

INITIAL EVALUATION RESULT (IER)

JANUARY 30, 2025

Position: ADMINISTRATIVE AIDE IV
Salary Grade and Monthly Salary: SG 4 16,833.00

Qualification Standards:

Education COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
Training NONE REQUIRED
Experience NONE REQUIRED
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	AA4-2025-001	BACHELOR OF ELEMENTARY EDUCATION	WORK-FROM-HOME CYBERSECURITY REMINDERS FOR ADEC EMPLOYEES SEPTEMBER 27- OCTOBER 03,2021 60 HRS	More than 1 hour	BUSINESS PROCESS ASSOCIATE (SENIOR) MARCH 08, 2021 - MARCH 12, 2024	More than 1 year	LET	QUALIFIED
2	AA4-2025-002	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, PROFESSIONAL TEACHER CERTIFICATE PROGRAM	DEALLEADS THURSDAY LECTURE SERIES, NOVEMBER 28, 2024, 4 HOURS; GLOBAL EDUCATION CLUSTER CORE COORDINATION TRAINING-CORE 1, NOVEMBER 28, 2024, 4 HOURS; CAPABILITY BUILDING CUM GENERAL ASSEMBLY TO AREA-BASED NETWORK CLUSTER I AND II, NOVEMBER 12, 2018, 8 HOURS; NSACS: TOWARDS A DEEPER UNDERSTANDING OF PCSS AND JEEPGY PROGRAM, DECEMBER 1, 2018, 4 HOURS; CLASSROOM MANAGEMENT WITH 21ST LEARNERS IN THE 21ST CENTURY, NOVEMBER 19, 2016, 4 HOURS	More than 1 hour	ADMINISTRATIVE AIDE- BETHLEHEM HOUSE OF BREAD OF LAOANG, INC., MAY 15, 2015- JULY 31, 2021; EMERGENCY ROOM CLERK- MEDICAL CENTER PARAÑAQUE, FEBRUARY 16, 2023- JUNE 20, 2024; CAMDEN HEALTH SERVICES- FESTIVAL MALL, ALABANG MUNTINLUPA CITY, JULY 9, 2024- PRESENT	More than 1 year	LET	QUALIFIED
3	AA4-2025-003	BACHELOR OF ARTS IN POLITICAL SCIENCE	BOOKKEEPING AND CLOUD ACCOUNTING USING QUICKBOOKS ONLINE", JANUARY 09 10, 2025, 16 HOURS; PULIS AT KOMUNIDAD PINAGBUKLOD SA IISANG LAYUNIN: PAGKAKAISA AT PAGTUTULUNGAN TUNGO SA LIGTAS NA PAMAYANAN", AUGUST 24, 2024, 4 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 08, 2021, 4 HOURS;	More than 1 hour	ADMIN STAFF - BARANGAY POLICE ADMIN OFFICE, BARANGAY GOVERNMENT IN POBLACION, MUNTINLUPA CITY-SOUTHVILLE 3 SATELLITE OFFICE, 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, DECEMBER 01, 2001 - OCTOBER 31, 2005; SALES CLERK - SHRINE GALLERIA CORPORATION - ROBINSON METROPOLIS ALABANG, JULY 01, 2001 - NOVEMBER 30, 2001: Position:	More than 1 year	CSP	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: January 29, 2025

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