

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT II

Salary Grade and Monthly Salary: SG 8 19,744.00

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	ADAS2-2023-002	Bachelor of Secondary Education Major in Social Sciences	N/A	N/A	Administrative Aide IV Muntinlupa National High School Date: February 20 2023- Present. Administrative Aide III (Job Order) Muntinlupa National High School Date: August 15 2018- February 19 2023	5+ YEARS	LET	DISQUALIFIED NO RELEVANT TRAINING
2	ADAS2-2023-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA) MAJOR IN OPERATIONS MANAGEMENT	SEMINAR ON YEAR-END ADJUSTMENT & OTHER TAX UPDATES, Date: OCTOBER 19, 2022, 4 Hours	4 HOURS	Position: JOB ORDER - MUNTINLUPA NATIONAL HS, Date: MARCH 13, 2021 - PRESENT		CSSP	QUALIFIED
3	ADAS2-2023-004	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (GRADUATE) / CERTIFICATE OF TEACHING PROGRAM (18 UNITS EARNED)	Drop Everything and Learn Together (DEALT) Program: Simple Practical Hacks for Office Effectiveness, Date: NOVEMBER 23-25, 2022, 24 HRS; Data Mining Techniques, Applications and Tools: A Business Intelligence, Date: December 16, 2020, 8; Beginning SQL Server, Date: October 26, 2020, 8; Introduction to Computers and Office Productivity Software, Date: October 26, 2020, 8; Introduction to Google Docs, Date: October 26, 2020, 8; current Good Manufacturing Practices (cGMP), Date: October 1, 2020, 8; Computer Systems Servicing National Certificate II, Date: August 1, 2018, 240	4+ HOURS	ADMINISTRATIVE AIDE VI - SDO-Muntinlupa, Date: November 2, 2022 - Present; LABORATORY TECHNICIAN I - RITM, Date: October 1, 2020 - May 31, 2022; LABORATORY AIDE II - RITM, Date: July 19, 2017 - September 31, 2020; WAREHOUSE MAN - Pest-Away Corporation, date: February 1, 2017 - July 12, 2017; MERCHANDISING CONSULTANT/STOCK CLERK - Kidsports, Date: June 1, 2015 - January 1, 2016; MERCHANDISING CONSULTANT/STOCK CLERK - Ocean Front, Date: September 1, 2014 - April 1, 2015; CARPARK CASHIER - Festival Mall, Date: April 1, 2012 - September 1, 2012; INVENTORY CLERK - Karissa Apparel, Date: April 1, 2011 - May 1, 2011; SALES ASSISTANT - Puregold, Molito, Date: October 1, 2010 - February 1, 2011; WAREHOUSE MAN - South Supermarket, Date: July 1, 2009 - October 1, 2009; BUSINESS PROCESSING ASSOCIATE - AMDATEX Las Piñas Services, Inc., Date: August 1, 2006 - December 23, 2008	16+ YEARS	CSSP CSP	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: August 01, 2023

