

  
 Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

APR 22 2024

**INITIAL EVALUATION RESULT (IER)**

Annex D

Position: **Administrative Aide VI**

Salary Grade and Monthly Salary: **SG06 - 17, 553.00**

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	AA6-2-2023-001	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	FTODA BIYAHENG LOKAL, PASADA NG KARUNUNGAN ,FTANGKILIK : PACKAGING SUSTAINABILITY Date: May 20,2022 Number of Hours: 8 HOURS  FOOD SPOILAGE MICROORGANISMS Date: MAY 21, 2022 Number of Hours: 8 Hours  FOODIE TRENDZ WEB SERIES: A JOURNEY TO FOOD SAFETY Date: JUNE 12, 2022 Number of Hours: 8 HOURS  FOOD HAZARDS: PRODUCE FOOD SAFELY FOR EVERYONE'S SAFETY Date: MAY 30, 2022 Number of Hours: 8 HOURS	4+ HOURS	QA ANALYST- IQ PACKAGING AND LOGISTICS INC. Date: NOVEMBER 22, 2021- PRESENT  QA SUPERVISOR-KUSENARU FOODS CORP. Date: SEPTEMBER 16, 2019- DECEMBER 09, 2020	1+ YEARS	CSP	<b>DISQUALIFIED (NO RELEVANT TRAINING AS PER QS)</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
2	AA6-2024-002	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT  MASTER OF ARTS IN EDUCATION MAJOR IN TECHNOLOGY AND HOME MANAGEMENT (9 UNITS EARNED)	MENTORSHIP TRAINING WORKSHOP FOR THE NATIONAL TEACHER QUALIFICATION STANDARDS NOVEMBER 18, 2022 Hours: 240	4+ HOURS	CREWING OFFICER FEBRUARY 01, 2021 - PRESENT  FLEET PERSONNEL OFFICER JANUARY 6, 2014 - JULY 17, 2020	1+ YEARS	LET	<b>QUALIFIED</b>
3	AA6-2024-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT & BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	Deped Teaching & Non-teaching Competencies and Standard Qualifications February 18, 2023 Hours: 8  Bookkeeping National Certificate III June 8-October 29,2019 Hours: 292	4+ HOURS	Accounting Assistant Feb. 8, 2022 to Present  Accounting Assistant Mar. 8, 2020 to December 23, 2021  Accounting Staff Dec. 8, 2018- Mar. 5, 2020	1+ YEARS	LET	<b>QUALIFIED</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	AA6-2024-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	<p>BLUEPRINTS OF SUCCESS: FUNDAMENTAL SKILLS IN PROJECT MANAGEMENT (PROJECT MANAGEMENT FUNDAMENTAL TRAININGS) FEBRUARY 23, 2024 Hours: 3</p> <p>DECISION DYNAMICS: MASTERING OFFICE PROBLEM-SOLVING SKILLS (OFFICE ADMIN SKILLS TRAINING) FEBRUARY 16, 2024 Hours: 3</p> <p>BASIC LIFE SUPPORT SEPTEMBER 7-8, 2022 Hours: 16</p>	4+ HOURS	<p>ADMINISTRATIVE ASSISTANT I - RESEARCH INSTITUTE FOR TROPICAL MEDICINE JANAUARY 3, 2022 - DECEMBER 31, 2022</p> <p>CASHIER - JOLLIBEE FOOD CORPORATION December 14, 2015- May 14, 2016</p>	1+ YEARS	CSSP	QUALIFIED
5	AA6-2024-005	BACHELOR OF ARTS IN THEOLOGY PROFESSIONAL TEACHING CERTIFICcate PROGRAM	<p>Contact Services NCII June 05, 2023 Hours: 144</p> <p>2 Day Salt and Light Conference August 28-29,2023 Hours: 16</p> <p>The Art and Style of Handling Parent Teacher Conferences October 07,2023 Hours: 2</p> <p>Personal Finance and Entreleadership October 14,2023 Hours: 2</p> <p>Social-Emotional Learning Integration in the Classroom October 14,2023 Hours: 2</p>	4+ HOURS	<p>Production Operator - IMI June 25,1998- April 09,2000</p> <p>Production Operator - IMI May 30,2000- March 28,2006</p>	1+ YEARS	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			What Your Law 101 for Teachers October 21,2023 Hours: 2  Professionalism in the Workplace October 21,2023 Hours: 2  Guidepost to Happiness and Wholeness: A Conversation With New Teachers October 28,2023 Hours: 2 hours  Effective Communication Skills for Beginning Teachers October 28,2023 Hours: 2 hours  Roles and Responsibilities of Teachers in Brigada Eskwela and Oplan Balik-Eskwela November 04,2023 Hours: 2 hours  Writing Action Research November 04,2023 Hours: 2 hours  Building Relationship with Various Stakeholders November 25,2023 Hours: 2 hours  Learning through Humanistic Education November 25, 2023 Hours: 2					
<b>** NOTHING FOLLOWS **</b>								

Prepared and certified correct by:

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

Date: April 19, 2024

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IER-2024-012



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