

INITIAL EVALUATION RESULT (IER)

JANUARY 30, 2025

Position: ADMINISTRATIVE ASSISTANT I

Salary Grade and Monthly Salary: SG 7 20,110.00

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	ADAS1-2025-001	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 ; DEMISTIFYING STATISTICS FOR TEACHERS USING MICROSOFT EXCEL,DATE: MAY 30 TO MAY 31, 2023, 8 HOURS	More than 1 hour	BRANCH CASHIER-BICOL ISAROG TRANSPORT SYSTEM INC., SEPTEMBER 11, 2019-FEBRUARY 25, 2024; SUPERVISOR,HR ASSISTANT-MY FACE N' MY NAILS SALON, JUNE 8,2014-APRIL 7,2016; ADMIN CREW(AC),KITCHEN CREW-JOLIBEE FOODS CORPORATION, JUNE 1,2010-NOVEMBER 1,2010	More than 1 year	LET	QUALIFIED
2	ADAS1-2025-002	COMPUTER TECHNOLOGY 2 YEAR COURSE	WEBINAR OREINTATION ON THE REVISED RULES ON GOVERNMENT REORGANIZATION 11/18/2024 AMLA AND MCG TRAINING 04/24/2024	More than 1 hour	ADMINISTRATIVE STAFF - LYCEUM OF ALABANG INC, APRIL 2011 TO DECEMBER 2015 ; UNIT MANAGER INSULAR LIFE , JUNE 01, 2024 - PRESENT ; OPERATIONS MANAGER TRYKO GLOBAL , JUNE 1, 2024 TO SEPTEMBER 2024	More than 1 year	CSP	QUALIFIED
3	ADAS1-2025-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	DIVISION TRAINING ON DEPED COMPUTERIZATION PROGRAM (DCP) ADOPTION FOR TEACHERS, DECEMBER 13-16, 2024, 24 HOURS; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES, NOVEMBER 14-15, 2024, 16 HOURS; ALA-G.A.D.: GENDER AND DEVELOPMENT SEMINAR-WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE, SEPTEMBER 5-6, 2024, 16 HOURS	More than 1 hour	ADMINISTRATIVE AIDE VI - DEPED MUNTINLUPA JULY 1, 2024 - PRESENT; ADMINISTRATIVE ASSISTANT I - RESEARCH INSTITUTE FOR TROPICAL MEDICINE Date: JANUARY 3, 2022 - DECEMBER 31, 2022	More than 1 year	CSP	QUALIFIED
4	ADAS1-2025-004	BACHELOR OF ELEMENTARY EDUCATION	MENTASL FLEXIBILITY: COFNITIVE FLEXIBILITY AND FLEXIBLE THINKING, NOVEMBER 21, 2022, 2 HOURS; MODERN DAY SLAVERY: LABOUR PRACTICES AND HUMAN RIGHTS, OCTOBER 27, 2021, 8 HOURS; TEAM EFFECTIVENESS, APRIL 20, 2022, : 4 HOURS; FIT FOT THE FUTURE: DIGITAL FLUENCY, APRIL 20, 2022, 3 HOURS; FOUNDATIONS OF SUSTAINABILITY, JUNE 15, 2022, 6 HOURS; WHY MENTAL 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, DATE: SEPTEMBER 9, 2024, 2 HOURS; SERVICE DESK FOUNDATION (ITIL 4), DATE: APRIL 8, 2024, 16 HOURS	More than 1 hour	PROCESS EXECUTIVE, DATE: FEBRUARY 20, 2023 - PRESENT; PHARMACY ASSISTANT, DATE: NOVEMBER 25, 2019 - JANUARY 02, 2023; CUSTOMER SERVICE REPRESENTATIVE, DATE: JANUARY8, 2019 - MARCH 13, 2019	More than 1 year	LET	QUALIFIED

*****NOTHING FOLLOWS*****

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: January 29, 2025