

**INITIAL EVALUATION RESULT (IER)**

Annex D

Position: Administrative Assistant II  
 Salary Grade and Monthly Salary: 900 - 21,211.00  
 Qualification Standards:

EDUCATION: Completion of two-year studies in colleges or High School Graduate with relevant vocational/trade course.

EXPERIENCE: 1 year of relevant experience.

TRAINING: 4 hours of relevant training.

ELIGIBILITY: Subson (MC 11.3, 1976), Career Service (Sub-professional/First Level Eligible)

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADWA-2023-2-001	BACHELOR OF SCIENCE IN PSYCHOLOGY	ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL I EMPLOYEES SEPTEMBER 5-7, 2022 - 16 HRS  GENDER FAIR LANGUAGE 101 SEPTEMBER 2, 2022 - 4 HRS	44 hours	ADMINISTRATIVE ASSISTANT II CITY GOVERNMENT OF MUNTINLUPA JULY 2013-PRESENT	10 YEARS	CRP AND CORP	QUALIFIED
2	ADWA-2023-2-002	BSEA MANAGEMENT CERTIFICATE-CPD TRAINING PROGRAM 24 UNITS	ON-ROD COMPUTER SERVICING	44 hours	ADMINISTRATIVE ASSISTANT I RTC OCC HALL OF JUSTICE MUNTINLUPA JAN 2017- PRESENT  CLERK I REPT 16, 2009 - JAN 3, 2017	19 YEARS AND 9 MONTHS	LET AND CORP	QUALIFIED
*NOTHING FOLLOWS*								

Prepared and certified correct by:

  
**ANGELA M. FRANCISCO**  
 Administrative Officer IV-(HRMC-I)  
 Date: September 26, 2023