TEACHER CERTIFICATION PROGRAM JANAURY 4,2021-MAY 25, 2021, NOT A RELEVANT EXPERIENCE TO THE POSITION APPLYING FOR THEREFORE NOT CREDITED	0	* PROJECT COORDINATOR, ADMINISTRATIVE OFFICE, 9/1/19,-10/30/20; *ADMINISTRATIVE STAFF, 8/1/18-5/1/19,	1.75	LET	DISQUALIFIED
13	ADASII-DDN-027	BACHELOR OR SCIENCE IN ELEMENTARY EDUCATION	BASIC TRAINING HOUSEKEEPING NOT CREDITED, NOT RELEVANT TO THE JOB	0	NO RELEVANT EXPERIENCE	0	LET	DISQUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
14	ADASII-DDN-028	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION FINANCIAL MANAGEMENT	MANDATORY BASIC OSH TRAINING FOR SAFETY OFFICER I (2/15/22) *DID NOT MEET MINIMUM QS FOR TRAINING	2	*OPERATIONS ASSISTANT (01/10/13-03-31/2021) *OPERATIONS MANAGER (04/01/21 - PRESENT)	9.66	LET	DISQUALIFIED
15	ADASII-DDN-029	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - FILIPINO	NO MOVS FOR TRAINING	0	ACCOUNTING STAFF / GENERAL CLERK 2010-2019 JHG TRADING, IC/ JS GAISANO INC.	9	LET	DISQUALIFIED
16	ADASII-DDN-030	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH	NO MOVS FOR TRAINING	0	NO MOVS FOR EXPERIENCE	0	LET	DISQUALIFIED
17	ADASII-DDN-031	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - FILIPINO	NO MOVS FOR TRAINING	0	NO MOVS FOR EXPERIENCE	0	LET	DISQUALIFIED
18	ADASII-DDN-032	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MARKETING MANAGEMENT	PRE-EMPLOYMENT SEMINAR NOT CREDITED, NOT RELEVANT TO THE JOB	0	*ACCOUNTING STAFF 10/24/22 - PRESENT GV APPLIANCE *ADVISOR1, CUSTOMER SERVICE 8/16/21-7/1/22 CONCENTRIX *LOANS PROCESSOR 6/17/19-1/30/21	2.91	CSC PROF	DISQUALIFIED
19	ADASII-DDN-033	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	*TALAINGOD DISTRICT MEET FEB. 12, 2023 * MIDYEAR PERFORMANCE REVIEW FEB 9, 2023 *SMEA MAY 5, 2022 NOT CREDITED; NOT RELEVANT TO THE JOB	0	*MUNICIPAL PAID TEACHER 7/1/21- PRESENT 1.916 NOT CREDITED, NOT RELEVANT	0	LET	DISQUALIFIED
20	ADASII-DDN-037	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	NO TRAININGS	0	NO EXPERIENCE	0	CSC PROF	DISQUALIFIED
21	ADASII-DDN-039	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - SOCIAL SCIENCE	NO TRAININGS	0	NO EXPERIENCE	0	CSC PROF	DISQUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
22	ADASII-DDN-040	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - TLE, 27 UNITS	WEBINAR SESSION ON ADOBE PHOTOSHOP ESSENTIALS 6/22-23/2020 ; NOT RELEVANT TO THE JOB	0	ACADEMY OF TAGUM CITY 6/6/16/ - 5/4/17, *JHS AND SHS TEACHER 6//6/18-3/30/20, LICEO DE DAVAO *JHS TEACHER 9/11/20-7/12/20 TAGUM NATIONAL TRADE SCHOOL, *JHS TEACHER 5/14/21-6/6/21 TAGUM CITY COMPREHENSIVE HIGH SCHOOL , * ELEMENTARY AND JHS TEACHER 4/8/22-6/30/23 LICEO DE DAVAO EXP NOT RELEVANT TO THE JOB	0	LET	DISQUALIFIED
23	ADASII-DDN-041	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH	ORIENTATION ON ADMINISTRATIVE CASES, ETHICS, & NORMS IN PUBLIC SERVICE (RA 6713) AND OTHER ADMINISTRATIVE MATTERS FOR NEWLY HIRED EMPLOYEES MARCH 26, 2021	4	* JOB ORDER, JANUARY 4, 2021, LEARNING SUPPORT AIDE JANUARY 4, 2021-APRIL 8, 2021 .33 YR = THE LESS THAN ONE YEAR EXPERIENCE IS NOT RELEVANT TO THE JOB	0	LET	DISQUALIFIED
24	ADASII-DDN-047	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION FINANCIAL MANAGEMENT	NO RELEVANT TRAINING	0	FIELD AUDIT STAFF, RHEAN MARKETING INC, 11/3/20-PRESENT	2.5	LET	DISQUALIFIED
25	ADASII-DDN-050	BACHELOR OF SCIENCE IN TOURISM MANAGEMENT	NO ATTACHED MOVES	0	* CAHIER/WAITRESS 12/5/17-3/25/19, BURGERSGI RESTAURANT UAE...NO MOVES	0	CSC PROF	DISQUALIFIED
26	ADASII-DDN-051	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH	TRAINING NOT RELEVANT TO THE JOB	0	*SHS TEACHER 6/2017- PRESENT	4.91	LET	DISQUALIFIED
27	ADASII-DDN-054	BACHELOR OF SCIENCE IN SECONDARY EDUCATION - ENGLISH	*BOOKKEEPING NC III	260	NO RELEVANT EXPERIENCE	0	LET	DISQUALIFIED
28	ADASII-DDN-055	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	* ANIMAL PRODUCTION ( POULTRY) 320 HOURS 6/1/2018-9/22/2018 NOT CREDITED, NOT RELEVANT TO THE JOB	0	* COMMUNITY ALS IMPLEMENTER ALS 8/25/21-PRESENT	1.66	LET	DISQUALIFIED
29	ADASII-DDN-056	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	TRAINING NOT RELEVANT TO THE JOB	0	, PERFECT MILLING CORP. INC. * DISPATCH 10/26/20-PRESENT, FIBERHOME PHILS, INC.	4.5	CSC PROF	DISQUALIFIED
30	ADASII-DDN-060	BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION	BOOKKEEPING NCII	292	DID NOT MEET MINIMUM QS FOR EXPERIENCE	0	LET	DISQUALIFIED
31	ADASII-DDN-064	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION FINANCIAL MANAGEMENT	NO ATTACHED MOVES	0	*CANTEEN IN-CHARGE- AUGUST 2019 TO PRESENT.	3.75	CSC PROF	DISQUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
32	ADASII-DDN-067	BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION	NO RELEVANT TRAINING	0	6/30/19) *SENIOR VAN SALESMAN (9/19/19-1/21/21) *MAJOR ACCOUNTS SPECIALISTS	2.41	CSC PROF	DISQUALIFIED
33	ADASII-DDN-068	BACHELOR OF SCIENCE IN ENTREPRENEURSHIP	DID NOT MINIMUM REACH QS FOR TRAINING	0	NO MOVES; DID NOT REACH MINIMUM QS	0	PD 907	DISQUALIFIED
34	ADASII-DDN-069	BACHELOR OF SCIENCE IN COMMERCE - MANAGEMENT ACCOUNTING	*FINDING SIGNIFICANCE IN THE WORKPLACE - DID NOT REACH THE MINIMUM QS FOR TRAINING	0	*TRAINEE NEWLOAN TELLER (JUNE 2006-SEPT 2005) RD PAWNSHOP *ACCOUNTING CLERK (OCT 1, 2006-12/31/07) RD PAWNSHOP *VAULT CUSTODIAN/CASH TELLER (01/2008-11/31/2008) RD PAWNSHOP *APPRAISER (12/2008-02/2009) RD PAWNSHOP *BRANCH MANAGER/ APPRAISER (2/14/09-01/13/10) RD PAWNSHOP *BRANCH MANAGER/ APPRAISER (01/14/10-09/15/10) *APPRAISER/ ACCOUNTING CLERK (09/2010-NOV 2012) - RD PAWNSHOP *ACCOUNTANT (12/01/2011-12/31/2015) RD PAWNSHOP *AREA ACCOUNTANT (07/25/2016 - PRESENT) RD PAWNSHOP	16.98	CSC PROF	DISQUALIFIED

Prepared and certified correct by:

  
**RELYN B. GALLARDO**  
 Administrative Officer IV - HRMO  
 Date: \_\_\_\_\_