



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: SG 8 20,534.00

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 | ADAS2-2024-3-001 | BACHELOR OF SCIENCE IN PSYCHOLOGY | ALIGNING EMPLOYEES WITH THE FAST BRAND: VISION MISSION & VALUES CASCADE BATCH 476; OCTOBER 26, 2023 - OCTOBER 27, 2023; 16 HOURS; TMS BOOTCAMP; AUGUST 9, 2023; 8 HOURS; THEN AND NOW: THE HELPING PROFESSION; SEPTEMBER 17, 2021; 2 HOURS; EQ MATTERS TOO, WHAT EMOTIONAL QUOTIENT BRINGS IN THE WORKPLACE; JULY 18, 2020; 2 HOURS; MILLENNIAL LEADERSHIP: YOUTH INFLUENCE TO SUCCESS; JULY 17,2020; 2 HOURS | More than 4 hours | Position: HR STAFF - FAST LOGISTICS CORPORATION, Date: NOVEMBER 15, 2022 - JANUARY 5, 2024 | More than 1 year | Psychometrician | QUALIFIED |

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|-----|------------------|--|--|-------------------|--|------------------|-------------|--|
| | | | Title | Hours | Details | Years | | |
| 2 | ADAS2-2024-3-002 | BACHELOR OR ELEMENTARY EDUCATION | MENTAL FLEXIBILITY: COGNITIVE FLEXIBILITY AND FLEXIBILITY THINKING; NOVEMBER 21, 2022; 2 HOURS; FIT FOR FUTURE: MENTAL FLEXIBILITY; NOVEMBER 21,2022; 2 HOURS; MODERN DAY SLAVERY:LABOUR PRACTICES AND HUMAN RIGHTS; OCTOBER 27, 2021; 5 HOURS; TEAM EFFECTIVENESS; APRIL 20, 2022; 4 HOURS; FIT FOR THE FUTURE: DIGITAL FLUENCY; APRIL 20,2022; 3 HOURS; FOUNDATION OF SUSTAINABILITY; JUNE 15,2022; 6 HOURS; WHY MENTAL HEALTH FLEXIBILITY IS MORE IMPORTANT THAN EVER; NOVEMBER 21, 2022; 3 HOURS; DATA PRIVACY AND DATA PRIVACY BY DESIGN FOUNDATION; JANUARY 17, 2024; 3 HOURS; T105- ACCOUNTING FUNDAMENTALS; NOVEMBER 14,2024; 3 HOURS; GENERATIVE AI LANDSCAPE, SEPTEMBER 9, 2024; 2 HOURS; SERVICE DESK FOUNDATION (ITIL 4); APRIL8, 2024; 16 HOURS | More than 4 hours | PROCESS EXECUTIVE - INFOSYS BPM, Date: FEBRUARY 20, 2024 - PRESENT; PHARMACY ASSISTANT - WATSONS PHARMACY, Date: NOVEMBER 25,2019 - JANUARY 2, 2022 CUSTOMER SERVICE - IBEX GLOBAL, Date: JANUARY 8, 2019 - MARCH 13, 2019 | More than 1 year | LET | QUALIFIED |
| 3 | ADAS2-2024-3-003 | BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY; PROFESSIONAL TEACHERS CERTIFICATE PROGRAM (24 UNITS EARNED) | GLOBAL EDUCATION CLUSTER CORE COORDINATION TRAINING 11/28/2024 | 4 hours | ADMINISTRATIVE AIDE- BETHLEHEM HOUSE OF BREAD OF LAOANG, INC, MAY 15, 2015- JULY 30, 2021; EMERGENCY ROOM CLERK MEDICAL CENTER PARAÑAQUE, INC., FEB. 16, 2023- JUNE 20, 2024; CUSTOMER CARE REPRESENTATIVE CAMDEN HEALTH SERVICES, INC., JULY 9, 2024- PRESENT | More than 1 year | LET | QUALIFIED |
| 4 | ADAS2-2024-3-004 | BACHELOR OF SCIENCE IN SECONDARY EDUCATION- MAJOR IN SOCIAL STUDIES; MASTER OF ARTS IN EDUCATION (12 UNITS EARNED) | SAFE GUARDING EDUCATION IN THE AI-POWERED DIGITAL ERA; JUNE 27 TO JUNE 28, 2024; 10 HOURS ; THE FUTURE OF HADR LANDSCAPE: TOLES OF ICT IN DISASTER RISK MANAGEMENT; JUNE 14, 2024; 2 HOURS VIRTUAL TRAINING: DEMYSTIFYING STATISTICS FOR TEACHERS USING MICROSOFT EXCEL; MAY 30 TO MAY 31, 2023; 8 HOURS | More than 4 hours | Position: BRANCH CASHIER-BICOL ISAROG TRANSPORT SYSTEM INC., Date: SEPTEMBER 11, 2019-FEBRUARY 25, 2024; Position: SUPERVISOR,HR ASSISTANT-MY FACE N' MY NAILS SALON, Date: JUNE 8,2014-APRIL 7,2016; Position: ADMIN CREW(AC),KITCHEN CREW-JOLLIBEE FOODS CORPORATION, Date: JUNE 1,2010-NOVEMBER 1,2010 | More than 1 year | LET | QUALIFIED |
| 5 | ADAS2-2024-3-005 | BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING, MA IN MATHEMATICS EDUCATION WITH SPECIALIZATION IN SECONDARY SCHOOL TEACHING (15 UNITS) | MATATAG CURRICULUM:PRINCIPLES, OBJECTIVES, AND IMPLEMENTATION STRATEGIES; MARCH 5, 2024; 7 HOURS; ESOL CERTIFICATE COURSE; September 21, 2024; 120; DATA PRIVACY ORIENTATION; October 7, 2020; 2 hours; ELEVATING CUSTOMER SERVICE TO A HIGHER LEVEL; April 7, 2020; 2 HOURS; ENABLING AND EMPOWERING THE QUALITIES OF A HIGHLY EFFECTIVE TEACHER; May 6, 2019; 2 HOURS; 7TH EDUKCIRCLE INTERNATIONAL CONVENTION ON EDUCATION STUDIES; February 23, 2019; 6 HOURS | More than 4 hours | GENERAL ADMIN - AASTHA TRADING CORPORATION, Date: October 10, 2024 - PRESENT; TEACHER/SCHOOL OPERATIONS MANAGER - LOMBOSCO ACADEMY, Date: June 19, 2020 - October 9, 2024; LOGISTIC ASSISTANT - ALLIANCE SELECT FOODS INTERNATIONAL INC, Date: May 15, 2018 - February 29, 2020; MANAGEMENT TRAINEE - AMALGAMATED SPECIALTIES CORPORATION, Date: June 13, 2017 - February 15, 2018 | More than 1 year | LET/CSP | QUALIFIED |

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| 6 | ADAS2-2024-3-006 | BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL SCIENCE | STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON TEACHING NOVEMBER 14-15, 2024 NUMBER OF HOURS: 16 HOURS UTILIZING THE TEST RESULT AUGUST 26, 2023 2HOURS CRITICAL THINKING IN TEST RESULT AUGUST 26, 2023 2 HOURS | More than 4 hours | ADMINISTRATIVE AIDE IV MUNTINLUPA NATIONAL HIGH SCHOOL DATE FEBRUARY 20, 2023-PRESENT ADMINISTRATIVE AIDE IV (JOB ORDER) MUNTINLUPA NATIONAL HIGH SCHOOL DATE : AUGUST 15 2018-FEBRUARY 19 2023 | More than 1 year | LET | QUALIFIED |
| 7 | ADAS2-2024-3-007 | BACHELOR OF SCIENCE IN PSYCHOLOGY | Developmental Psychology Crash Course; 01/15/2023; 9 hours; Basic Toyota Product Knowledge; 06/14/18; 8 hours; Basic Customer Relations Officer Orientation; 3 days; Communicate to Serve, Date: 10/24/2017 | More than 4 hours | Purchasing Officer (Part-Time) - ECG Medical System, Date: August 19, 2024 - Present; Administrative Assistant and Partnership Manager - High Bridge Academy (Online Consulting Bootcamp), Date: September 1, 2021 - March 1, 2024; Payment Officer - Solaire Casino, Date: January 3, 2019 - January 8, 2020; Customer Relations Officer - Toyota Alabang Inc., Date: July 18, 2016 - December 22, 2018 | More than 1 year | Psychometrician | QUALIFIED |
| 8 | ADAS2-2024-3-008 | BACHELOR OF SCIENCE IN SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCES (100 UNITS EARNED); BACHELOR OF SCIENCE IN MARINE ENGINEERING (GRADUATED); CERTIFICATION IN PROFESSIONAL EDUCATION (24 UNITS EARNED) | DISASTER PREPAREDNESS AND AWARENESS ORIENTATION; April 7, 2022; 4 Hours; IN-SERVICE ENHANCEMENT SECURITY TRAINING COURSE; DECEMBER 8-11, 2020; 40 HOURS; BASIC SECURITY SUPERVISORY COURSE; DECEMBER 7-12, 2020; 40 HOURS ; OCCUPATIONAL FIRST AID AND BASIC LIFE SUPPORT- CPR with AED; April 9-10, 2022; 16 HOURS; BASIC TRAINING (SOLAS); February 25- March 6, 2019; 40 HOURS; HIK VISION CCTV TRAINING; MARCH 11, 2017; 4 HOURS | More than 4 hours | OFFICER IN CHARGE - PARKWAY CORPORATE CENTER (GOLDENGATE SECURITY AGENCY), Date: MAY 18, 2019 - JANUARY 31, 2024; SECURITY/ CCTV OPERATOR- NORTHGATE CYBERZONE (BLUE PANTHERS SECURITY AGENCY), Date: OCTOBER 17, 2016 - MAY 15, 2019; SECURITY GUARD- SM DEPARTMENT STORE SUCAT (DEFENSE SPECIALIST SECURITY AGENCY), Date: OCTOBER 10, 2014 - OCTOBER 16, 2016 | More than 1 year | CSP | QUALIFIED |
| *****NOTHING FOLLOWS***** | | | | | | | | |

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: December 04, 2024