


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

Annex D

INITIAL EVALUATION RESULT (IER)

Position: **Administrative Aide VI**

Salary Grade and Monthly Salary: **SG6 - 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**

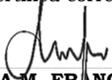
ELIGIBILITY: **Relevant to MC 11 s. 1996 Career Service (Subprofessional)/First Level Eligibility**

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AA6-2024-02-001	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	ADVANCED MICROSOFT EXCEL WORKSHOP: MASTERING EXCEL FORMULAS, FUNCTIONS & ANALYSIS FOR ACCOUNTANTS AND BOOKKEPPERS	More than 4 hours	Development Officer- Pagasa Philippines Finance Corp Date: July 22 to May 31, 2022 Barangay Treasurer- Barangay Government of Poblacion Uno Date: September 09, 2013 to June 1, 2017	More than 1 year	CSSP	QUALIFIED
2	AA6-2024-02-002	BACHELOR OF ELEMENTARY EDUCATION - MAJOR IN PRE-SCHOOL EDUCATION	GOOGLE'S, BE INTERNET AWESOME TRAINING WORKSHOP FOR ICT AND ESP TEACHERS Date: May 3-5, 2024 Number of Hours: 17 Hours CONNECTING TEACHING AND LEARNING STRATEGIES FOR EXPANDED IMAGINATIVE AND CREATIVE THINKING TO IMPROVE LITERACY AND NUMERACY OF THE LEARNERS Date: January 23-25 and 29-20, 2024 Number of Hours: 40 Hours	More than 4 hours	Substitute Teacher 1 - Bayanan Elementary School-Main Date: NOVEMBER 14, 2023- MAY 31, 2024 Office Staff Date SEPTEMBER 13, 2023- NOVEMBER 14, 2023 Receiving Clerk Date: MAY 16, 2021- OCTOBER 25, 2021	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	AA6-2024-02-003	BACHELOR OF ELEMENTARY EDUCATION-MAJOR IN PRE-SCHOOL EDUCATION	<p>COMPUTER SYSTEM SERVICING Date: MARCH 10, 2023 Number of Hours: 280 HOURS</p> <p>THE TEACHER AS A PERSON Date: MAY 4, 2024 Number of Hours: 2 HOURS</p> <p>TEST CONSTRUCTION FOR CRITICAL THINKING Date: AUGUST 26, 2023 Number of Hours: 2 HOURS</p> <p>UTILIZATION OF TEST RESULTS Date: AUGUST 26, 2023 Number of Hours: 2 HOURS</p> <p>WRITING HIGH IMPACT LEARNING PLANS Date: AUGUST 12, 2023 Number of Hours: 2 HOURS</p> <p>INTEGRATING VALUES WITH SUBJECT MATTER Date: AUGUST 12, 2023 Number of Hours: 2 HOURS</p> <p>MANAGING ONES ANXIETY IN THE TEACHING PROFESSION Date: AUGUST 05, 2023 Number of Hours: 2 HOURS</p> <p>TEACHING AS A PROFESSION, MISSION AND VOCATION Date: JULY 29, 2023 Number of Hours: 2 HOURS</p> <p>Title of Training: CREATING AND DESIGNING LEARNING RESOURCE MATERIALS Date: JULY 29, 2023 Number of Hours: 2 HOURS</p>	More than 4 hours	<p>SUBSTITUTE TEACHER 1- ITAAS ELEMENTARY SCHOOL Date: FEBRUARY 05,- APRIL 19, 2024</p> <p>ADMINISTRATIVE ASSISTANT- AACCS CONSTRUCTION SERVICES Date: JANUARY 11, 2021- JANUARY 22, 2024</p> <p>PART TIME TUTOR- SELF EMPLOYED Date: JANUARY 8, 2021- JUNE 30, 2022</p> <p>ALL AROUND STAFF(STORE MANAGER/KITCHEN STAFF)- LUGAW JUAN NATION AND LNOS BAR AND CUISINE Date: DECEMBER 5, 2015-MARCH 30, 2016</p> <p>PURCHASING OFFICER- GNL CONSTRUCTION SPECIALIST INC Date: FEBRUARY 22, 2015- DECEMBER 05, 2015</p> <p>ADMINISTRATIVE ASSISTANT- HYDRA PAINTING SERVICES CORPORATION Date: MAY 1, 2014- NOVEMBER 25, 2014</p> <p>PURCHASING OFFICER- WELTANCHAUNG CORP. Date: MAY 27, 2013- DECEMBER 17, 2013</p>	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