



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 III**

Salary Grade and Monthly Salary: **SG9 - 22, 219.00**

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	ADAS3-2024-03-001	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	SK MANDATORY TRAINING	More than 4 Hours	SK OFFICIALS	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
2	ADAS3-2024-03-002	BACHELOR OF SCIENCE IN PSYCHOLOGY, COMPUTER TECHNICIAN	<p>ORIENTATION ON SAFE SPACE ACT, OCTOBER 25, 2023, 4 HOURS; LECTURE ON DISABILITY SENSITIVITY, OCTOBER 17, 2023, 4 HOURS; TRAINING ON PROVIDING BASICS COUNSELING AND PSYCHOTHERAPY, SEPTEMBER 26, 2023, 24 HOURS; TRAINING ON PWD AND CHILDREN WITH SPECIAL NEEDS, 24 HOURS; BASIC LIFE SUPPORT AND FIRST AID TRAINING, AUGUST 18, 2023, 2 HOURS; WRITESHOP FOR THE DEVELOPMENT OF GUIDELINE ON SECLUSION AND RESTRAINT, INFORMED CONSENT AND ALGORITHM SUICIDE PREVENTION, JULY 17, 2023, 32 HOURS; PHASE II: APPLIED BEHAVIORAL ANALYSIS (ABA) TRAINING FOR CRCP PSYCHOLOGICAL SERVICE STAFF, MAY 16, 2023, 24 HOURS; TECHNICAL LEARNING SESSION ON THE PRIME HRM CUM TRACKING OF THE FOUR PILLARS, MARCH 5, 2023, 8 HOURS; TRAINING ON TRAUMA INFORMED CARE (TIC), NOVEMBER 10, 2022, 32 HOURS; CAPACITY BUILDING: BASICS OF PLANNING AND PROVIDING PSYCHOEDUCATION, OCTOBER 11, 2022, 32 HOURS; CAPACITY BUILDING: APPLIED BEHAVIORAL ANALYSIS (ABA), SEPTEMBER 26, 2022, 24 HOURS; CAPACITY BUILDING: PSYCHOLOGICAL FIRST AID, SEPTEMBER 13, 2022, 32 HOURS; KWENTUHAN AT KAMUSTAHAN: PAGPUPULONG NG MGA KAWANI NG SERBISYONG SIKOLOHIKAL NG KAGAWARAN 2022, AUGUST 22, 2022, 32 HOURS</p>	More than 4 Hours	<p>BILLING STAFF - NEW SINAI MDI HOSPITAL, DECEMBER 17, 2007 - MARCH 10, 2021; HR ASSISTANT - STEAK BREAK, NOVEMBER 15, 2021 - APRIL 30, 2022; ACTIVITY COORDINATOR - ELSIE GACHES VILLAGE DSWD-NCR, JULY 7, 2022 - MAYN 15, 2024</p>	More than 1 year	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	ADAS3-2024-03-003	BACHELOR OF SCIENCE IN ACCOUNTANCY	<p>TECHNICAL TRAINING ON PROGRAMS AND SERVICES IMPLEMENTATION AND WELCARE CASE MANAGEMENT, DATE: NOVEMBER 25,2021, NUMBER OF HOURS: 16 HOURS; RECYCLING REVOLUTION: WHEN IN DOUBT. DONT THROW IT OUT, SEPTEMBER 9 2017, NUMBER OF HOURS: 5 HOURS; UNFOLD: INTRODUCING THE IMPACTS AND PROGRESS OF THE EVOLVING PROFESSION, NOVEMBER 26 2016, 8 HOURS; E=MC V.2.0 FORMULAS TO SUCCESS IN THE DIGITAL MARKETING REALM THE 2ND DIGITAL MARKETING CONFERENCE, OCTOBER 4 2014, 8 HOURS; SPRINTING TOWARDS MARKETING HOMERUN MARKETING SUMMIT 2016, OCTOBER 8 2016, 8 HOURS; INTRODUCTION TO MICROSOFT TO MICROSOFT ONLINE, JUNE 29 2021, 2 HOURS; GMF KAMUSTAHAN RWO- 4A, MAY 24 2021, 3 HOURS</p>	More than 4 Hours	<p>CLERK II - OWWA RWO 4A, DATE JANUARY 4 2021 - SEPTEMBER 15 2022; MUSIC TEACHER - MUZETTE OF LE HEIM, DATE NOVEMBER 30 2023 - MAY 18 2024; ACCOUNTING STAFF - AQUANIX PURIFIED WATER REFILLING STATION, APRIL 1 2023 - MAY 21 2024; AUDIT STAFF - LYRIC, DATE MAY 21 2014 - PRESENT</p>	More than 1 year	CSP	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	ADAS3-2024-03-004	BACHELOR OF ELEMENTARY EDUCATION	ADMINISTRATIVE ASSISTANT TRAINING, Date: JANUARY 12-15, 2024, Numbers of Hours: 20 HOURS; ADMINISTRATIVE SUPPORT AND PROCEDURE, Date: JANUARY 17-20,2024, Number of Hours: 20 HOURS	More than 4 Hours	ADMINISTRATIVE OFFICER & OFFICE CLERCK, Date: NOVEMBER 06, 2023-PRESENT	More than 1 year	LET	QUALIFIED
5	ADAS3-2024-03-005	Bachelor of Science in Computer Science; Certificate for Teaching Program	Introduction to Internet of Things, Date: September 17 2024, Number of Hours: 6 hours; Introduction to Statistics & Data Analysis in Public Exploring Matatag Curriculum, June 25, 2024, 2 hours; Utilizing Digital Game in Science, May 29, 2024, 2 hours; Simplified Bidding Documents, March 18, 2024, 3 hours; Government Procurement 101, February 12, 2023, 3 hours; Preparation of Technical Specification, Scope of Work and Terms of Reference, February 26, 2024, 3 hours; Preparation of Cost Estimates March 11, 2024, 3 hours; Alternative modes of Procurement, March 25, 2024, 3 hours; Training on the Implementation of Quality Risk Management, October 30, 2024, 40 hours; Teaching Internship, May 29, 2023, 120 hours; Training on the 2016 Revised Implementing Rules and Regulation of the Republic Act 9184, November 10, 2017, 24; Data Privacy Act, September 22, 2024, 8 hours; Basic Training on Good Documentation Practices, March 8, 2017, 16 hours	More than 4 Hours	Laboratory Technician I, February 1, 2016 - Present; Business Process Associate, February 2, 2015 - January 29, 2016	More than 1 year	LET	QUALIFIED
** NOTHING FOLLOWS **								

Prepared and certified correct by:


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

Date: October 15, 2024



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