



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

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	AO2-2024-02-001	Bachelor of Science in Industrial Education Major in Industrial Arts	Computer System Servicing Date: Oct 5, 2022 - November 17, 2022 280 hours	More than 4 hours	Private teacher - Blessed Christ Child Montessori Foundation Inc.	More than 1 year	LET	QUALIFIED
2	AO2-2024-02-002	BACHELOR OF SCIENCE CRIMINOLOGY CERTIFICATE OF TEACHING PROGRAM (24 UNITS EARNED)	None	N/A	VIRTUAL ADMINISTRATIVE - WORK WORK PRIVATE LIMITED DATE: AUG 2020 to Present ADMINISTRATIVE ASSISTANT- OUTRICH PHILIPPINES DATE: Nov 2019 to May 2020 Administrative Assistant, 228 City Scape Date: Jan 2019 to Jun 2019 Audit Staff, Surewell Equities Inc Date: Jan 2017 to Sep 2018 Office Staff JAG Refrigeration Service Date: Oct 2014 to Oct 2016	More than 1 year	RA 1080	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	AO2-2024-02-003	Bachelor of Science- Major in Accountancy	<p>NDBA-IUs' 3rd National Assembly and Capacity Development Program and Seminar: MATATAG na Kawani, Kaagapay sa Paghubog Tungo sa Isang Bansang Makabata, Batang Makabansa Aug. 23-25, 2023, 24 Hours</p> <p>GSIS' Orientation and Re-Training for GSIS Authorized Liaison Officers (LO) Sept. 23, 2022, 4 Hours</p> <p>Series of Webinar-Workshop on Gender Mainstreaming and Audit for SDO-Muntinlupa Teaching and Non-Teaching Personnel Sept. 06-10, 2021, 8 Hours</p> <p>Online Learning Session for the E-SARO Viewer Application May 27, 2021, 4 Hours</p> <p>Series of Webinar-Workshop on Gender Mainstreaming and Audit for SDO-Muntinlupa Teaching and Non-Teaching Personnel-Batch 5 May 21, 2021, 8 Hours</p> <p>L&D Series of Skills Enhancement Training for Non-Teaching Personnel-Batch 1 Dec. 9, 2020, 8 Hours</p> <p>AGAP Inc.'s Seminar: Linking Financial Resilience and Good Governance Oct. 23-26, 2019, 28 Hours</p> <p>National Assembly and Seminar Workshop of Senior Bookkeepers in Implementing Units Aug. 21-23, 2019, 24 Hours</p> <p>GACPA Inc.'s 41st Annual National Convention and Seminar: Promoting Integrity, Advancing Excellence May 22-25, 2019, 32 Hours</p> <p>Seminar-Workshop on Budget Monitoring System and Electronic Financial Reporting System Application 2019 version Feb. 11, 2019, 8 hours</p> <p>SIPAG 2019 Synchronized Instructions, Procedures, and Guidelines on Administration, Procurement Finance and Operations Feb. 06-08, 2019, 24 Hours</p>	More than 4 hours	<p>Cashier 1- Pedro E. Diaz HS Oct. 1, 2019- PRESENT</p> <p>ADAS III-Sr. Bookkeeper- Pedro E. Diaz HS June 1, 2018- Sep. 30, 2019</p> <p>Junior Accountant- Summer Institute of Linguistics Aug. 12, 2015 - Oct. 31, 2017</p> <p>Administrative Assistant/ Ministry Assistant- Greenhills Christian Fellowship, Inc. Jan. 10, 2005 - Feb. 16, 2015</p> <p>Accounting Clerk- MidEast Mktg. Oct. 16, 2000 - Feb. 15, 2004</p>	More than 1 year	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	AO2-2024-02-004	Bachelor of Science in Biology CPTP (Certificate of Professional Teaching Program) 18 units earned	None	N/A	Market Research Analyst & Customer Advocate I - Concentrix Date: September 12, 2019 - December 13, 2021 Risk Adjustment and Charts Retrieval Specialist - Change Healthcare Date: November 15, 2021 - May 14, 2022 SG Financial Solutions Officer / Ops Sup Analyst 1 - Citibank Date: August 8, 2022 - June 28, 2024	More than 1 year	LET	QUALIFIED
5	AO2-2024-02-005	BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT- MAJOR IN OPERATIONS MANAGEMENT	EMPOWERING GENDER-RESPONSIVE HEALTH AND SAFETY FOR ALL DATE: DECEMBER 8, 2023 Number of Hours: 8 Hours DROP EVERYTHING AND LEARN TOGETHER Date: Nov. 23-25, 2023 Number of Hours: 24 Hours National Certificate in Bookkeeping Number of Hours: 200 Hours Date: Oct. 14- Dec. 20, 2019	More than 4 hours	Admin. Asst. III - LAKEVIEW INTEGRATED SCHOOL Nov. 14, 2022 - Present Admin. Asst. II- Schools Division Office of Muntinlupa Feb. 2, 2022- Nov. 13, 2022 Public Service Foreman Jan. 01, 2017-Feb. 01, 2022 Admin. Aide VI (Data Controller I) Oct. 26-Dec. 31, 2016 Admin. Aide III Jan. 01, 2015-Oct. 25, 2016 Admin. Aide I Sept. 4, 2014- Dec. 31, 2014	More than 1 year	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
6	AO2-2024-02-006	Bachelor of Science in Business Administration major in Operations Management	<p>The Supervisor's Guide Tto Performance Coaching December 07, 2023 4 Hours</p> <p>Public Service Values Program:Bawat Kawani Lingkod Bayani December 7, 2024 8 hours</p> <p>Targeted Financial Sanctions October 26, 2023 2 Hours</p> <p>AMLC Registration and Reporting Guidelines October 17, 2023 3 Hours</p> <p>Anti-Money Laundering and Anti-Terrorism Financial Fundamentals(AMLC CTF) Septemeber 5, 2023 3 Hours</p>	More than 4 hours	<p>Landco Pacific Corporation April 18, 2022 - Present</p> <p>Treasury Specialist and Philand Industries, Inc. February 25, 2013 - April 16, 2022</p>	More than 1 year	CSP	QUALIFIED
7	AO2-2024-02-007	BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION-MAJOR IN GARMENTS TECHNOLOGY	<p>BASIC REQUIREMENTS AND PROCEDURES ON DISBURSEMENTS, UPDATES ON RELATED COA RULES AMD REGULATIONS, GENDER MAINSTREAMING FOR IMPLEMENTATION OF MAGNA CARTA FOR WOMEN Date: JUNE 27-28,2024 Number of Hours: 16 hours</p> <p>CLUSTERED ORIENTATION, TRAINING AND MENTORSHIP ON ADMINTRATIVE TASKS FOR NON-TEACHING PERSONNEL (SCHOOL ADMINISTRATIVE OFFICERS AND ASSISTANTS) Date March 21,2024 Number of Hours: 8 hours</p> <p>DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSION L&D INITIATIVE FOCUSING IT-ENHANCED KNOWLEDGE AND 4CS(COLLABORATIOM, CRITICAL THINKING,COMMUNICATION, AND CREATIVITY OF E-LITERACY) Date: November 7-9,2023 Number of Hours; 24 hours</p> <p>PUBLIC SERVICE EXCELLENCE FORUM Date: October 24, 2023 Number of Hours: 8 Hours</p>	More than 4 hours	<p>Administrative Assistant III Date: June 9, 2022-PRESENT</p> <p>Adminitrative Aide VI Date: May 24,2021 to June 8,2022</p> <p>Risk Management and Control Specialist June 8, 2010 to May 20,2021</p>	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			<p>GOVERNMENT SERVICE INSURANCE SYSTEM ELECTRONIC REMITTANCE FILE HANDLERS ORIENTATION AND RE-TRAINING 2023 Date:October 11,2023 Number of Hours: 4 hours</p> <p>ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL 1 EMPLOYEES, Date: Sepember 5-7,2023 Number of Hours: 24 hrs</p> <p>DROP EVERYTHING AND LEARN TOGETHER(DEALT)PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS Date: November 11-25,2022 Number of Hours: 16 hours</p> <p>MASTER CLASS ON MICROSOFT EXCEL Date: October 24-26,2022 Number of Hours; 24 hrs</p> <p>ACCOUNTING FOR NON-ACCOUNTANT Date: January 21-22,2022 Number of Hours: 16 hours</p>					
8	AO2-2024-02-008	BACHELOR OF SECONDARY EDUCATION- TECHNOLOGY AND LIVELIHOOD EDUCATION	<p>ADVANCED COMPUTER SKILLS 80 HRS MARCH 1-10 2023</p> <p>CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS 80HRS JANUARY 1-10 2024</p> <p>INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION 80 HRS FEBRUARY 1-10 2024</p> <p>INTERNATIONA SEMINAR ON HUMANITIES AND SOCIAL SCIENCES MARCH 15-24 2023 80HRS</p> <p>UPSKILLING AND RESKILLING TEACHING AND INSTRUCTIONAL SUPERVISIOON SKILLS APRIL 15-24 2023 80HRS</p> <p>COMPUTER SKILLS DEVELOPMENT TRAINING IMPROVING CLASSROOM LEARNING THRU ICT JANUARY 15-24 2024 80HRS</p>	More than 4 hours	<p>LOGISTIOC STAFF- SANYANG INTERTRADE CORP. JULY 10, 2024- MAY 4, 2024</p> <p>SCREENER PHILIPPINE STATISTICS AUTHORITY OCTOBER 10, 2022- FEB 10, 2023</p> <p>CASHIER PUREGOLD SEPT 4, 2022- SEPT 10, 2022</p> <p>CASHIER SM SUPERMARKET MARCH 17 2021 AUGUST 23, 2021</p>	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
9	AO2-2024-02-009	BACHELOR OF SCIENCE IN ACCOUNTANCY	<p>Laws and Regulations on Government Expenditures Date: May 21, 2024 - May 24, 2024 Number of Hours: 32 Hours</p> <p>Microsoft Excel Training for Beginners Date: May 11, 2024 - May 11, 2024 Number of Hours: 3 Hours</p> <p>Gender Sensitivity Training Date: February 12, 2024 - February 15, 2024 Number of Hours: 16 Hours</p> <p>Basics of Resilience Date: January 15, 2024 - January 16, 2024 Number of Hours: 16 Hours</p> <p>2024 Budget Formulation Workshop for School Date: October 24, 2023 - October 25, 2023 Number of Hours: 16 Hours</p> <p>Enhanced Customer Service Training for Level 1 Employees Date: September 05, 2023 - September 07, 2023 Number of Hours: 24 Hours</p> <p>Preparation of the Agency Action Plan and Status of Implementation (AAPSI) for CY 2022 Date: August 11, 2023 - August 11, 2023 Number of Hours: 8 Hours</p> <p>Seminar-workshop on the Consolidation and Finalization of CY 2023 Mid-year Financial Reports Date: July 19, 2023 - July 21, 2023 Number of Hours: 24 Hours</p> <p>Finalization and Submission of the CY 2022 Financial and Budgetary Reports Date: January 20, 2023 - January 20, 2023 Number of Hours: 8 Hours</p> <p>Forex Transactions with and without Hedging Date: December 18, 2022 - December 18, 2022 Number of Hours: 3 Hours</p>	More than 4 hours	<p>ADMINISTRATIVE ASSISTANT III - Department of Education/ Schools Division Office Muntinlupa/ Accounting Unit Date: September 23, 2021 - PRESENT</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>	More than 1 year	CSP	QUALIFIED

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			Title	Hours	Details	Years		
			Intangible Assets Date: December 17, 2022 - December 17, 2022 Number of Hours: 3 Hours					
			Drop Everything and Learn Together Program: Simple Practical Hacks for Office Effectiveness Date: November 23, 2022 - November 25, 2022 Number of Hours: 24 Hours					
			Inventories: Recognition and Measurement Date: October 11, 2022 - October 11, 2022 Number of Hours: 3 Hours					
			Accomplishment of the Agency Action Plan and Status of Implementation (AAPSI) Date: September 09, 2022 - September 09, 2022 Number of Hours: 8 Hours					
			Project Resilience in Education: Level 2, 2-Day Comprehensive Standard Basic First Aid (Batch 4) Date: September 02, 2022 - September 02, 2022 Number of Hours: 8 Hours					
			Law on Cooperatives Date: August 07, 2022 - August 07, 2022 Number of Hours: 3 Hours					
			Audit of Investments Date: August 07, 2022 - August 07, 2022 Number of Hours: 3 Hours					
			Training on the Adoption and Implementation of the Web-Based Monitoring System of the School MOOE Funds Date: August 02, 2022 - August 04, 2022 Number of Hours: 24 Hours					
			Inventory Estimation, Date: July 30, 2022 - July 30, 2022 Number of Hours: 3 Hours					
			Orientation on Property and Supply Management System, Date: July 18, 2022 - July 19, 2022 Number of Hours: 16 Hours					

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			Title	Hours	Details	Years		
10	AO2-2024-02-010	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	FINANCIAL LITERACY.JUNE 3,2023 - 2HRS COMPUTER SYSTEMS SERVICING/ SEPT 13, 2021 - 8 HRS SETTING UP COMPUTER NETWORKS - AUGUST 21, 2021 - 4 HRS SETTING UP COMPUTER SERVERS - AUG 21, 2021- 4HRS INSTALLING AND CONFIGURING COMPUTER SYSTEMS 08/16/2021 - 4HRS INYRODUCTION TO COMPUTER SYSTEMS SERVICING - 08/04/2021- 5HRS PRACTICING COVID 19 PREVENTIVE MEASURES IN THE WORKPLACE 07/31/2021 - 1 HR IMPORTANCE OF EDUCATIONAL AND BEHAVIORAL ASSESSMENT FOR PARENTS AND TEACHERS 04/27/2021 - 2HRS IMPROVING SPEECH AND LANGUAGE DEVELOPMENT IN CHILDREN WITH SPECIAL NEEDS 03/20/2021 - 2HRS FRIDAYS WOTH MARGAUX : COMMUNICATION AND ENGLISH AS SECONDARY LANGUAGE WORKSHOP ON ESL BASICS 04/19/2021 - 4HRS RUBRICS AND FEEDBACK: DO YOU USE THEM AS POWER TOOLS IN TEACHING? 03/20/22021 - 4HRS HIGH PERFORMING TEACHERS IN THE NEW LANDSCAPE OF EDUCATION 12/04/ 2020 - 4 hrs 8TH EDUCIRCLE INTERNATIONAL CONVENTION ON EDUCATION STUDIES 2/22/202 - 8 HRS	More than 4 hours	MARKETING ADMINISTRATOR MJ KITCHEN CREATIONS 09/01/2018 - 12/30/2022 DEPARTMENT SECRETARY DE LA SALLE UNIVERSITY 03/01/2003- 04/30/2004 CLERICAL STAFF -PILIPINO BANANA GROWERS AND EXPORTERS ASSOCIATION 02/01/2002-03/01/2003	More than 1 year	LET & CSP	QUALIFIED

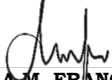
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
11	AO2-2024-02-011	BACHELOR OF SCIENCE IN ENTREPRENEURIAL MANAGEMENT	NONE	N/A	<p>CUSTOMER SERVICE OFFICER - UNIONBANK OF THE PHILIPPINES Date: JUNE 17, 2019 - DEC 3, 2023</p> <p>ACCOUNTS MANAGEMENT SPECIALIST - SIGLO SUITES, INC Date: MAR 27, 2017 - MAY 31, 2019</p> <p>GUEST RELATIONS ASSOCIATE - CBRE PHILS Date: MAY 11, 2015 - MAR 25, 2017</p> <p>SERVICE COORDINATOR - SIGMATECH INC. Date: MAY 26, 2011 - MAR 18, 2015</p> <p>SECRETARY TO THE MANUFACTURING DIRECTOR - UNITED POLYRESINS, INC. Date: NOV 1, 2007 - JAN 17, 2011</p>	More than 1 year	CSP	QUALIFIED
12	AO2-2024-02-012	BACHELOR IN ELEMENTARY EDUCATION MAJOR IN SPECIAL EDUCATION	<p>SECURING YOUR ORGANIZATION: STRATEGIES FOR CYBER ATTACK DEFENSE AND RESILIENCE 03/22/2024- 03/22/2024 5.00</p> <p>TECHNICAL DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY FOUNDATION VALUE 01-25-2024- 01-25-2024 1.00</p> <p>FOUNDATION CIVIL SERVICE COMMISSION NCR WEBINAR ON TOTAL WELLNESS 02/01/2024-02/01/2024 1.00</p> <p>FOUNDATION CIVIL SERVICE COMMISSION NCR CERTIFICATE COURSE ON PAGBABAWAL SA TORTURE AT IBA PANG PORMA NG HINDING MAKATAONG PAGTRATO 11/27/2023-11/30/2023 24.00</p> <p>FOUNDATION COMMISSION OF HUMAN RIGHTS INSTITUTE CERTIFICATE COURSE ON CLIMATE JUSTICE AND HUMAN RIGHTS 11/27/2023-11/30/2023 24.00</p>	More than 4 hours	<p>TEACHER -HOLY WORD CHRISTIAN SCHOOL JUNE 17, 2017 TO APRIL 30, 2019</p> <p>VISA OFFICER - VFS GLOBAL PRIVATE INC MAY 15, 2019 TO JUNE 8, 2021</p> <p>ADMINISTRATIVE ASSISTANT III - RESEARCH INSTITUTE FOR TROPICAL MEDICINE JUNES, 2021 TO MAY 9, 2024</p> <p>ADMINISTRATIVE OFFICER II - RESEARCH INSTITUTE FOR TROPICAL MEDICINE - MAY 10, 2024 TO PRESENT.</p>	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
			FOUNDATION COMMISSION OF HUMAN RIGHTS INSTITUTE PROTECTING LEARNERS PRIVACY AND SECURITY 11/28/2023-11/28/2023 4.00					
			TECHNICALRIZAL TECHNOLOGICAL UNIVERSITY ESTABLISHING EFFECTIVE WORKPLACE COMMUNICATION 11/28/2023-11/28/2023 4.00					
			TECHNICAL RIZAL TECHNOLOGICAL UNIVERSITY UTILIZING ARTIFICIAL INTELLIGENCE IN EDUCATION 11/29/2023-11/29/2023 4.00					
			TECHNICAL RIZAL TECHNOLOGICAL UNIVERSITY INTEGRATING DIGITAL INCLUSION IN EDUCATION 11/29/2023-11/29/2023 4.00					
			TECHNICAL RIZAL TECHNOLOGICAL UNIVERSITY QUIZZZ AI TO A+ : SUPPORTING STUDENT ENGAGEMENT WITH PAPER MODE 10/14/2023-14/10/2023 2.00					
			TECHNICAL EDTECH TEACHER INC SUHAY SA EPEKTIBONG PAGTUTURO NG PANITIKANG PILIPINO 08/09/2023-08/09/2023 8.0					
			SUPERVISORY REX EDUCATION "UNLOCKING YOUR POTENTIAL: STRATEGIES FOR PERSONAL AND PROFESSIONAL GROWTH 20/03/2023-20/03/2023 2.0					

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			Title	Hours	Details	Years		
13	AO2-2024-02-013	Bachelor of Computer Science	3-Hours Training in Junior Accounting and Bookkeeping 101: Your First Step to Become a Certified Public Accountant 12/29/2023	3 hours	Business Process Associate 05/04/2012 - 04/30/2013 Encoder I 10/01/2010 - 03/19/2012	More than 1 year	LET	QUALIFIED

**** NOTHING FOLLOWS ****

Prepared and certified correct by:


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

Date: July 30, 2024

IER-2024-033



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