



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 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	AO2-2024-001	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION MAJOR IN GARMENTS TECHNOLOGY	Government Service Insurance System Electronic Remittance File Handlers Orientation and Re-Training Date October 11,2023 Number of Hours: 4 Enhanced Customer Service Training for Level 1 Employees Date: September 5-7,2023 24 Hours Drop Everything and Learn Together (DEALT) Program: Simple Practical Hacks for Office Effectiveness Date: November 23-25,2022 Number of Hours: 16 Master Class on Microsoft Excel Date: October 24-26,2022 Number of Hours: 24 Accounting for Non-Accountant Date: January 21-22,2022 Number of Hours: 16;	4+ HOURS	Administrative Assistant III-Schools Division Office of Muntinlupa Date: June 9,2022-PRESENT Administrative Aide VI-Schools Division Office of Muntinlupa Date: May 24,2021-June 8, 2022 Risk Management and Control Specialist Date: August 28,2020-May 20,2021	1+ YEARS	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
2	AO2-2024-002	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</p> <p>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
3	AO2-2024-003	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	<p>Gender Based Violence Date: April 19, 2022 4hours</p> <p>Harmonized Gender and Development Guidelines October 15, 2022 4hours</p>	4+ HOURS	Barangay Police Traffic Enforcer Putatan Date: December 2, 2013 to November 30, 2023	1+ YEARS	CSP	QUALIFIED
4	AO2-2024-004	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	1+ YEARS	PDO 907 & RA 1080 RPM	QUALIFIED
5	AO2-2024-005	BACHELOR OF SCIENCE IN ACCOUNTANCY	<p>2024 Budget Formulation Workshop for School Date: 10/24/2023-10/25/2023 Number of HOURS: 16 HOURS</p> <p>Enhanced Customer Service Training for Level 1 Employees Date: 09/05/2023-09/07/2023 Number of HOURS: 24 HOURS</p>	4+ HOURS	ADMINISTRATIVE ASSISTANT III Department of Education-Schools Division Office Muntinlupa Accounting Unit Date: SEPTEMBER 23 , 2021 - PRESENT	1+ YEARS	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			<p>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</p> <p>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</p> <p>Finalization and Submission of the CY 2022 Financial and Budgetary Reports Date: 01/20/2023 Number of HOURS: 8 HOURS</p> <p>Forex Transactions with and without Hedging Date: 12/18/2022-12/18/2022 Number of HOURS: 3 HOURS</p> <p>Intangible Assets Date: 12/17/2022-12/17/2022 Number of HOURS: 3 HOURS</p> <p>Drop Everything and Learn Together Program: Simple Practical Hacks for Office Effectiveness Date: 11/23/2022-11/25/2022 Number of HOURS: 24 HOURS</p> <p>Inventories: Recognition and Measurement Date: 10/11/2022-10/11/2022 Number of HOURS: 3 HOURS</p> <p>Accomplishment of the Agency Action Plan and Status of Implementation (AAPSI) Date: 09/09/2022-09/09/2022 Number of HOURS: 8 HOURS</p> <p>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</p> <p>Law on Cooperatives Date: 08/07/2022-08/07/2022 Number of HOURS: 3 HOURS</p> <p>Audit of Investments Date: 08/07/2022-08/07/2022 Number of HOURS: 3 HOURS</p> <p>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</p>		<p>ACCOUNTING STAFF - Diliman Doctors Hospital, Incorporated Date: JANUARY 02 , 2020 - SEPTEMBER 24 , 2021</p> <p>ACCOUNTING CLERK - Quirong Accounting and Consultancy Services Date: MARCH 19 , 2018 - APRIL 25 , 2019</p> <p>WORKING STUDENT - Saint Joseph College Date: JUNE 01 , 2016 - MARCH 17 , 2018</p> <p>PLANT WORKER - Commonwealth Foods Incorporated Date: DECEMBER 01 , 2011 - APRIL 28 , 2012</p> <p>BAGGER - Susana Mart Date: MAY 08 , 2011 - OCTOBER 07 , 2011</p>			

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			Inventory Estimation Date: 07/30/2022-07/30/2022 Number of HOURS: 3 HOURS					
			Orientation on Property and Supply Management System Date: 07/18/2022-07/19/2022 Number of HOURS: 16 HOURS					
			Extremelining Efficient Government Services: Ease of Doing Business Act Date: 06/19/2022 Number of HOURS: 4 HOURS					
			Financial Perspective Variance Analysis Date: 04/21/2022-04/21/2023 Number of HOURS: 3 HOURS					
			Select Tax Issues Needing Academic or Practical Concensus Date: 04/03/2022-04/03/2022 Number of HOURS: 3 HOURS					
			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					
			Government Procurement Law Date: 01/31/2022-01/31/2022 Number of HOURS: 3 HOURS Making CPA's Relevant During Time of Pandemic Date: 12/18/2021-12/18/2021 Number of HOURS: 3 HOURS					
			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					
			Cloud-based Accounting & Intro to XERO Accounting Date: 11/06/2021-11/06/2021 Number of HOURS: 3 HOURS					
			BOOKKEEPING NATIONAL CERTIFICATE III Date: 03/05/2018-05/25/2018 Number of HOURS: 292 HOURS;					

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
6	AO2-2024-006	BACHELOR OF EARLY CHILDHOOD EDUCATION	<p>PARTICIPATING IN WORKPLACE COMMUNICATION Date NOVEMBER 11, 2023 Number of Hours: 3 HOURS</p> <p>RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION Date: November 14, 2023 Number of Hours: 3 HOURS</p> <p>WI-FI 101 AND DIGITAL THUMBPRINT PROGRAM Date: November 14, 2023 Number of Hours: 2 HOURS</p> <p>MICROSOFT DIGITAL LITERACY Date: NOVEMBER 14, 2023 Number of Hours: 2 HOURS</p> <p>2022 MID-YEAR WEBINAR-WORKSHOP AND DEMONSTRATION TEACHING AND LEARNING Date: JUNE 25-26, 2022 Number of Hours: 16 HOURS</p> <p>JUMP-START: HOW TO START YOUR OWN BUSINESS AMIDST THE PANDEMIC Date: DECEMBER 18, 2021 Number of Hours: 3 HOURS</p> <p>LEARNING MODALITIES IN THE CONTEXT OF ONLINE TEACHING-LEARNING Date: NOVEMBER 26-27, 2021, Number of Hours: 16 HOURS</p>	4+ HOURS	N/A	N/A	LET	QUALIFIED
7	AO2-2024-007	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	N/A	N/A	N/A	PDO 907	QUALIFIED
8	AO2-2024-008	BACHELOR OF ARTS IN PSYCHOLOGY	N/A	N/A	N/A	N/A	RA 1080 RPM	QUALIFIED
9	AO2-2024-009	BACHELOR OF SCIENCE IN ACCOUNTANCY	<p>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</p>	4+ HOURS	ACCOUNTING ASSISTANT- DELA TORRE AND CO., INC. DATE: JANUARY 16, 2021- PRESENT	1+ YEARS	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			<p>ALL ABOUT BIR VAT AUDIT: HEADS UP ON TAX HEALTH CHECKLIST TO AVOID VAT EXPOSURE DATE: OCTOBER 24, 2023 NUMBER OF HOURS: 2 HOURS</p> <p>APPLICATION FOR BIR TAX RULINGS- PICPA SMMC 1ST GENERAL MEMBERSHIP MEETING DATE: OCTOBER 11, 2023 NUMBER OF HOURS: 2 HOURS</p> <p>TRANSFER TAX ON CAPITAL AND ORDINARY ASSETS DATE: OCTOBER 10, 2023 NUMBER OF HOURS: 2 HOURS</p>					
10	AO2-2024-010	BACHELOR OF SCIENCE IN PSYCHOLOGY	<p>Capacity Building for Psychological Services Staff Date: October 11-14, 2022 Number of Hours: 16 Hours</p>	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>	1+ YEARS	CSP	QUALIFIED
11	AO2-2024-011	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>	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>	1+ YEARS	LET	QUALIFIED
			<p>Aligning Assessment to Curriculum Standards and Learning Competencies Date: June 23, 2018 Number of Hours: 8 hours</p>		<p>Position: Math Teacher - Eye Level Philippines Date: July 6, 2011 - May 15, 2014</p>			

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)	
			Title	Hours	Details	Years			
				Fake News, Credible Sources March 17, 2018 4 hours		Position: Language Consultant - PHILKOR English Training Center, Date: July 18, 2009 - July 1, 2011			
12	AO2-2024-012	BACHELOR OF ELEMENTARY EDUCATION	N/A		N/A	CASHIER-SM HYPERMARKET DATE:NOVEMBER 6,2015-APRIL 6 2016 SUBSTITUTE TEACHER 1 -MANDALUYONG ADDITION HILLS ELEMENTARY SCHOOL DATE:JULY 2,2019-OCTOBER 14,2019	4+ YEARS	LET	QUALIFIED
13	AO2-2024-013	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN OPERATIONS MANAGEMENT		DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRCATICAL 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	1+ YEARS	LET	QUALIFIED
						ADMINISTRATIVE ASSISTANT II - SCHOOLS DIVISION OFFICE FEBRUARY 2, 2022 - NOVEMBER 13, 2022			

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
						ADMINISTRATIVE ASSISTANT III - LAKEVIEW INTEGRATED SCHOOL NOVEMBER 14, 2022 - PRESENT		
14	AO2-2024-014	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	<p>Information Security Management System - ISO 27001:2013 Date: 03/08/2021 Number of Hours: 4 Hours</p> <p>ISO Standards Awareness Training - QMS and EMS Date: MARCH 08,2021 Number of Hours: 4 HOURS;</p> <p>Time & Stress Management Virtual Training Date: APRIL 06, 2021 Number of Hours: 5 HOURS</p> <p>Alcohol & Drug-Free Workplace Policy - Philippines Date: SEPTEMBER 17, 2019 Number of Hours: 3 HOURS</p> <p>Employee Online Interaction - Worldwide Online Policy Date: SEPTEMBER 17, 2019 Number of Hours: 2 HOURS</p> <p>IAPP Acceptable Use and General Privacy Training v11-2019 Date: SEPTEMBER 17, 2019 Number of Hours: 3 HOURS</p> <p>JJIMU-RIM-2019 Records and Information Management Training Date: Date: SEPTEMBER 16, 2019 Number of Hours: 3 HOURS</p>	4+ HOURS	<p>Administrative Support - Johnsons & Johnsons Date: 07/01/2019 - 10/31/2021</p> <p>Position: Data Encoder / Indexer - PhilamLife Alabang Date: 09/17/2018 - 05/01/2019</p>	1+ YEARS	CSP	QUALIFIED
15	AO2-2024-015	BACHELOR OF EDUCATION IN ELEMENTARY	N/A	N/A	SECRETARY - INTERNATIONAL PHARMACEUTICALS, INC Date: November 28, 2019 - PRESENT	1+ YEARS	LET	QUALIFIED

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No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
16	AO2-2024-016	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>	1+ YEARS	LET	QUALIFIED
17	AO2-2024-017	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT WITH 18 UNITS OF EDUCATION	<p>Google Applications Classes Date: October 21, 2022 Number of hours: 8 hours.</p>	4+ HOURS	<p>Administrative Staff & Admission and marketing staff (Registrar) Date: February 1, 2018 - present.</p>	1+ YEARS	LET	QUALIFIED
18	AO2-2024-018	BACHELOR OF EDUCATION IN ELEMENTARY	N/A	N/A	<p>Private school teacher - St Bernadette College of Alabang Date: SY 2015-2016 to SY 2022-2023</p>	1+ YEARS	LET	QUALIFIED
19	AO2-2024-019	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	N/A	N/A	N/A	CSP	QUALIFIED
20	AO2-2024-020	BACHELOR OF ARTS IN POLITICAL SCIENCE	<p>Gender fair Language 101 (RA 11313 - Safe Space Act) Date: September 2, 2022 via Zoom 4 Hours</p> <p>Gender and Development Training Date: June 23, 2023 8 Hours</p> <p>First Aide (ICE) in Case of Emergency Date: July 16, 2021 via Zoom 8 Hours</p>	4+ HOURS	<p>ADMIN AIDE VI - MUNTINLUPA NATIONAL HS November 15, 2016 - PRESENT</p>	1+ YEARS	PD 907	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			Professionalism in the Workplace Date: May 28, 2021 4 Hours RA 11312: Bawal Bastos Law December 14, 2020 via Zoom 8 Hours					
21	AO2-2024-021	BACHELOR OF SECONDARY EDUCATION-MAJOR IN SCIENCE	NON-CLINICAL BASIC COMPETENCY PROGRAM JANUARY 27,2023 Hours: 4 CARDIOPULMONARY RESUSCITATION (CPR) JANUARY 27, 2023 Hours: 4 WORK ATTITUDE AND VALUES ENHANCEMENT JANUARY 26, 2023 Hours: 4 SAFETY CULTURE PROGRAM JANUARY 24,2023	4+ HOURS	CASHIER - ASIAN HOSPITAL AND MEDICAL CENTER OCTOBER 12,2022- JULY 30,2023	1+ YEARS	LET	QUALIFIED
22	AO2-2024-022	BACHELOR OF SCIENCE IN PSYCHOLOGY	KARAPATAN NG MGA PERSONS WITH DISABILITY (3CPD UNITS)	4+ HOURS	LEARNING AND DEVELOPMENT ASSISTANT DECEMBER 11, 2023 - PRESENT (PROBATIONARY)	1+ MONTHS	CSP	QUALIFIED
23	AO2-2024-023	BACHELOR OF SCIENCE IN CRIMINOLOGY	N/A	N/A	N/A	N/A	RA 1080 CRIM	QUALIFIED
24	AO2-2024-024	BACHELOR OF ELEMENTARY EDUCATION	HOME SCHGOLING PEAC	4+ HOURS	INTERMEDIATE TEACHER - OLIVAREZ COLLEGE PARANAQUE AUGUST 1 - PRESENT INTERMEDIATE TEACHER SAI TN BERNADETTE COLLEGE OF ALABANG MAY 2019 - MAY 2023	1+ YEARS	LET	QUALIFIED
25	AO2-2024-025	SCIENCE IN ELEMENTARY ELEMENTARY EDUCATION MAJOR IN PRESCHOOL EDUCATION	ONLINE DISTANCE LEARNING PLATFORM August - 31, 2020 Hours: 8	4+ HOURS	Elementary School Teacher August 2020- April 2021 Office Staff February 20, 2020 - October 24, 2020	1+ YEARS	LET	QUALIFIED

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			Title	Hours	Details	Years		
25	AO2-2024-025	PRESCHOOL EDUCATION MASTERS IN ARTS IN EDUCATIONAL MANAGEMENT 30 UNITS EARNED	VIBAL'S MATATAG SUMMIT WITH THE THEME: "INNOVATE, EDUCATE, ELEVATE: UNVEILING THE MATATAG FUTURE" March 9, 2024 Hours: 8	HOURS	Office Staff February 20, 2020 - October 24, 2020	1+ YEARS	LET	QUALIFIED
26	AO2-2024-026	BACHELOR OF ELEMENTARY EDUCATION	EDUCATIONAL TECHNOLOGY TRAINING COURSE November 17, 2022 Hours: 2 BASIC COMPUTER LITERACY September 1 - 12, 2023 Hours : 80 INVESTIGATIVE MIND/LEARNING UNDERCOVER WORKS October 12, 2023 Hours : 4	4+ HOURS	CASHIER ASSOCIATE -SUYEN CORPORATION November 20, 2018 - May 5, 2020 CUSTOMER SERVICE ASSOCIATE -ONE POINT CONTACT INC. November 23, 2021 - August 4, 2021 HR ASSISTANT- PETRON CORPORATION HOC May 25, 2022 - May 1, 2023	1+ YEARS	LET	QUALIFIED
27	AO2-2024-027	BACHELOR OF SCIENCE IN ACCOUNTANCY	Continuing Environmental Education Program for PCOs	4+ HOURS	Administrator-SVRC Commercial Space for Rent	1+ MONTHS	CSP	QUALIFIED
28	AO2-2024-028	BACHELOR IN ELEMENTARY EDUCATION	ANNUAL EDUCATORS CONGRESS (AECON) 2023 January 26-27, 2023	4+ HOURS	ADMINISTRATIVE ASSISTANT II December 1, 2023 - present	1+ MONTHS	LET	QUALIFIED
29	AO2-2024-029	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	GENDER SENSITIVITY TRAINING FEBRUARY 13, 2023 to MARCH 10, 2023 Hours: 16 PRINCIPLES OF GRAPHIC DESIGN FEBRUARY 13, 2023 to MARCH 28, 2023 Hours: 16	4+ HOURS	TEACHER - LOMBOSCO ACADEMY FOUNDATION, INC. JUNE 04, 2018 - MARCH 31, 2020	1+ YEARS	LET	QUALIFIED
			UNDERSTANDING THE CHILD BETTER MARCH 06, 2023 to APRIL 14, 2023 Hours: 16 TEACHING AND LEARNING WITH MODERN ICTs MAY 02, 2023 to JUNE 02, 2023 Hours: 16 ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL 1 EMPLOYEES SEPTEMBER 05, 2023 to SEPTEMBER 07, 2023 Hours: 24 HOURS		JOB ORDER (PROJECT WORKER) - NATIONAL BUREAU OF INVESTIGATION - IDENTIFICATION AND RECORDS DIVISION - FINGERPRINT SCANNING UNIT-TECHNICAL SECTION JULY 01, 2020 to FEBRUARY 17, 2023 ADMINISTRATIVE ASSISTANT II - DEPED MUNTINLUPA FEBRUARY 20, 2023 to PRESENT			

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			Title	Hours	Details	Years		
			<p>SEMINAR ON COA AND BIR RELATED ISSUANCES AND UPDATES SEPTEMBER 28, 2023 Hours: 8</p> <p>DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSION L&D INITIATIVE FOCUSING ON IT-ENHANCED KNOWLEDGE AND 4CS (COLLABORATION, CRITICAL THINKING, COMMUNICATIONS, AND CREATIVITY) OF E-LITERACY NOVEMBER 07, 2023 to NOVEMBER 09, 2023 Hours: 24</p> <p>LET'S MEASURE UPI A CAPACITY-BUILDING WORKSHOP FOR SDO MUNTINLUPA'S GADVOCATES WITH THE GENDER AND DEVELOPMENT ASSESSMENT TOOLS NOVEMBER 20, 2023 to NOVEMBER 21, 2023 Hours: 16</p> <p>BASICS OF RESILIENCE JANUARY 15, 2024 to FEBRUARY 16, 2024 Hours: 16</p> <p>WEBINAR ON THE ORIENTATION ON STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH FEBRUARY 21, 2024 Hours: 3</p>					
30	AO2-2024-030	BACHELOR OF ELEMENTARY EDUCATION-MAJOR IN GENERAL EDUCATION	<p>ANNUAL EDUCATORS' CONGRESS (AECON) 2024: NAVIGATING THE EDUCATIONAL LANDSCAPE: BRIGHTLY LOOKING AT THE MATATAG CURRICULUM JANUARY 19, 2024 Hours: 8</p> <p>PHILIPPINE CONSTITUTIONS AND THE SOCIAL ORDER: COUNTING BLESSINGS, RISING ABOVE CHALLENGES JANUARY 16-17, 2024 Hours: 16</p> <p>BASIC TOURISM STATISTICS NOVEMBER 8-10, 2023 Hours: 24hours</p> <p>INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) INTERNATIONAL AUDIT TRAINING JULY 5-6, 2023 Hours: 16</p>	4+ HOURS	ADMINISTRATIVE ASSISTANT - GOVERNMENT OF SAN PEDRO, LAGUNA OCTOBER 11, 2022 - FEBRUARY 29, 2024	1+ YEARS	LET & PD 907	QUALIFIED

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			Title	Hours	Details	Years		
			ISO 9001:2015 TRAINING PROGRAM "RISK MANAGEMENT TRAINING AND ROOT-CAUSE ANALYSIS" JUNE 6-7, 2023 Hours: 16 ISO 9001:2015 QUALITY MANAGEMENT SYSTEM "ISO AWARENESS TRAINING" MAY 15, 2023 Hours: 8 RAISING RESILIENT GEN Z's AND ALPHAS:SEL, WELL-BEING, AND RESILIENCE IN THE DIGITALLY DRIVEN WORLD APRIL 11, 2023 - MAY 2, 2023 Hours: 12					
** NOTHING FOLLOWS **								

Prepared and certified correct by:


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

Date: April 19, 2024

014
IER-2024-014



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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