

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT III

Salary Grade and Monthly Salary: SG 9 21,211.00

Qualification Standards:

- Education** COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
- Training** 4 HOURS OF RELEVANT TRAINING
- Experience** 1 YEAR OF RELEVANT EXPERIENCE
- Eligibility** RELEVANT MC 11 S.1996 CAREER SERVICE (SUB-PROFESSIONAL) / FIRST LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3-2023-002	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	TEACHING AND LEARNING WITH MODERN ICTs, MAY 02, 2023 – JUNE 02, 2023, 16 HOURS; GENDER SENSITIVITY TRAINING, FEBRUARY 13, 2023 – MARCH 10, 2023, 16 HOURS; TEACH ON: KEEPING THE PASSION ALIVE (MASSIVE OPEN ONLINE COURSE), Date: APRIL 02, 2020 – JUNE 05, 2023, 40 HOURS; ENGLISH FOR MEDIA LITERACY (MASSIVE OPEN ONLINE COURSE), Date: MARCH 30, 2020 – APRIL 05, 2020, 16 HOURS; TESOL METHODOLOGY (MASSIVE OPEN ONLINE COURSE), Date: JANUARY 01, 2023 – FEBRUARY 26, 2020, 40 HOURS; DATA PRIVACY AWARENESS, Date: SEPTEMBER 01, 2018, 8 HOURS;	4+ HOURS	ADMINISTRATIVE ASSISTANT II – SDO ACCOUNTING UNIT, FEBRUARY 20, 2023 - PRESENT; JOB ORDER (PROJECT WORKER) – NATIONAL BUREAU OF INVESTIGATION (NBI), Date: JULY 01, 2020 – FEBRUARY 17, 2023; PRIVATE TEACHER – LOMBOSCO ACADEMY FOUNDATION, INC., JUNE 04, 2018 – MARCH 31, 2020	5+ YEARS	LET	QUALIFIED
2	ADAS3-2023-003	Graduate of Bachelor of Science in Psychology	Professionalism in the Workplace, September 2, 2022, 4 hours VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) 10/26/2019 8 HRS	4+ HOURS	Administrative Assistant II	10 YRS	CSSP CSP	DISQUALIFIED INSUFFICIENT 1 YEAR RELEVANT EXPERIENCE DOCUMENTARY REQUIREMENTS LETTER G. CONTRACT (6 MONTHS ONLY)
3	ADAS3-2023-004	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	PROJECT RESILIENCE IN EDUCATION (RED) LEVE 2, 2-DAY COMPREHENSIVE STANDARD BASIC FIRST AID, SEPT 02, 2022, 4 HOUR AND 30 MINUTES; BASIC LIFE SUPPORT AND FIRST AID TRAINING, Date: SEPT 1, 2022, 4 hrs; LOGISTICS AND SUPPLY MANAGEMENT Date: June 8, 2018, 15 Hrs.	4+ HOURS	ADAS II - CITY GOVT. OF MUNTINLUPA (SDO MUNTINLUPA), AUGUST 3, 20218 - PRESENT; SALES SUPPORT EXECUTIVE - SWIFT WORLDWIDE LOGISTICS, QATAR: JULY 2, 2018 - JULY 30, 2020; SALES COORDINATOR - MIDEX QATAR SKYCOM WLL, DECEMBER 4, 2012 - JULY 2, 2018; SECRETARY / ADMINISTRATION STAFF - ARIYAS TRADING & CONT. COMPANY, OCTOBER 10, 2010 - OCT. 31, 2011; RESEARCH AND DEVELOPMENT OFFICER - MOONBAKE, INC., SEPT 11, 2006 - SEPT 30, 2020; PRODUCTION SUPERVISOR - DELICATEESE FOOD CORP., MAY 9, 2006 - SEPT. 4, 2006; MACHINE OPERATOR - AMKOR TECHNOLOGY PHIL. INC., : OCT. 12, 2005 - MAR 12, 2006; TEAM LEADER - NATASHA FOOD CORPORATION, Date AUG. 19, 2003 - FEB 04, 2004	18 + YEARS	CSSP	QUALIFIED
4	ADAS3-2023-005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	PARTICIPATING IN WORKPLACE COMMUNICATION, 03/15/2023, 4.0 ; LEAN SIX SIGMA WHITE BELT, 02/14/2023, 4; STRATEGIC HROD SERIES 3: PARADIGM SHIFTS IN LEARNING AND DEVELOPMENT, 06/17/2022-06/17/2022, 4.0 ; HUMAN RESOURCE DEPARTMENT SEMINAR ON PAG-IBIG PROVIDENT BENEFIT UPDATES AND MANAGING STRESS IN THE WORKPLACE ,04/20/2022-04/20/20223.0 ; ONLINE LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS 06/16/2021-06/17/2021; LEADING CHANGE SUCCESSFULLY PROGRAM 05/17/2021-05/17/2021	4+ HOURS	Administrative Aide IV (February 2019- Present); Administrative Assistant II / Administrative Assistant III (August 2018- January 2019)(COS)	4+ YEARS	CSP CSSP	QUALIFIED

5	ADAS3-2023-006	Bachelor of Elementary Education	Helpful Tools for Conducting Project-Based Assessment Creating Visually Engaging Video Content Personality Development (In - Service Training) Professional Ethics (In - Service Training) Becoming An Innovator: Using An LMS Innovative Learning From Presentation to Participation: The Technology-enabled Future of Interactive Learning Computer Upskills Training	4+ HOURS	Private School Teacher - San Lorenzo School 2019-2023	4+ YEARS	LET	QUALIFIED
6	ADAS3-2023-007	BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	CASCADING OF FDA CITIZEN'S CHARTER, JUNE 22, 2023, 3 HOURS; GAD-HYBRID LECTURE IN ANXIETY, DEPRESSION AND STRESS MANAGEMENT, JUNE 20, 2023, 8 HOURS; WE FOR GENDER EQUALITY AND INCLUSIVE SOCIETY, MARCH 21, 2023, 4 HOURS; VAWC LECTURE, DECEMBER 12, 2022, 4 HOURS; STRATEGIC PLANNING WORKSHOP CASCADING & ECHO SEMINAR, DECEMBER 5-7, 2023, 24 HOURS; GENDER SENSITIVITY TRAINING (GAD), MARCH 31-APRIL 1, 2022, 8 HOURS; FINANCIAL MANAGEMENT WEBINAR (MAG-IPON TAYO), FEBRUARY 11, 2022, 4 HOURS; PUBLIC SERVICE VALUES PROGRAM: BAWAT KAWANI LINGKOD BAYANI, JUNE 20, 2022, 8 HOURS; STRESS MANAGEMENT TRAINING, OCTOBER 25-27, 2022, 12 HOURS;	4+ HOURS	FINANCE AND ADMIN COORDINATOR, FEBRUARY 1, 2021-AUGUST 20, 2021; ADMINISTRATIVE AIDE VI, AUGUST 23, 2021-JANUARY 4, 2023 ADMINISTRATIVE ASSISTANT I, JANUARY 5, 2023-PRESENT	2+ YEARS	CSSP	DISQUALIFIED DID NOT SUBMIT DOCUMENTARY REQUIREMENT LETTER D (COPY OF CERTIFICATE OF ELIGIBILITY)
7	ADAS3-2023-008	Bachelor of Science in Business Administration major in Financial Management; Bachelor of Secondary Education Major in Social Studies	National Certificate III Bookkeeping November 8, 2019. On-the-Job Training (400hours) DepEd Teaching and Non-Teaching Competencies and Standard Qualifications, February 18, 2023.	4+ HOURS	Accounting Assistant-Serenitea (Jasmine Bloom Tea Inc) February 8, 2022 to present; Accounting Assistant-Brighton Machinery Corporation March 8, 2021 to December 23, 2021; Accounting Staff-Quantum Foods Inc-Central Integrated Services Inc., December 7, 2018 to March 5, 2021	4+ YEARS	LET	DISQUALIFIED DID NOT SUBMIT DOCUMENTARY REQUIREMENTS LETTER B (PDS) & J. (CAV)
8	ADAS3-2023-009	Bachelor of Science in Psychology	Materials Management and Inventory Control: PITC Date: November 27-28, 2019 16 hours	4+ HOURS	Administrative Assistant I - Research Institute for Tropical Medicine Date: July 16, 2019 - Present; Human Resources Clerk - D.M. Cunsunji Date: January 7, 2019 - June 17, 2019; Purchasing Assistant - Vivere Hotel Date: November 8, 2017 - May 30, 2018; Promodiser- Limson Marketing Date February 2, 2008 - October 30, 2008	6+ YEARS	CSP	QUALIFIED
9	ADAS3-2023-010	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	Managing Human Capital: Best Practices in Human Resource Management, April 28, 2023, 2 hours The Role of HR in Employee Wellness: Supporting Mental and Physical Health in the Workplace, April 29, 2023, 2 hours Managing Employee Engagement: Techniques for Boosting Motivation and Productivity, April 29, 2023, 2 hours	4+ HOURS	E-commerce Virtual Assitant- Bluebell.laneco (Australia), January 2023-present; Project Coordinator/ Documentation Assistant- Contractorship, January 22 2019- September 30, 2022; Support Engineer-Carenett_Philippines Inc., January 03, 2018-January 21, 2019; Freelance Documentation Assistant-Carenett_Philippines Inc., May 08, 2017- December 29, 2017	5+ YEARS	CSP CSSP	QUALIFIED

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

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: August 01, 2023



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