



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

APR 22 2024

Annex D

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant II**

Salary Grade and Monthly Salary: **SG 8 - 19,744.00**

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 | ADAS2-2024-001 | BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION | COMPUTER SYSTEM SERVICING March 2021 Hours: 200 BARISTA OCTOBER 9,2019-NOVEMBER 6,2019 Hours: 178 BASIC SAFETY ORIENTATION JULY 19,2023 Hours: 4 | 4+ HOURS | Science Research Assistant-RITM June 01,2023-July 31,2023 Field Interviewer-RITM April 24,2023-May 13,2023 Contact tracer-DOLE January 12,2022-February 15,2022 Contact tracer-DOLE January 2021-December 15,2021 Field Staff-Koramfil Mission Incorporation September 20,2018-September 21,2020 | more than 1 yr | CSSP | QUALIFIED |
| 2 | ADAS2-2024-002 | BACHELOR OF SCIENCE IN FOOD TECHNOLOGY | Complete Accounting: Bookkeeping and Accountancy 2024 Jan. 14, 2024 Hours: 29 Microsoft Office 2016 Essential Training: 9 Course Bundle Jan. 22, 2024 Hours: 68 | 4+ HOURS | QA ANALYST- IQ PACKAGING AND LOGISTICS INC. NOVEMBER 22, 2021-PRESENT QA SUPERVISOR-KUSENARU FOODS CORP. SEPTEMBER 16, 2019-DECEMBER 09, 2020 | more than 1 yr | CSP | QUALIFIED |

| No. | Application Code | Education | Training | | Experience | | Eligibility | Remarks (Qualified or Disqualified) |
|-----------------------|------------------|---|---|----------|--|----------------|-------------|--|
| | | | Title | Hours | Details | Years | | |
| 3 | ADAS2-2024-003 | BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT | GENDER AND DEVELOPMENT TRAINING FOCUSING ON THE THEME "LEADERSHIP ABILITIES AND TRANSFORMATION IN NURTURING ATTITUDES TOWARDS WORK" JUNE 23, 2023 Hours: 8 SEMINAR ON YEAR-END ADJUSTMENT & OTHER TAX UPDATES OCTOBER 19, 2022 Hours: 4 GAD SEMINAR, "USE OF GENDER FAIR LANGUAGE IN THE WORKPLACE" OCTOBER 05, 2022 Hours: 8 | 4+ HOURS | ADMINISTRATIVE AIDE IV (JOB ORDER) MUNTINLUPA NATIONAL HS March 12, 2021 - PRESENT | more than 1 yr | CSP | QUALIFIED |
| ** NOTHING FOLLOWS ** | | | | | | | | |

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV-(HRMO-II)

Date: April 19, 2024

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IER-2024-013



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