

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II

Salary Grade and Monthly Salary: **SG 11 27,000.00**

Qualification Standards:

Education BACHELOR'S DEGREE RELEVANT TO THE JOB
Training NONE REQUIRED
Experience NONE REQUIRED
Eligibility CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AO2-2023-001	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION	MASTER CLASS ON MICROSOFT EXCEL, Date: OCTOBER 24 TO 26,2022, Number of Hours: 24 hours; ACCOUNTANTS FOR NON-ACCOUNTANTS, Date: January 21-22,2022, Number of Hours: 16 hours; DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS, Date: November 23-25,2022, Number of Hours: 16 hours	4+ HOURS	RISK MANAGEMENT AND CONTROL SPECIALIST-BOARDWALK BUSINESS VENTURES INC. AUGUST 28,2010- MAY 20,2021; ADMINISTRATIVE AIDE VI, MAY 24,2021-JUNE 8,2022; ADMINISTRATIVE ASSISTANT III, JUNE 9,2022-PRESENT	12+ YEARS	LET	QUALIFIED
2	AO2-2023-002	BACHELOR IN COOPERATIVES - COOPERATIVE BUSINESS MANAGEMENT	Conduct of orientation on OSDS Processes and DepEd Orders No. 30 & 31, s. 2019 and No. 49, s. 2022, Date: November 22 - 23, 2022, 16Hrs: Bookkeeping NCIII Date: 8/15/2022 to 11/22/2022,292hrs.	4+ HOURS	ADMINISTRATIVE ASSISTANT II - CUYAB INTEGRATED NHS, Date: March 23, 2022 - Present	1+ YEAR	LET	QUALIFIED
3	AO2-2023-004	Bachelor of Science in Commerce -Major in Management	N/A	-	Branch Accountant-A-1 Financial Services, Inc., Date: November 1, 2005-June 30, 2023; Cashier- A-1 Financial Services, Inc., Date: September 15,2003-October 1, 2005; Branch Accountant/Appraiser, Date: December 1, 2001-September 15, 2003	20+ YEARS	CSP	QUALIFIED
4	AO2-2023-006	BACHELOR OF ART AND SCIENCE IN POLITICAL SCIENCE CERTIFICATE IN TEACHING PROGRAM (18 UNITS EARNED)	2023 Mid-Year In-Service Training for Teachers with the theme, "A Learner Performance-Focused Learning and Development for Proficient and Highly Proficient Teachers" DATE: FEB 06 - 10, 2023,24 HRS; BUDGET FORMULATION WORKSHOP FOR SCHOOL: CRAFTING OF CY 2023 PROJECT PROFILES, PPMP, APP AND APP-CSE DATE: NOVEMBER 21 - 23, 2023, 4HRS; NATIONAL CERTIFICATE II IN COMPUTER SYSTEMS SERVICING	4+ HOURS	ADMINISTRATIVE ASSISTANT II - MUNTINLUPA BUSINESS HIGH SCHOOL SUCAT ANNEX DATE: JUNE 11, 2018 -PRESENT	5+ YEARS	LET	QUALIFIED

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5	AO2-2023-007	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	Computer System Servicing NC II 280 Hours Drop Everything and Learn Together (DEALT) Program: Simple Practical hacks for Office Effectiveness November 23-25, 2022 24 Hours International Leadership Training in the Digital Workplace November 11 - 13, 2022 24 Hours Webinar on Promoting Value Formation and Family Enhancement in Sustaining a Life Free from Substance Use November 9-10, 2022 16 Hours	4+ HOURS	Administrative Assistant III Schools Division Office - Muntinlupa City (Human Resources and Management Office) September 08, 2021 - Present Administrative Aide VI Schools Division Office - Muntinlupa City (ICT Unit) September 24, 2019 - September 07, 2021 Administrative Aide VI (Assistant Administrative Officer) City Government of Muntinlupa (Motorpool) July 01, 2016 - September 23, 2019	12+ YEARS	CSP CSSP	QUALIFIED
			Series of Webinar-Workshop on Gender Mainstreaming and Audit for SDO Muntinlupa Teaching and Non-Teaching Personnel September 6-10, 2022 16 Hours Basic Life Support and First Aid Training September 02, 2022 8 Hours		Administrative Aide IV (Assistant Administrative Officer) City Government of Muntinlupa (Motorpool) August 13, 2013 - June 30, 2016 Production Operator / Reliever EDZ MANUFACTURING INC - YAZAKI February 23, 2011 - April 16, 2011 Production Operator / Apprentice EDZ MANUFACTURING INC - YAZAKI August 23, 2010 - February 22, 2011			
6	AO2-2023-008	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN OPERATIONS MANAGEMENT	DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRCATICAL HACKS FOR OFFICE EFFECTIVENESS, Date: November 23-25, 2022, 24 Hours; PROJECT RESILIENCE IN EDUCATION (RED): LEVEL 2, COMPREHENSIVE STANDARD BASIC FIRST AID (BATCH 3), Date: September 1, 2022, 8 Hours	4+ HOURS	ADMINISTRATIVE AIDE I I-Itaas Elementary School-Annex, SEPTEMBER 4, 2014 - DECEMBER 31, 2014; ADMINISTRATIVE AIDE III - ITAAS ELEMENTARY SCHOOL-ANNEX, JANUARY 1, 2015 - NOVEMBER 15, 2016; ADMINISTRATIVE AIDE VI (DATA CONTROLLER I) - POBLACION ELEMENTARY SCHOOL, NOVEMBER 16, 2016 - DECEMBER 31, 2016;	9+ YEARS	CSP CSSP	QUALIFIED
					PUBLIC SERVICE FOREMAN - POBLACION ELEMENTARY SCHOOL, JANUARY 1, 2017 - FEBRUARY 1, 2022; ADMINISTRATIVE ASSISTANT II - SCHOOLS DIVISION OFFICE, FEBRUARY 2, 2022 - NOVEMBER 13, 2022; ADMINISTRATIVE ASSISTANT III - LAKEVIEW INTEGRATED SCHOOL, NOVEMBER 14, 2022 - PRESENT			
7	AO2-2023-009	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	FACILITIES MANAGEMENT TRAINING, October 20, 2020, 3 Hours; EFFECTIVE OFFICE ADMINISTRATION, Date: August 25, 2020, 3 Hours; BASIC COMPUTER TRAINING, Date: August 25, 2020, 3 Hours; HUMAN RESOURCE MANAGEMENT TRAINING, Date: July 3, 2020, 3 Hours	4+ HOURS	ADMINISTRATIVE AIDE IV - MUNTINLUPA NATIONAL HIGH SCHOOL, Date: July 1, 1981 - PRESENT	42+ YEARS	CSP	DISQUALIFIED DID NOT SUBMIT DOCUMENTARY REQUIREMENT LETTER E. (SCHOLASTIC/ACADEMIC RECORD)

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8	A02-2023-010	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	<p>ULTIMATE MICROSOFT OFFICE;EXCEL,WORD,POWERPOINT & ACCESS, Date: JUNE 3-JULY 9, 2023, 70.5;</p> <p>A COMPLETE FINANCIAL BOOK-KEEPING AND ACCOUNTANCY COURSE, Date: JULY 2-18, 2023, 29;</p> <p>STRATEGIC HUMAN RESOURCE MANAGEMENT TRAINING WORKSHOP FOR SDO AND SCHOOL PERSONNEL, Date: JUNE 15-16, 2023, 16;</p> <p>DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS, Date: NOVEMBER 23-25, 2022, 24;</p> <p>GENDER AND SENSITIVITY TRAINING, Date: OCTOBER 24-27, 2021, 7;</p> <p>SEMINAR ON OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS, Date: MARCH 30-APRIL 7, 2022, 24;</p>	4+ HOURS	<p>ADMINISTRATIVE ASSISTANT III- SDO, Date: NOVEMBER 2, 2022-PRESENT;</p> <p>ADMIN AIDE VI-DPWH, MARCH 23-NOVEMBER 1, 2022 (PERMANENT);</p> <p>ADMIN ASST III- DPWH, JANUARY 1, 2022- MARCH 22, 2022(JOB ORDER);</p> <p>ADMIN ASST II-DPWH, OCTOBER 1, 2021- DECEMBER 31, 2021(JOB ORDER);</p> <p>ADMIN ASST I-DPWH, MAY 17, 2021-SEPTEMBER 31, 2021(JOB ORDER);</p> <p>QUALITY ASSURANCE MANAGER - SUGOKU FOODS CORP., Date: JULY 10, 2017- DECEMBER 9, 2020;</p> <p>QA SUPERVISOR/DOCUMENTATION SUPERVISOR-TECHNOFREEZE INC. , DATE: AUGUST 2, 2010- JULY 6, 2017;</p> <p>PRODUCTION SUPERVISOR-CENTURY PACIFIC FOOD INC., Date: JULY 4, 2009- AUGUST 1, 2010;</p>	20+ YEARS	CSP	QUALIFIED
			<p>UPSKILLING FOR SELECT REGIONAL OFFICE PERSONNEL ON MICROSOFT 365 FUNDAMENTALS AND BEYOND, JULY 7, 2023, 4 HOURS;</p> <p>EMPLOYEE WELLNESS PROGRAM: UNDERSTANDING REPRODUCTIVE HEALTH CONCERN, OCTOBER 17, 2022, 2 HOURS;</p> <p>IN-SERVICE TRAINING, AUGUST 15-19, 2022, 8 HOURS; RESEARCH STRATEGIC PLANNING 2022, JUNE 27-29, 2022, 24 HOURS;</p> <p>WELNESS WEDNESDAY: MINDFULNESS WORKSHOP, NOVEMBER 10, 2021, 1 HOUR;</p> <p>GENDER FAIR LANGUAGE IN EDUCATION, OCTOBER 8, 2021, 5 HOURS; BUWAN NG WIKANG PAMBANSA 2021, OCTOBER 6, 2021, 4 HOURS;</p>					

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9	A02-2023-012	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN MANAGEMENT, BACHELOR OF SECONDARY EDUCATION - MAJOR IN SOCIAL SCIENCE (20 UNITS EARNED)	<p>CELEBRATING LIFE, HOPE CAN HAPPEN: CONVERSATIONS ON SUICIDE PREVENTION, SEPTEMBER 29, 2021, 2.5 HOURS; CREATING HOPE THROUGH ACTION: A WEBINAR ON SUICIDE PREVENTION AND MENTAL HEALTH AWARENESS, SEPTEMBER 25, 2021, 2 HOURS; 2021 PSHS-MRC IN-SERVICE TRAINING, AUGUST 19-25, 2021, 33 HOURS; KNOW YOUR VACCINES SEMINAR, JUNE 21, 2021, 2 HOURS; MENTAL HEALTH FOR ALL: GREATER INVESTMENT - GREATER ACCESS, DECEMBER 4, 2020, 4 HOURS; GENDER AND DEVELOPMENT LEGAL MANDATES PART 2: LAWS ON GENDER-BASED VIOLENCE, NOVEMBER 10, 2020, 4 HOURS; GENDER AND DEVELOPMENT LEGAL MANDATES PART 1: MAGNA CARTA OF WOMEN AND RELATED LAWS, NOVEMBER 9, 2020, 4 HOURS;</p> <p>GENDER-FAIR LANGUAGE, NOVEMBER 5, 2020, 4 HOURS; GENDER-FAIR COMMUNICATION, NOVEMBER 4, 2020, 4 HOURS; GENDER SENSITIVITY ORIENTATION, OCTOBER 28-29, 2020, 8 HOURS; KAMUSTA KA? WELLNESS TRAINING/WORKSHOP, SEPTEMBER 18, 2020, 8 HOURS; SKILLS ENHANCEMENT SEMINAR FOR PSHS CAMPUSES AND OED SECRETARIAT, SEPTEMBER 23-25, 2019, 24 HOURS; REVISED IRR OF RA 9184, JUNE 27-28, 2019, 7 HOURS; INNOPRENYOUTH CAN CARAVAN, MARCH 21-22, 2019, 16 HOURS; 2018-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN, DECEMBER 1, 2018, 8 HOURS; PRESENTATION SKILLS, OCTOBER 29-30, 2018, 16 HOURS;</p>	4+ HOURS	<p>ADMINISTRATIVE ASSISTANT I - DEPARTMENT OF EDUCATION MIMAROPA REGION, DECEMBER 28, 2022 - PRESENT; CURRICULUM AND INSTRUCTION DIVISION CLERK - PHILIPPINE SCIENCE HIGH SCHOOL MIMAROPA REGION CAMPUS, JANUARY 16, 2017 - DECEMBER 9, 2022; CLERICAL STAFF - CARE BEST INTERNATIONAL, INC. (ASSIGNED TO BUREAU OF INTERNAL REVENUE RDO 035); IMPEX (IMPORT/EXPORT) ANALYST - EXPERCS, INC. (ASSIGNED TO NESTLE PHILIPPINES, INC. - MAIN ADMINISTRATIVE OFFICE), JANUARY 23, 2015 - MARCH 22, 2016; TRANSPORT ANALYST - EXPERCS, INC. (ASSIGNED TO NESTLE PHILIPPINES, INC. - MAIN ADMINISTRATIVE OFFICE), OCTOBER 21, 2014 - JANUARY 22, 2015</p>	9+ YEARS	CSP LET	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: August 01, 2023



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