



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

Annex D

**INITIAL EVALUATION RESULT (IER)**

Position: **Administrative Assistant II**

Salary Grade and Monthly Salary: **SG8 - 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 to MC 11 s. 1996 Career Service (Subprofessional)/First Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	<b>ADAS2-2024-02-001</b>	BACHELOR OF SCIENCE IN ACCOUNTANCY MAJOR IN ACCOUNTING  CERTIFICATE IN TEACHING PROGRAM (24 UNITS EARNED)	VIRTUAL IN-SERVICE TRAINING FOR TEACHERS 2.0 Date August 30, 2021 - September 3, 2021 Number of Hours: 44 Hrs  DIGITAL TAYO SERIES: MANAPURI-BE CRITICAL THINKER Date: August 27, 2021 to August 27, 2021 Number of Hours: 2 Hours  DIGITAL TAYO SERIES: DIGITAL PARENTING Date: August 26, 2021 Number of Hours: 2 Hours  DIGITAL TAYO SERIES: MAINGAT-PROTECTING YOUR DIGITAL FOOTPRINT; Date: August 26, 2021 Number of Hours: 2 Hours  DIGITAL TAYO SERIES: MAGALANG-YOU AS A DIGITAL CITIZEN Date: August 26, 2021 Number of Hours: 2 Hours	More than 4 hours	Position: ACCOUNTING STAFF II - HAFELE PHILIPPINES INCORPORATED Date: January 19, 2005- February 15, 2016,  SENIOR ACCOUNT CLERK - ZENCO SALES INCORPORATED Date: November 16, 1999 to March 31, 2004	More than 1 year	LET	<b>QUALIFIED</b>

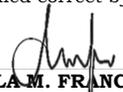
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			<p>COMPREHENSIVE CORPORATION TAXATION AND VAT TAXATION Date: June 23, 2015 Number of Hours: 8 Hours</p> <p>BASIC BUSINESS ACCOUNTING AND BIR COMPLIANCE FOR VAT Date: August 19, 2014 to August 20, 2024 Number of Hours: 16 Hours</p> <p>SEMINAR ON TAX UPDATES Date: October 2, 2013 Number of Hours: 6 Hours</p> <p>EXPANDED WITHHOLDING TAX Date: June 22, 2006 Number of Hours: 8 Hours</p>					
2	<b>ADAS2-2024-02-002</b>	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION	<p>CONTACT CENTER SERVICES NC II DATE: NOVEMBER 18,2020 NUMBER OF HOURS: 144 HOURS</p>	More than 4 hours	<p>BUSINESS PROCESS ASSOCIATE III DATE: JANUARY 9,2023 - PRESENT</p> <p>ADMIN ASSISTANT DATE: MARCH 8,2022-SEPTEMBER 2022</p> <p>CLAIMS PROCESS ASSOCIATE DATE:FEBRUARY 15,2021- MARCH 5,2022</p>	More than 1 year	LET	<b>QUALIFIED</b>
3	<b>ADAS2-2024-02-003</b>	BACHELOR OF SECONDARY EDUCATION-MAJOR IN SCIENCE	<p>PRE-SERVICE TRAINING ORIENTATION JANUARY 20, 2024 8 HOURS</p> <p>MANDATORY 8-HOURS OCCUPATIONAL SAFETY AND HEALTH JANUARY 20, 2024 8 HOURS</p>	More than 4 hours	<p>OFFICE CLERK - CHOWKING COMMISSARY SUCAT JANUARY 23, 2024 - PRESENT</p> <p>BILLING ASSISTANT-STAFF SEARCH ASIA CORPORATION AUGUST 26, 2022-JANUARY 15, 2023</p>	More than 1 year	LET	<b>QUALIFIED</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	<b>ADAS2-2024-02-004</b>	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	<p>CAPACITY DEVELOPMENT TRAINING ON STANDARD BIDDING PROCEDURES FOR PROCUREMENT PROCESS FEBRUARY 13, TO 15, 2024 24HOURS</p> <p>BDRRM DISASTER PREPAREDNESS ORIENTATION JANUARY 28 TO 30, 2024 24 HOURS</p> <p>BARANGAY COUNCIL PROTECTION FOR CHILDREN PLAN JUNE 21, 2022 8HOURS</p> <p>R.A 9185 GOVERNMENT PROCUREMENT REFORM ACT IRR OCTOBER 18 TO 21, 2024 48HOURS</p> <p>HARMONIZED GENDER AND DEVELOPMENT GUIDELINES OCTOBER 15, 2022 8 HOURS</p> <p>DOCUMENTARY REQUIREMENTS FOR BARANGAY TRANSACTION AND CONTROL MECHANISM TO ENFORCE SUBMISSION OF BARANGAYS JANUARY 16 TO 18, 2022 24 HOURS</p> <p>GENDER BASED VIOLEBNCE SEMINAR APRIL 19, 2022 8HOURS</p> <p>BARANGAY TANOD ENHANCE SKILLS TRAINING SEMINAR JUNE 17 TO 18, 2021 16 HOURS</p>	More than 4 hours	<p>ADMINISTRATIVE OFFICER BARANGAY POLICE DECEMBER 2, 2013</p> <p>OBC STAFF AUGUST 18, 2021</p> <p>OIC BARANGAY TRAFFIC JANUARY 2021 TO NOVEMBER 30, 2023</p> <p>BOOKKEEPING ASSISTANT DECEMBER 1, 2023 UP TO PRESENT</p>	More than 1 year	CSP	<b>QUALIFIED</b>

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	ADAS2-2024-02-005	BACHELOR IN ELEMENTARY EDUCATION - MAJOR IN GENERAL EDUCATION  MASTER OF EDUCATION- MAJOR IN ADMINISTRATION AND SUPERVISION (27 UNITS EARNED)	EVENTS MANAGEMENT SERVICES NC III OCT. 28, 2019 TO NOV. 18, 2019 108 HOURS  DIGITAL LITERACY AUG. 06, 2019 5 HOURS	More than 4 hours	TEACHER 1 - SDO- MASBATE ELEMENTARY Date: SEP. 07, 2023 - DEC. 20, 2023  TEACHER 1 - SDO MASBATE ELEMENTARY Date: APR. 18, 2023 - MAY 16, 2023  TEACHER 1 - SDO MASBATE ELEMENTARY Date: SEP. 29, 2022 - JAN. 04, 2023  COMMUNITY ALTERNATIVE LEARNING SYSTEM - LOCAL GOVERNMENT OFFICE Date; AUG. 31, 2021 - JULY 30, 2022	More than 1 year	LET	QUALIFIED
6	ADAS2-2024-02-006	BACHERLOR OF ELEMENTARY EDUCATION MAJOR IN PRESCHOOL EDUCATION  MASTERS OF ARTS IN EDUCATIOB MAJOR IN EDUCATIONAL MANAGEMENT (18 UNITS)	BASIC COMPUTER LITERACY COMPENTENCY ACQUIRED: OPERATE A PC, USING AN EMAIL AND SEARCHING ON THE INTERNET, MICROSOFT WORD, EXCEL AND POWEPOINT PC TROUBLESHOOTING AND GRAPHIC DESIGN USING ADOBE PHOTOSHOP DATE: JUNE 3, 2024 TO JUNE 14, 2024 NUMBER OF HOURS: 80 HOURS  ONLINE DISTANCE LEARNING PLATFORM DATE: AUGUST 3 -21, 2020 NUMBER OF HOURS 80 HOURS  VIBALS MATATAG SUMMIT WITH THE THEME: "INNOVATE, EDUCATE, ELEVATE: UNVEILLING THE MATATAG FUTURE DATE: MARCH 9 2024 NUMBER OF HOURS: 8 HOURS	More than 4 hours	OFFICE STAFF - LRP ALIBABA GADGETS DEPOT INC. Date: February 20, 2020 - October 24, 2020  ELEMENTARY SCHOOL DEPARTMENT TEACHER- DON STEVENS INSTITUTE OF CAVITE, INC. Date: August 2020 - April 2021  ELEMENTARY TEACHER - DON STEVENS INSTITUTE OF CAVITE, INC Date: November 2023 - May 2024	More than 1 year	LET	QUALIFIED

\*\* NOTHING FOLLOWS \*\*

Prepared and certified correct by:

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

Date: July 22, 2024