

**INITIAL EVALUATION RESULT (IER)**

JAN 09 2024

Position: **ADMINISTRATIVE OFFICER II**

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	<b>AO2-2-2023-020</b>	BACHELOR OF ARTS IN POLITICAL SCIENCE	Act) Date: September 2, 2022 via Zoom 4 Hours  Gender and Development Training Date: June 23, 2023 8 Hours  First Aide (ICE) in Case of Emergency Date: July 16, 2021 via Zoom 8 Hours  Professionalism in the Workplace Date: May 28, 2021 4 Hours  RA 11312: Bawal Bastos Law December 14, 2020 via Zoom 8 Hours	4+ HOURS	ADMIN AIDE VI - MUNTINLUPA NATIONAL HS November 15, 2016 - PRESENT	4+ YEARS	PD 907	<b>QUALIFIED</b>
2	<b>AO2-2-2023-005</b>	BACHELOR OF SCIENCE IN ACCOUNTANCY	2024 Budget Formulation Workshop for School Date: 10/24/2023-10/25/2023 Number of HOURS: 16 HOURS  Enhanced Customer Service Training for Level 1 Employees Date: 09/05/2023-09/07/2023 Number of HOURS: 24 HOURS  Preparation of the Agency Action Plan and Status of Implementation (AAPSI) for CY 2022 Date: 08/11/2023-08/11/2023 Number of HOURS: Number of HOURS: 8 HOURS  Seminar-workshop on the Consolidation and Finalization of CY 2023 Mid-year Financial Reports Date: 07/19/2023-07/21/2023 Number of HOURS: 24 HOURS  Finalization and Submission of the CY 2022 Financial and Budgetary Reports Date: 01/20/2023 Number of HOURS: 8 HOURS  Forex Transactions with and without Hedging Date: 12/18/2022-12/18/2022 Number of HOURS: 3 HOURS  Intangible Assets Date: 12/17/2022-12/17/2022 Number of HOURS: 3 HOURS  Drop Everything and Learn Together Program: Simple Practical Hacks for Office Effectiveness Date: 11/23/2022-11/25/2022 Number of HOURS: 24 HOURS  Inventories: Recognition and Measurement Date: 10/11/2022-10/11/2022 Number of HOURS: 3 HOURS  Accomplishment of the Agency Action Plan and Status of Implementation (AAPSI) Date: 09/09/2022-09/09/2022 Number of HOURS: 8 HOURS  Project Resilience in Education: Level 2, 2-Day Comprehensive Standard Basic First Aid (Batch 4) Date: 09/02/2022-09/02/2022 Number of HOURS: 8 HOURS  Law on Cooperatives Date: 08/07/2022-08/07/2022 Number of HOURS: 3 HOURS  Audit of Investments Date: 08/07/2022-08/07/2022 Number of HOURS: 3 HOURS  Training on the Adoption and Implementation of the Web-Based Monitoring System of the School MOOE Funds Date: 08/02/2022-08/04/2022 Number of HOURS: 24 HOURS  Inventory Estimation Date: 07/30/2022-07/30/2022	4+ HOURS	ADMINISTRATIVE ASSISTANT III Department of Education-Schools Division Office Muntinlupa Accounting Unit Date: SEPTEMBER 23, 2021 - PRESENT  ACCOUNTING STAFF - Diliman Doctors Hospital, Incorporated Date: JANUARY 02, 2020 - SEPTEMBER 24, 2021  ACCOUNTING CLERK - Quirong Accounting and Consultancy Services Date: MARCH 19, 2018 - APRIL 25, 2019  WORKING STUDENT - Saint Joseph College Date: JUNE 01, 2016 - MARCH 17, 2018  PLANT WORKER - Commonwealth Foods Incorporated Date: DECEMBER 01, 2011 - APRIL 28, 2012  BAGGER - Susana Mart Date: MAY 08, 2011 - OCTOBER 07, 2011	4+ YEARS	CSP	<b>QUALIFIED</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			<p>Number of HOURS: 3 HOURS</p> <p>Orientation on Property and Supply Management System Date: 07/18/2022-07/19/2022 Number of HOURS: 16 HOURS</p> <p>Extremelining Efficient Government Services: Ease of Doing Business Act Date: 06/19/2022 Number of HOURS: 4 HOURS</p> <p>Financial Perspective Variance Analysis Date: 04/21/2022-04/21/2023 Number of HOURS: 3 HOURS</p> <p>Select Tax Issues Needing Academic or Practical Concensus Date: 04/03/2022-04/03/2022 Number of HOURS: 3 HOURS</p> <p>Seminar-workshop Post Evaluation of the Submitted CY 2021 Financial and Accountability Reports Date: 03/09/2022-03/11/2022 Number of HOURS: 24 HOURS</p> <p>Government Procurement Law Date: 01/31/2022-01/31/2022 Number of HOURS: 3 HOURS</p> <p>Making CPA's Relevant During Time of Pandemic Date: 12/18/2021-12/18/2021 Number of HOURS: 3 HOURS</p> <p>2-Day Webinar on Promoting Value Formation and Family Enhancement in Sustaining Life Free from Substance Use Date: 11/09/2021-11/10/2021 Number of HOURS: 16 HOURS</p> <p>Cloud-based Accounting &amp; Intro to XERO Accounting Date: 11/06/2021-11/06/2021 Number of HOURS: 3 HOURS</p> <p>BOOKKEEPING NATIONAL CERTIFICATE III Date: 03/05/2018-05/25/2018 Number of HOURS: 292 HOURS;</p>					
3	AO2-2-2023-002	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	N/A	<p>COMMUNITY RELATIONS OFFICE - NATIONAL HOUSING AUTHORITY Date: JANUARY 3, 2023 - MAY 19, 2023 Position: DATA ENCODER/CONTROLLER</p> <p>NATIONAL HOUSING AUTHORITY Date: OCTOBER 18, 2021 - DECEMBER 29, 2021 Position: CUSTOMER REPRESENTATIVE TEAM LEAD - BENBY ENTERPRISES INC. Date: DECEMBER 15, 2014 - OCTOBER 15, 2021</p> <p>Position: ENCODER - AMERICAN APPAREL Date: JULY 2014 - DECEMBER 2014</p> <p>Position: HR ASSISTANT - COMGLASCO AG Date: SEPTEMBER 2013 - DECEMBER 2013</p>	4+ YEARS	CSP	QUALIFIED
4	AO2-2-2023-001	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION MAJOR IN GARMENTS TECHNOLOGY	<p>Government Service Insurance System Electronic Remittance File Handlers Orientation and Re-Training Date October 11,2023 Number of Hours: 4</p> <p>Enhanced Customer Service Training for Level 1 Employees Date: September 5-7,2023 24 Hours</p> <p>Drop Everything and Learn Together (DEALT) Program: Simple Practical Hacks for Office Effectiveness Date: November 23-25,2022 Number of Hours: 16</p> <p>Master Class on Microsoft Excel Date: October 24-26,2022 Number of Hours: 24</p> <p>Accounting for Non-Accountant Date: January 21-22,2022 Number of Hours: 16;</p>	4+ HOURS	<p>Administrative Assistant III-Schools Division Office of Muntinlupa Date: June 9,2022-PRESENT</p> <p>Administrative Aide VI-Schools Division Office of Muntinlupa Date: May 24,2021-June 8, 2022</p> <p>Risk Management and Control Specialist Date: August 28,2020-May 20,2021</p>	2+ YEARS	LET	QUALIFIED

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			Title	Hours	Details	Years		
5	AO2-2-2023-003	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	Gender Based Violence Date: April 19, 2022 4hours  Harmonized Gender and Development Guidelines October 15, 2022 4hours	4+ HOURS	Barangay Police Traffic Enforcer Putatan Date: December 2, 2013 to November 30, 2023	4+ YEARS	CSP	QUALIFIED
6	AO2-2-2023-007	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	N/A	N/A	N/A	PDO 907	QUALIFIED
7	AO2-2-2023-004	Bachelor of Arts in Psychology  Master of Arts in Education major in Guidance and Counseling (18 units)	HR PAYROLL AND OTHER GOVERNMENT COMPLIANCES Date: August 21, 2023 -August 26, 2023 Number of Hours: 18 HOURS	4+ HOURS	Administrative Assistant III / Computer Operator II City Government - Pamantasan ng Lungsod ng Muntinlupa  Date: June 27, 2017- PRESENT	4+ YEARS	PDO 907 & RA 1080 RPM	QUALIFIED
8	AO2-2-2023-008	BACHELOR OF ARTS IN PSYCHOLOGY	N/A	N/A	N/A	N/A	RA 1080 RPM	QUALIFIED
9	AO2-2-2023-006	BACHELOR OF EARLY CHILDHOOD EDUCATION	PARTICIPATING IN WORKPLACE COMMUNICATION Date NOVEMBER 11, 2023 Number of Hours: 3 HOURS  RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION Date: November 14, 2023 Number of Hours: 3 HOURS  WI-FI 101 AND DIGITAL THUMBPRINT PROGRAM Date: November 14, 2023 Number of Hours: 2 HOURS  MICROSOFT DIGITAL LITERACY Date: NOVEMBER 14, 2023 Number of Hours: 2 HOURS  2022 MID-YEAR WEBINAR-WORKSHOP AND DEMONSTRATION TEACHING AND LEARNING Date: JUNE 25-26, 2022 Number of Hours: 16 HOURS  JUMP-START: HOW TO START YOUR OWN BUSINESS AMIDST THE PANDEMIC Date: DECEMBER 18, 2021 Number of Hours: 3 HOURS  LEARNING MODALITIES IN THE CONTEXT OF ONLINE TEACHING- LEARNING Date: NOVEMBER 26-27, 2021, Number of Hours: 16 HOURS	4+ HOURS	N/A	N/A	LET	QUALIFIED
10	AO2-2-2023-009	BACHELOR OF SCIENCE IN ACCOUNTANCY	COMMON TAXPAYER'S DILEMNA WITH THE BIR: A RUNDOWN OF PRACTICAL SOLUTIONS & TIPS TO EASE YOUR BURDEN DATE: OCTOBER 24, 2023 NUMBER OF HOURS: 2 HOURS  ALL ABOUT BIR VAT AUDIT: HEADS UP ON TAX HEALTH CHECKLIST TO AVOID VAT EXPOSURE DATE: OCTOBER 24, 2023 NUMBER OF HOURS: 2 HOURS  APPLICATION FOR BIR TAX RULINGS- PICPA SMMC 1ST GENERAL MEMBERSHIP MEETING DATE: OCTOBER 11, 2023 NUMBER OF HOURS: 2 HOURS  TRANSFER TAX ON CAPITAL AND ORDINARY ASSETS DATE: OCTOBER 10, 2023 NUMBER OF HOURS: 2 HOURS	4+ HOURS	ACCOUNTING ASSISTANT- DELA TORRE AND CO., INC. DATE: JANUARY 16, 2021- PRESENT	3 YEARS	CSP	QUALIFIED
11	AO2-2-2023-017	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT WITH 18 UNITS OF EDUCATION	Google Applications Classes Date: October 21, 2022 Number of hours: 8 hours.	4+ HOURS	Administrative Staff & Admission and marketing staff (Registrar) Date: February 1, 2018 - present.	4+ YEARS	LET	QUALIFIED



No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
12	AO2-2-2023-016	BACHELOR OF SCIENCE IN ACCOUNTANCY, CERTIFICATE IN TEACHING PROGRAM (24 UNITS EARNED)	<p>VIRTUAL IN-SERVICE TRAINING FOR TEACHER 2.0 Date: AUGUST 30, 2021 TO SEPTEMBER 03, 2021 Number of Hours: 44 HOURS</p> <p>DIGITAL TAYO SERIES:MAPANURI-BE CRITICAL THINKER Date: AUGUST 27, 2021 Number of Hours: 2 HOURS</p> <p>DIGITAL TAYO SERIES: DIGITAL PARENTING Date: AUGUST 26, 2021 Number of Hours: 2 HOURS</p> <p>DIGITAL TAYO SERIES: MAINGAT - PROTECTING YOUR DIGITAL FOOTPRINT Date: AUGUST 26, 2021 Number of Hours: 2 HOURS</p> <p>DIGITAL TAYO SERIES: MAGALANG - YOU AS A DIGITAL CITIZEN Date: AUGUST 26, 2021 Number of Hours: 2 HOURS</p>	4+ HOURS	<p>ACCOUNTING STAFF II - HAFELE PHILIPPINES INCORPORATED Date: JANUARY 19, 2005 - FEBRUARY 15, 2016;</p> <p>SENIOR ACCOUNT CLERK - ZENCO SALES INCORPORATED Date: NOVEMBER 16, 1999 - MARCH 31, 2004</p>	4+ YEARS	LET	QUALIFIED
13	AO2-2-2023-019	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	N/A	N/A	N/A	CSP	QUALIFIED
14	AO2-2-2023-011	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 TinkerCAD Date: June 21, 2020 Number of Hours: 4 hours</p> <p>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 March 17, 2018 4 hours</p>	4+ HOURS	<p>Math Teacher - YAIS International School Date: August 2, 2021 - July 15, 2022 Position: Math Teacher - NBCA International School Date: July 1, 2020 - May 31, 2021</p> <p>Position: Teacher I (Sub) - Cupang Elementary School Main Date: August 23, 2019 - October 25, 2019</p> <p>Position: 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>Position: Language Consultant - PHILKOR English Training Center Date: May 19, 2014 - February 11, 2016</p> <p>Position: Math Teacher - Eye Level Philippines Date: July 6, 2011 - May 15, 2014</p> <p>Position: Language Consultant - PHILKOR English Training Center, Date: July 18, 2009 - July 1, 2011</p>	4+ YEARS	LET	QUALIFIED
15	AO2-2-2023-010	BACHELOR OF SCIENCE IN PSYCHOLOGY	Capacity Building for Psychological Services Staff Date: October 11-14, 2022 Number of Hours: 16 Hours	4+ HOURS	<p>HR ASSISTANT - STEAKBREAK DATE: NOVEMBER 6, 2021 - APRIL 30, 2022</p> <p>ACTIVITY COORDINATOR - DSWD- ELSIE GACHES VILLAGE DATE: JULY 7, 2022 - PRESENT</p>	4+ YEARS	CSP	QUALIFIED
16	AO2-2-2023-012	BACHELOR OF ELEMENTARY EDUCATION	N/A	N/A	<p>CASHIER SM HYPERMARKET DATE:NOVEMBER 6,2015-APRIL 6 2016</p> <p>SUBSTITUTE TEACHER 1 - MANDALUYONG ADDITION HILLS ELEMENTARY SCHOOL DATE:JULY 2,2019-OCTOBER 14,2019</p>	4+ YEARS	LET	QUALIFIED

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			Title	Hours	Details	Years		
17	AO2-2-2023-013	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN OPERATIONS MANAGEMENT	DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS Date: November 23-25, 2022 24 Hours  PROJECT RESILIENCE IN EDUCATION (RED): LEVEL 2, COMPREHENSIVE STANDARD BASIC FIRST AID (BATCH 3) Date: September 1, 2022 8 Hours	4+ HOURS	ADMINISTRATIVE AIDE I I-Itaas Elementary School-Annex SEPTEMBER 4, 2014 - DECEMBER 31, 2014  ADMINISTRATIVE AIDE III - ITAAS ELEMENTARY SCHOOL-ANNEX JANUARY 1, 2015 NOVEMBER 15, 2016  ADMINISTRATIVE AIDE VI (DATA CONTROLLER 1) - POBLACION ELEMENTARY SCHOOL NOVEMBER 16, 2016 - DECEMBER 31, 2016  PUBLIC SERVICE FOREMAN - POBLACION ELEMENTARY SCHOOL JANUARY 1, 2017 - FEBRUARY 1, 2022  ADMINISTRATIVE ASSISTANT II - SCHOOLS DIVISION OFFICE FEBRUARY 2, 2022 - NOVEMBER 13, 2022  ADMINISTRATIVE ASSISTANT III - LAKEVIEW INTEGRATED SCHOOL NOVEMBER 14, 2022 - PRESENT	4+ YEARS	LET	QUALIFIED
18	AO2-2-2023-014	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	Information Security Management System - ISO 27001:2013 Date: 03/08/2021 Number of Hours: 4 Hours  ISO Standards Awareness Training - QMS and EMS Date: MARCH 08,2021 Number of Hours: 4 HOURS;  Time & Stress Management Virtual Training Date: APRIL 06, 2021 Number of Hours: 5 HOURS  Alcohol & Drug-Free Workplace Policy - Philippines Date: SEPTEMBER 17, 2019 Number of Hours: 3 HOURS  Employee Online Interaction - Worldwide Online Policy Date: SEPTEMBER 17, 2019 Number of Hours: 2 HOURS  IAPP Acceptable Use and General Privacy Training v11-2019 Date: SEPTEMBER 17, 2019 Number of Hours: 3 HOURS  JJIMU-RIM-2019 Records and Information Management Training Date: Date: SEPTEMBER 16, 2019 Number of Hours: 3 HOURS	4+ HOURS	Administrative Support - Johnsons & Johnsons Date: 07/01/2019 - 103/31/2021  Position: Data Encoder / Indexer - PhilamLife Alabang Date: 09/17/2018 - 05/01/2019	3+ YEARS	CSP	QUALIFIED
19	AO2-2-2023-018	BACHELOR OF EDUCATION IN ELEMENTARY	N/A	N/A	Private school teacher - St Bernadette College of Alabang Date: SY 2015-2016 to SY 2022-2023	4+ YEARS	LET	QUALIFIED
20	AO2-2-2023-015	BACHELOR OF EDUCATION IN ELEMENTARY	N/A	N/A	SECRETARY - INTERNATIONAL PHARMACEUTICALS, INC Date: November 28, 2019 - PRESENT	4+ YEARS	LET	QUALIFIED

\*NOTHING FOLLOWS\*

Prepared and certified correct by:

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

Date: January 4, 2024