



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:** SG 6 18,255.00

**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 Not)
			Title	Hours	Details	Years		
1	ADA6-2024-3-001	Bachelor of Science in Civil Engineering/ Certificate in Teaching Program	Effective Memo and Report Writing Skills for Administrative Professionals Training, September 6-8, 2023, 24 Hours; Administrative Document Control Support Training, August 30-September 1, 2023, 24 Hours; Administrative Support Management Training, August 21-23, 2023, 6 Hours	More than 4 hours	Staff Engineer/Purchasing Officer - Berbeck Industries Inc., October 6, 2014 - March 12, 2024; Site Engineer - ECM Electrical Works, February 16, 2009 - August 31, 2014; Administrative Staff - Professional Regulations Commission, July 1, 2004 - December 31, 2008	More than 1 year	LET & CSSP	QUALIFIED
2	ADA6-2024-3-002	BACHELOR OF ARTS IN POLITICAL SCIENCE	PULIS AT KOMUNIDAD PINAGBUKLOD SA IISANG LAYUNIN; PAGKAKAISA TUNGO SA LIGTAS NA PAMAYANAN; AUGUST 24, 2024; 4 HOURS; FUTURE AVOCADOS: THE LAW SCHOOL FORUM; NOVEMBER 19, 2022; 5 HOURS; RAISE AWARENESS ABOUT THE UNITED NATIONS (UN) SUSTAINABLE AND DEVELOPMENT GOALS (SDG's) AND TO ENCOURAGE YOUTH TO TAKE ACTION; JUNE 19, 2021; 2 HOURS; WORLD RED CROSS AND RED CRESCENT; MAY 8, 2021; 4 Hours;	More than 4 hours	ADMIN STAFF - BARANGAY GOVERNMENT OF POBLACION, MUNTINLUPA CITY, MAY 16, 2024 - PRESENT; SALES SUPERVISOR - ALTERRA MONDO CORPORATION - THE JEWELLER SM SUCAT, NOVEMBER 05, 2005 - SEPTEMBER 15, 2012; SALES DEMO - TICK TOCK MARKETING - THE JEWELLER SM SOUTHMALL AND ROBINSON DEPT. STORE DECEMBER 01, 2001 - OCTOBER 31, 2005; SALES CLERK - SHRINE GALLERIA CORPORATION - ROBINSON METROPOLIS ALABANG, Date: JULY 01, 2001- NOVEMBER 30, 2001; SALES CLERK - GAIZANO OZAMIZ CITY, Date: NOVEMBER 16, 1999 - APRIL 15, 2000; SALES CLERK - SM MANILA SOUTHERN ASSOCIATION, Date: MARCH 25, 1999 - AUGUST 25, 1999;	More than 1 year	CSP	QUALIFIED
3	ADA6-2024-3-003	BACHELOR OF SECONDARY EDUCATION-MAJOR IN SCIENCES	OFFICE MANAGEMENT EXCELLENCE: STREAMLINING ADMIN OPERATIONS FOR SUCCESS; NOVEMBER 24, 2024; 2 HOURS; DATA PRIVACY COMPLIANCE BASICS: SAFEGUARDING YOUR ORGANIZATION'S INFORMATION; NOVEMBER 23, 2024; 2 HOURS; FUNDAMENTALS OF BOOKEEPING: MASTERING THE BASICS FOR FINANCIAL REPORTING; NOVEMBER 9, 2024; 2 HOURS; NON-CLINICAL BASIC COMPETENCY PROGRAM; JANUARY 27, 2024; 4 HOURS; CARDIOPULMONARY RESUSCITATION (CPR); JANUARY 27, 2023; 4 HOURS; WORK ATTITUDE AND VALUES ENHANCEMENT, DATE: JANUARY 26, 2023; 4 HOURS; SAFETY CULTURE PROGRAM, JANUARY 24, 2023; 4 HOURS; CUSTOMER EXPERIENCE WORKSHOP, DATE: JANUARY 23, 2023; 2 HOURS; HOSPITAL ORIENTATION PROGRAM, DATE: JANUARY 23, 2023; 2 HOURS; MOTHER-BABY FRIENDLY HOSPITAL INITIATIVE(MBFH) OVERVIEW, DATE: JANUARY 23, 2023; ORION HIS TRAINING-CASHIER, DATE: OCTOBER 27, 2022; 8 HOURS	More than 4 hours	ADMINISTRATIVE ASSISTANT- RNC TAX AND ACCOUNTING SERVICES, DATE: MAY 6, 2024 - PRESENT; CASHIER-ASIAN HOSPITAL AND MEDICAL CENTER, DATE: OCTOBER 12, 2022 - JULY 31, 2023	More than 1 year	LET	QUALIFIED

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Prepared and certified correct by:

**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date: December 4, 2024