

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER IV

Salary Grade and Monthly Salary: SG 15 36,619.00

Qualification Standards:

Education BACHELOR'S DEGREE RELEVANT TO THE JOB

Training 4 HOURS OF RELEVANT TRAINING

Experience 1 YEAR OF RELEVANT EXPERIENCE

Eligibility CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AO4-2023-002	MASTER OF ARTS- EDUCATION MANAGEMENT (36UNITS)	DIVISION SEMINAR WORKSHOP ON PREPARAYION OF FY 2024 BUDGET PROPOSALS FOR ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOL NON IMPLEMENTING UNITS, FEBRUARY 27, 2023, 8HRS ; CAPABILITY BUILDING FOR ADMINISTRATIVE OFFICERS II, NOVEMBER 28, 2022, 8HRS ; YEAR END HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE OFFICERS ASSEMBLY, NOVEMBER 4, 2021, 8HRS ;	4+ HRS	ADMINISTRATIVE OFFICER II, SANTO TOMAS ELEMENTARY SCHOOL DIV OF LAGUNA ,JANUARY 4, 2021 TO PRESENT; ADMINISTRATIVE OFFICER II, APRIL 11, 2018 TO MAY 31, 2019 SDO TAGUIG & PATEROS ; JUNE 14, 2004 TO APRIL 10, 2018, PATEROS NATIONAL HIGH SCHOOL, DISBURSING OFFICER II	19+ years	CSP	QUALIFIED
2	AO4-2023-003	BACHELOR OF SCIENCE IN ACCOUNTANCY	#MakabagongMSME: Empowering the MSME through Credit Information Corporation Credit Report, 7/14/2023, 2hrs BALANCED SCORECARD-FINANCIAL PERSPECTIVE AND FINANCIAL MARKETS 3/12/2023, 8hrs QUALITY MANAGEMENT TRAINING SERIES TRACK I: OFFICE 5S, 2/27/2023, 4 hrs, EMBRACING THE POST-PANDEMIC WORKPLACE CULTURE WITH LOVE AND CARE FOR THE COUNTRY 2/14/2023, 2hrs QUICKBOOKS BOOKKEEPING ONLINE TRAINING 11/28/2022, 15HRS, AUSTRALIAN BOOKKEEPING WITH XERO 11/21/2022, 15 HRS CONSULTATIVE MEETING ON THE IMPLEMENTATION OF DAO 19-09, SERIES OF 2019, 7/12/2019, 4, INVESTMENT BRIEFING/ COUNSELING SEMINAR FOR THE CITY GOVERNMENT OF MUNTINLUPA6/28/2019, HRS DIGITAL MARKETING AND VISUAL MERCHANDISING, 6/10/2019	4+ HRS	Administrative Officer I - Pamantasan ng Lungsod ng Muntinlupa, Date: JANUARY 20, 2021 - PRESENT; Administrative Assistant I - Joint Resources Financing Program, Date: FEBRUARY 18, 2019 - JANUARY 20, 2021	4+ years	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	AO4-2023-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN BANKING AND FINANCE PROFESSIONAL EDUCATION AND TEACHING PROFICIENCY (33 UNITS COMPLETED)	<p>TRAINING ON THE IMPLEMENTATION OF THE WEB-BASED MONITORING SYSTEM OF SCHOOL MOOE FUNDS, APRIL 12, 2022, 8 HRS;</p> <p>CAPACITY BUILDING FOR NEWLY APPOINTED ADMINISTRATIVE OFFICER II, SDO AND SCHOOL LEVEL ON EQUIVALENT RECORD FORMS (ERF's) EVALUATION/RECLASSIFICATION OF POSITION AND ASSET MANAGEMENT, MARCH 24, 2022, 6 hrs;</p> <p>2-DAY WEBINAR ON PROMOTING VALUE FORMATION AND FAMILY ENHANCEMENT IN SUSTAINING A LIFE FREE FROM SUBSTANCE USE, NOVEMBER 9-10, 2021, 16 hrs;</p> <p>SERIES OF WEBINAR-WORKSHOP ON GENDER MAINSTREAMING AND AUDIT FOR SDO MUNTINLUPA TEACHING AND NON-TEACHING PERSONNEL, Date: SEPTEMBER 6-10, 2021, 40 hrs;</p> <p>PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) ORIENTATION-WORKSHOP TO REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES PHASE 2-BASIC INPUTS, Date: JUNE 24-26, 2019, 24 hrs;</p>	4+ HRS	<p>ADMINISTRATIVE OFFICER II, Date: MARCH 9, 2021 - PRESENT;</p> <p>ADMINISTRATIVE ASSISTANT III, Date: MARCH 14, 2018 - MARCH 8, 2021;</p> <p>ACCOUNTANT (FGP HEAD OFFICE) Date: APRIL 14, 2012 - JUNE 31, 2013;</p> <p>INTERNAL AUDITOR (SIX BRANCHES), Date: FEBRUARY 1, 2012 - APRIL 13, 2012;</p> <p>BRANCH MANAGER (RAINBOW BRANCH-BOBON N. SAMAR), Date: JULY 1, 2010 - JANUARY 31, 2012;</p> <p>BRANCH MANAGER (HINA BRANCH-CATARMAN N. SAMAR), NOVEMBER 4, 2008 - JUNE 30, 2010;</p> <p>LOAN COLLECTION OFFICER (CATARMAN BRANCH), Date: APRIL 14, 2006 - NOVEMBER 3, 2008</p>	16+ years	LET	QUALIFIED
4	AO4-2023-005	BACHELOR OF SCIENCE IN ACCOUNTANCY MASTER IN BUSINESS ADMINISTRATION (37 UNITS)	<p>PICPA SMMC 4TH GENERAL MEMBERSHIP MEETING TAXATION AS SOCIAL RESPONSIBILITY, JUNE 25, 2022, 2 Hours;</p> <p>ACCOUNTANCY WEEK CELEBRATION 2022 (AWC) - SPOTLIGHT GOVERNMENT (TRANSFORMATIVE POLICIES TOWARD PAPERLESS TRANSACTION IN GOVERNMENT: COA INITIATIVES, JULY 21, 2022, 4 HOURS;</p> <p>BUSINESS REGISTRATION, INVOICING AND RECEIPTING, TAX COMPLIANCE, LATEST TAX UPDATES AND ONLINE BANKING FOR CPAS, Date: AUGUST 30, 2023, 4 HOURS;</p> <p>SUPERVISORY DEVELOPMENT TRAINING WITH THE THEME FUTURE PROOFING PLMUN EDUCATION AND LEARNING, Date: OCTOBER 15, 2023, 16 HOURS;</p> <p>TALAKAYAN 2022 THEME: TAPAT NA SERBISYO, ALAY KO DAHIL BAYANI AKO, Date: OCTOBER 11, 2022, 8 HOURS;</p> <p>QUALITY MANAGEMENT TRAINING SERIES TRACK 1 OFFICE 5S, FEBRUARY 27, 2023, 4 HOURS;</p> <p>Women's Stress Management Seminar, March 14, 2023, 4 hours</p>	4+ HRS	<p>Position: ADMIN OFFICER 1, Date: June 13, 2017-December 15, 2021; Position: Local Treasury Operations Officer II, Date: December 16, 2021-PRESENT</p>	3 years	CSP	QUALIFIED

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			Title	Hours	Details	Years		
5	AO4-2023-006	Bachelor of Arts in International Studies Major in Tourism	TRAINING WORKSHOP ON THE IMPROVED PROCESS AND SERVICES OF PERSONNEL UNIT FOR SCHOOL ADMINISTRATIVE OFFICERS AND SCHOOL HR-IN-CHARGE, DECEMBER 20, 2022, 8 HRS DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS, DATE: NOVEMBER 23-25, 2022, 24 HRS BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2023 PROJECT PROFILES, PPMP, APP AND APP-CSE, DATE: NOVEMBER 21-23, 2022, 24 HRS GENDER AND DEVELOPMENT SEMINAR FOR TEACHERS AND NON-TEACHING PERSONNEL, NOVEMBER 5, 2022, 8 HRS.	4+ HRS	ADMINISTRATIVE OFFICER II - TUNASAN ELEMENTARY SCHOOL, DATE: MARCH 9, 2021 - PRESENT; ADMINISTRATIVE ASSISTANT III - SDO MUNTINLUPA, DATE: MARCH 27, 2019 - MARCH 8, 2021; ADMINISTRATIVE ASSISTANT II - SDO MUNTINLUPA, DATE: AUGUST 15, 2016 - MARCH 26, 2019; ADMINISTRATIVE AIDE VI - SDO MUNTINLUPA, DATE: JUNE 29, 2015 - AUGUST 14, 2016	8+ years	CSP	QUALIFIED
6	AO4-2023-007	BACHELOR IN ELEMENTARY EDUCATION	No relevant training	-	GOVERNMENT INTERN-DEPARTMENT OF LABOR AND EMPLOYMENT-NOVEMBER 13,2019 TO DECEMBER 21,2019, CENSUS FIELD ENUMERATOR-SEPTEMBER 01,2020 TO OCTOBER 05,2020, REGISTRATION OFFICER II- OCTOBER 12,2020-DECEMBER 30,2020, REGISTRATION KIT OPERATOR-FEBRUARY 23,2021- MARCH 31,2021	3+ years	CSP LET POE	DISQUALIFIED No Relevant Training

*****NOTHING FOLLOWS*****

Prepared and certified correct by:


ANGELA M. FRANCISCO
 Administrative Officer IV (HRMO II)
 Date: August 01, 2023



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