



INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT III

Salary Grade and Monthly Salary: SG 9 22,219.00

Qualification Standards:

- Education** COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
- Training** 4 HOURS OF RELEVANT TRAINING
- Experience** 1 YEAR OF RELEVANT EXPERIENCE
- Eligibility** RELEVANT MC 11 S.1996 CAREER SERVICE (SUB-PROFESSIONAL) / FIRST LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	ADAS3-2024-3-001	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	LEARNING ENGAGEMENT ON THE FINALIZATION OF 3RD QUARTER CY 2024 FINANCIAL ACCOUNTABILITY REPORTS AND REVIEW AND UPDATING OF THE AGENCY 'S ACTION PLAN STATUS OF IMPLEMENTATION AND STATUS OF IMPLEMENTATION OF PRIOR YEARS COA AUDIT RECOMMENDATION , DATE: OCTOBER 16-18, 2024 , NUMBER OF HOURS : 24; FINALIZATION AND SUBMISSION OF THE CY 2022 FINANCIAL AND BUDGETARY REPORTS , DATE JAN 20, 2023 NUMBER OF HOURS: 8 ; 4TH LEARNING ENGAGEMENT WITH SDO FINANCE OFFICERS DATE: NOV. 22, 2023, NUMBER OF HOURS ; 8	More than 4 hours	ADMIN. ASSISTANT I - SDO MUNTINLUPA, SEPT, 26, 2019- PRESENT; ADMIN ASSISTANT II- SDO MUNTINLUPA JULY 11, 2013 TO SEPT 25, 2019; MACHINE OPERATOR - TAKATA PHIL. INC - MAR. 2 , 2010 TO AUG. 2, 2010; SECRETARY - JUNAMEA ENTERPRISES ; NOV. 1, 2026 TO DEC 30, 2010	More than 1 year	CSSP	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: December 4, 2024



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