

INITIAL EVALUATION RESULT (IER)

Position: Project Development Officer I

Salary Grade and Monthly Salary: SG11 - 27,000.00

Qualification Standards:

EDUCATION: Bachelor's Degree relevant to the job

EXPERIENCE: None Required

TRAINING: 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	PDO1-2023-001	Bachelor of Science in Accountancy	<p>DOCUMENT CONTROL AND RECORDS MANAGEMENT TRAINING Date: FEBRUARY 17, 2020 Number of hours: 8 HOURS</p> <p>BASIC LIFE SUPPORT AND FIRST AID TRAINING SEMINAR Date: OCTOBER 12, 2019 Number of hours: 8 HOURS</p> <p>VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) Date: OCTOBER 5, 2019 Number of hours: 8 HOURS</p> <p>AUDIT RULES AND POLICIES, MANDATORY DOCUMENTARY REQUIREMENT/PREPARATION OF PPMP AND JMC 2016: LOCALIZATION OF MAGNA CARTA OF WOMEN Date: JULY 1, 2019 Number of hours: 16 HOURS</p>	4+ Hours	<p>AUDITOR - PREMIER SOUTHERN PETROLEUM CORP Date: AUGUST 22, 2022-PRESENT</p> <p>ASSOCIATE - BOOKKEEPING AND REGULATORY COMPLIANCE INC Date: MARCH 14, 2022 -AUGUST 19, 2022</p> <p>ACCOUNTING ASSOCIATE - COMMUNITY PROPERTY MANAGERS GROUP INC Date: AUGUST 3, 2021 - JANUARY 3, 2022</p> <p>ACCOUNTING ANALYST - PERTCONSULT INTERNATIONAL Date: AUGUST 24, 2020 - FEBRUARY 23, 2021</p> <p>ADMINISTRATIVE OFFICER 1 - CITY GOVERNMENT OF MUNTINLUPA Date: AUGUST 11, 2016 - JULY 31, 2020</p> <p>ACCOUNTING ASSISTANT - 3ARKITEKTURA, INC. Date: APRIL 13, 2016 - JUNE 10, 2016</p> <p>ACCOUNTING CLERK - MEDICAL CENTER MUNTINLUPA, INC. Date: SEPTEMBER 16, 2014 - FEBRUARY 24, 2015</p> <p>ACCOUNTING ASSISTANT - SEARCHERS AND STAFFERS (HENKEL ASIA PACIFIC SERVICE CENTRE) Date: APRIL 7, 2014 - JUNE 30, 2014</p> <p>BUSINESS PROCESS ASSOCIATE: AMERICAN DATA EXCHANGE CORPORATION Date: OCTOBER 31, 2012 - JULY 24, 2013</p> <p>ACCOUNTING ASSISTANT - PAMBI CORPORATION Date: APRIL 10, 2012 - JULY 31, 2012</p> <p>ACCOUNTING ASSISTANT - PRO-EXCEL PROPERTY MANAGERS, INC. Date: OCTOBER 18, 2011 - JANUARY 31, 2012</p> <p>ACCOUNTING ASSISTANT - PALM BEACH REALTY AND DEVELOPMENT CORPORATION</p>	4+ Years	CSP	QUALIFIED
2	PDO1-2023-002	Bachelor in Secondary Education Major in Mathematics	<p>Innovative Approaches for Flexible Learning Developing Assessment Tools and Classroom Management Date: July 26, 2021 Number of Hours: 8 hours</p> <p>Teaching Today: Designing Powerful Instructional Modules for the New Normal Date: July 7, 2020 Number of Hours: 2 hours</p> <p>Interactive Google Classroom Workshop Date: July 4, 2020 Number of Hours: 8 hours</p> <p>Exploring 3D Modeling Using Autodesk Tinkercard Date: June 21, 2020 Number of Hours: 4 hours</p> <p>Title of Training: Interactive Quiz Using Google Slide, Slido and Peardeck Date: June 16, 2020 Number of Hours: 4 hours</p> <p>Aligning Assessment to Curriculum Standards and Learning Competencies Date: June 23, 2018 Number of Hours: 8 hours</p> <p>Fake News, Credible Sources Date: March 17, 2018 Number of Hours: 4 hours</p>	4+ Hours	<p>Math Teacher - YAIS International School Date: August 1, 2021-July 15, 2022</p> <p>Math Teacher - NBCA International School Date: July 1, 2020-May 31, 2021</p> <p>Teacher I (Sub) - Cupang Elementary School Main Date: August 23, 2019-October 25, 2019</p> <p>Math Teacher - NBCA International School Date: June 1, 2017-March 30, 2019</p> <p>Position: Senior Coach - Learning Coach Tutorial Services Date: February 16, 2016-April 30, 2017</p> <p>Language Consultant - PHILKOR English Training Center Date: May 19, 2014-February 11, 2016</p> <p>Math Teacher - Eye Level Philippines Date: July 6, 2011-May 15, 2014</p> <p>Language Consultant - PHILKOR English Training Center Date: July 18, 2009-July 1, 2011</p>	4+ Years	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	PDO1-2023-003	<p>Master in Business Administration (42 units) Earning units for Education</p> <p>Bachelor of Science in Business Administration major in Management</p> <p>Associate in Computer Technology (ACT)</p>	<p>Basic Occupational Safety and Health Training for Safety Officer 1 Dated Feb. 2 - Feb. 3, 2022 Number of Hours: 16 hours</p> <p>Seminar-Workshop on Quality City Management System and 5S Dated: November 10, 2018 Number of Hours: 8 hours</p> <p>Enhanced Customer Care and Pag-ibig Fund Service Quality Standards Dated: July 4, 2015 Number of Hours: 16 hrs: 8 hours</p> <p>PLMun Personnel: Partners to Human Resource Development of the City Dated: March 7 - March 9, 2013 Number of Hours: 24 hours; PLMun Workforce Live-in Seminar on Strategic Human Resource Management, Life Enhancement Skills Training and Strategic Planning for A.Y. 2012-2013, Dated: April 30 to May 1, 2012, Number of Hours:</p>	4+ Hours	<p>Accounts Analyst- Pag-ibig Fund Buendia Date: Oct. 27, 2014 - February 8, 2019</p> <p>Administrative Assistant 1 - Pamantasan ng Lungsod ng Muntinlupa Dated: June, 2007 - September, 2014</p>	4+ Years	LET	QUALIFIED
4	PDO1-2023-004	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	<p>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</p> <p>International Leadership Training in the Digital Workplace November 11-13, 2022 24 Hours</p> <p>Webinar on Promoting Value Formation and Family Enhancement in Sustaining a Life Free from Substance Use November 9-10, 2022 16 Hours</p> <p>Series of Webinar-Workshop on Gender Mainstreaming and Audit for SDO Muntinlupa Teaching and Non-Teaching Personnel September 6-10, 2022 16 Hours</p> <p>Basic Life Support and First Aid Training September 02, 2022 8 Hours</p> <p>Division Training-Workshop on Gender Sensitivity and Gender Equality July 26-28, 2022 24 Hours</p> <p>Community-Based Disaster Risk Reduction and Management Training March 28-31, 2022 19 Hours</p> <p>Division Training on Instructional Leadership Towards School Effectiveness June 17-18, 2021 16 Hours</p> <p>Hybrid Learning: A New Model for the Future of Learning Staying Connected with Remote Learning through Microsoft Teams and Office 365 June 11, 2022 8 Hours</p> <p>Basic Incident Command System Training Course October 02-04, 2019 24 Hours</p> <p>Division Training on Personal and Professional Development for Level 1 Employees September 30- October 01, 2019 16 Hours</p> <p>First Aid Training for Community Responders August 08, 2019 8 Hours</p> <p>Basic Occupational Safety & Health (Bosh) Course May 09-13, 2019 40 Hours</p> <p>Audit Rules & Policies, Mandatory Documentary Requirement/Preparation of PMP and JMC2016: Localization of Magna Carta of Women July 01-02, 2019 16 Hours</p> <p>Seminar on Proper Radio Handling and Etiquette October 05, 2018 8 Hours</p> <p>Capability Training re: Updates on the Implementing Rules and Regulation of RA9184: Procurement Planning, JMC 2013-1 & JMC 2016 Localization of Magna Carta and COA Updates. July 18-20, 2018 24 Hours</p> <p>Lecture on Fire Safety and Fire Extinguisher Hands-On Training March 27, 2018 8 Hours</p> <p>Good Leadership and Good Governance Training August 21, 2018 8 Hours</p> <p>Basic Occupational Safety & Health (Bosh) Course May 09-13, 2018 40 Hours</p>	4+ Hours	<p>Administrative Assistant III Schools Division Office Muntinlupa City (Human Resources and Management Office) September 08, 2021 - Present</p> <p>Administrative Aide VI Schools Division Office Muntinlupa City (ICT Unit) September 24, 2019-September 07, 2021</p> <p>Administrative Aide VI (Assistant Administrative Officer) City Government of Muntinlupa (Motorpool) July 01, 2016-September 23, 2019</p> <p>Administrative Aide IV (Assistant Administrative Officer) City Government of Muntinlupa (Motorpool) August 13, 2013-June 30, 2016</p> <p>Production Operator / Reliever EDZ MANUFACTURING INC YAZAKI February 23, 2011-April 16, 2011 Production Operator / Apprentice EDZ MANUFACTURING INC a/c YAZAKI August 23, 2010 a/c February 22, 2011</p>	4+ Years	CSP	QUALIFIED

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			Title	Hours	Details	Years		
5	PDO1-2023-005	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY Certificate of Teaching Program (18 Units Earned)	<p>Enhanced Customer Service Training Date: September 5, 2023 Number of Hours: 24 Hours</p> <p>Drop Everything and Learn Together (DEALT) Program: Simple Practical Hacks for Office Effectiveness Date: NOVEMBER 23-25, 2022 24 HRS</p> <p>Data Mining Techniques, Applications and Tools: A Business Intelligence Date: December 16, 2020 8 Hours</p> <p>Beginning SQL Server Date: October 26, 2020 8 Hours</p> <p>Introduction to Computers and Office Productivity Software Date: October 26, 2020 8 Hours</p> <p>Introduction to Google Docs Date: October 26, 2020 8 Hours</p> <p>Current Good Manufacturing Practices (cGMP) Date: October 1, 2020 8 Hours</p> <p>Computer Systems Servicing National Certificate II Date: August 1, 2018 240 Hours</p>	4+ Hours	<p>ADMINISTRATIVE AIDE VI - SDO-Muntinlupa Date: November 2, 2022 - Present</p> <p>LABORATORY TECHNICIAN I - RITM Date: October 1, 2020 - May 31, 2022</p> <p>LABORATORY AIDE II - RITM Date: July 19, 2017 - September 31, 2020</p> <p>WAREHOUSE MAN - Pest-Away Corporation Date: February 1, 2017 - July 12, 2017</p> <p>MERCHANDISING CONSULTANT/STOCK CLERK - Kidsports Date: June 1, 2015 - January 1, 2016</p> <p>MERCHANDISING CONSULTANT/STOCK CLERK - Ocean Front Date: September 1, 2014 - April 1, 2015</p> <p>CARPARK CASHIER - Festival Mall Date: April 1, 2012 - September 1, 2012</p> <p>INVENTORY CLERK - Karissa Apparel Date: April 1, 2011 - May 1, 2011</p> <p>SALES ASSISTANT - Puregold, Molito Date: October 1, 2010 - February 1, 2011</p> <p>WAREHOUSE MAN - South Supermarket Date: July 1, 2009 - October 1, 2009</p> <p>BUSINESS PROCESSING ASSOCIATE - AMDATEX Las Piñas Services, Inc. Date: August 1, 2006 - December 23, 2008</p>	4+ Years	CSSP & CSP	QUALIFIED
6	PDO1-2023-006	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT MASTER IN BUSINESS ADMINISTRATION (27 UNITS EARNED)	<p>NATIONAL SEMINAR WORKSHOP ON SENIOR HIGH SCHOOL Theme: STEP UP: GOING BEYOND THE CLASSROOM Date: May 17-19, 2019 Number of Hours: 24 HOURS</p> <p>BASIC POLLUTION CONTROL OFFICERS ONLINE TRAINING COURSE Date: October 4-15, 2021 Number of Hours: 40 HOURS</p> <p>2023 FACULTY RESEARCH COLLOQUIUM Theme: Strengthening Research Culture and Outcomes Perspective Date: April 25, 2023 Number of hours: 8 HOURS</p> <p>DIGITAL NATIONAL RESEARCH CONFERENCE Theme: ELEVATING PROFESSIONAL TO HIGHER GROUND THROUGH MULTIDISCIPLINARY RESEARCH Date: September 28, 2021 Number of Hours: 8 HOURS</p> <p>7th EDUKCIRCLE INTERNATIONAL CONVENTION ON EDUCATION STUDIES Date: February 23, 2019 Number of Hours: 8 HOURS</p>	4+ Hours	<p>FACULTY STAFF-PAMANTASAN NG LUNGSOD NG MUNTINLUPA DATE: JANUARY 9, 2020 - PRESENT</p> <p>ADMINISTRATIVE OFFICER-TREASURY OF THE GOLDEN WORD SCHOOL DATE: JUNE 2, 2015-MAY 31, 2017</p> <p>PLANT WORKER DATE: SEPTEMBER 9, 2004-JULY 3, 2009</p>	4+Years	LET	QUALIFIED
7	PDO1-2023-007	BACHELOR OF SCIENCE IN PSYCHOLOGY MASTER OF PSYCHOLOGY MAJOR IN DEVELOPMENTAL PSYCHOLOGY (13 UNITS ENROLLED)	<p>GENDER FAIR LANGUAGE Date: August 27, 2021 Number of Hours: 8 hours</p> <p>SUICIDE ASSESSMENT AND INTERVENTION Date: July 2, 2021 Number of hours: 5 hours</p> <p>ORIENTATION ON RECORDS MANAGEMENT AND 7S Date: May 21, 2021 Number of Hours: 8 hours</p> <p>ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT Date: May 7, 2021 Number of Hours: 8 hours</p> <p>TRAINING ON SAFETY AND SECURITY PROTOCOL AT WORKPLACE Date: April 15, 2021 Number of Hours: 8 hours</p> <p>COVID 19-PSYCHOLOGICAL FIRST AID PUBLIC HEALTH ENGLAND Date: October 18, 2020 Number of hours: 3 hours</p> <p>QUALITATIVE AND QUANTITATIVE RESEARCH TRAINING Date: October 19 to 21, 2016 Number of hours: 16 hours</p> <p>GENDER SENSITIVITY TRAINING Date: August 10 to 12, 2016 Number of hours: 16 hours</p>	4+ Hours	<p>SOCIAL WELFARE ASSISTANT- DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT IV-A Date: October 15, 2012- PRESENT</p>	4+Years	RPM	QUALIFIED

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			Title	Hours	Details	Years		
8	PDO1-2023-008	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	<p>ADMIN ASST III-SCHOOLS DIVISION OFFICE OF MUNTINLUPA Nov. 2,2022-present</p> <p>ADMIN AIDE VI- DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A MARCH 3, 2022-NOV 1,2022</p> <p>ADMIN ASST III-DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A JAN 1,2021-MARCH 22,2022</p> <p>ADMIN ASST II-DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A, OCT.01,2021-DEC 31,2021</p> <p>ADMIN ASST I-DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A MAY 17,2021 TO SEPT.31, 2021</p> <p>QUALITY ASSURANCE MANAGER-SUGOKU FOODS CORP. JULY 10, 2017-DEC 9,2020</p> <p>QA SUPERVISOR/DOCUMENTATION SUPERVISOR-TECHNOFREEZE INC. AUG 2,2010-JULY 6,2017</p> <p>PRODUCTION SUPERVISOR-CENTURY PACIFIC FOOD INC. JULY 4, 2009-AUGUST 1, 2010</p> <p>OPERATIONS SUPERVISOR-INLAND LOGISTICS CORP. APRIL1,2009-JULY 15,2009</p> <p>OPERATIONS SUPERVISOR-TECHNOFREEZE INC. NOV 01,2007-MARCH 31, 2009</p> <p>QC SUPERVISOR- MARZELL INC. FEB 16, 2004-OCT 15,2007</p> <p>QA STAFF- PEOPLE FOR PEOPLE JULY 20, 2003-FEB 15, 2004</p> <p>QA STAFF-CHOWKING FOOD CORP. JAN 10,2003-JULY 6,2003</p> <p>QA STAFF-PAULA FOODS CORP. AUG 26, 2002-JAN 6,2003</p>	4+ Hours	<p>ADMIN ASST III-SCHOOLS DIVISION OFFICE OF MUNTINLUPA Nov. 2,2022-present</p> <p>ADMIN AIDE VI- DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A MARCH 3, 2022-NOV 1,2022</p> <p>ADMIN ASST III-DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A JAN 1,2021-MARCH 22,2022</p> <p>ADMIN ASST II-DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A, OCT.01,2021-DEC 31,2021</p> <p>ADMIN ASST I-DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE IV-A MAY 17,2021 TO SEPT.31, 2021</p> <p>QUALITY ASSURANCE MANAGER-SUGOKU FOODS CORP. JULY 10, 2017-DEC 9,2020</p> <p>QA SUPERVISOR/DOCUMENTATION SUPERVISOR-TECHNOFREEZE INC. AUG 2,2010-JULY 6,2017</p> <p>PRODUCTION SUPERVISOR-CENTURY PACIFIC FOOD INC. JULY 4, 2009-AUGUST 1, 2010</p> <p>OPERATIONS SUPERVISOR-INLAND LOGISTICS CORP. APRIL1,2009-JULY 15,2009</p> <p>OPERATIONS SUPERVISOR-TECHNOFREEZE INC. NOV 01,2007-MARCH 31, 2009</p> <p>QC SUPERVISOR- MARZELL INC. FEB 16, 2004-OCT 15,2007</p> <p>QA STAFF- PEOPLE FOR PEOPLE JULY 20, 2003-FEB 15, 2004</p> <p>QA STAFF-CHOWKING FOOD CORP. JAN 10,2003-JULY 6,2003</p>	4+ Years	CSP	QUALIFIED
9	PDO1-2023-009	BACHELOR OF SCIENCE IN SECONDARY EDUCATION-MAJOR IN FILIPINO	<p>ELTECH LEARNING HUB JUNE 21, 2023 - JULY 01, 2023 80 HOURS FOR 10 DAYS</p>	4+ Hours	<p>ARELLANO UNIVERSITY LEGARDA - SENIOR HIGH SCHOOL TEACHER OCTOBER 21, 2022 - PRESENT</p> <p>ROBINSONS APPLIANCES MANILA - ADMINISTRATIVE CLERK FEBRUARY 25, 2022 - NOVEMBER 23, 2023</p> <p>SAVEMORE SUPERMARKET AVENIDA - STOCK CLERK JUNE 21, 2016 - NOVEMBER 30, 2016</p>	4+ Years	LET	QUALIFIED
10	PDO1-2023-010	Bachelor of Science in Technical Teacher Education	<p>Procure Admin Certification July 7, 2023 2 Hours</p> <p>Procure Field Productivity June 29, 2023 2 Hours</p> <p>Project Manager: Core Tools - Specialty Contractor June 29, 2023 2 Hours</p>	4+ Hours	<p>Project Employee - Makati Development Corporation February 22, 2021 - Present</p>	4+ Years	LET	QUALIFIED

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11	PDO1-2023-011	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY CERTIFICATE IN TEACHING PROGRAM - MAJOR IN SOCIAL SCIENCE	<p>Computer Systems Servicing (National Certificate II) 04/27/2023-04/27/2023 280</p> <p>Orientation and Re-training for GSIS Authorized Liaison Officers (LO) 10/25/2022-10/25/2022 8</p> <p>Project Resilience in Education (RED) : Level 2, 2-day Comprehensive Standard Basic First Aid (Batch 3) 09/01/2022-09/01/2022 8</p> <p>2-day Webinar on Promoting Value Formation and Family Enhancement in Sustaining a Life Free from Substance Use 11/09/2021-11/10/2021 16</p> <p>Series of Webinar-Workshop on Gender Mainstreaming and Audit for SDO Muntinlupa Teaching and Non-Teaching Personnel 09/06/2021-09/10/2021 40</p> <p>SDO Muntinlupa 25th Founding Anniversary Celebration (SDO@25 : S.M.A.R.T. Today and Beyond) 08/31/2021-08/31/2021 8</p> <p>Bookkeeping National Certificate III 06/03/2019-09/14/2019 292</p>	4+ Hours	<p>Administrative Assistant III Schools Division Office 3/27/2019-Present</p> <p>Administrative Aide VI Schools Division Office 1/1/2015-3/26/2019</p> <p>IT Supervisor Sales Staff Amerson Industrial Corporation 9/14/2012-9/30/2015</p> <p>Operations Supervisor Vastness Builders 1/9/2009-6/2/2011</p> <p>Computer Operator Al Othaim Commercial Company 4/9/2003-4/6/2005</p> <p>Computer Instructor-ALS Center Bayanan 6/7/1999-6/6/2016</p> <p>Clerk-City Government of Muntinlupa/ (Sucat Elementary School Main) 10/16/1997-04/06/2003</p> <p>Technical Support/ Computer Technician -Fil-Pacific Apparel, Incorporated. (Jag & Haggur Jeans & Sportswear Corporation) 04/27/1993-06/17/1996</p> <p>Timekeeper Solid Mills, Inc. 09/10/1982-04/26/1993</p>	4+ Years	CSP	QUALIFIED

NOTHING FOLLOWS

Prepared and certified correct by:


ANGELA M. FRANCISCO
Administrative Officer IV-(HRMO-II)

Date: November 6, 2023

IER-2023-041



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