

INITIAL EVALUATION RESULT (IER)

JAN 09 2024

Position: **Administrative Assistant III**

Salary Grade and Monthly Salary: **SG09 - 21, 211.00**

Qualification Standards:

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

EXPERIENCE: **1 year of relevant experience**

TRAINING: **4 hours of relevant training**

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	ADAS3-2-2023-001	Bachelor of Science in Psychology	BRMO Biosafety 101 training November 16, 2021 number of Hours: 4	28 HOURS	Position: Administrative Assistant I Research Institute for tropical Medicine Date: July 16, 2019 - August 31, 2023	4 YEARS	CSP	QUALIFIED
		Material Management and Inventory Control November 27-28, 2019 number of Hours: 16						
		Gender Sensitivity Training September 30, 2021 number of hours: 8 hours						
NOTHING FOLLOWS								

Prepared and certified correct by:


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

Date: January 4, 2024

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