

INITIAL EVALUATION RESULT (IER)

JANUARY 30, 2025

Position: ADMINISTRATIVE OFFICER II

Salary Grade and Monthly Salary: SG 11 30,024.00

Qualification Standards:

Education BACHELOR'S DEGREE RELEVANT TO THE JOB
Training NONE REQUIRED
Experience NONE REQUIRED
Eligibility CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	A02-2025-001	BACHELOR OF SECONDARY EDUCATION	CONFERENCE AND RESEARCH PRESENTATION ON MULTIDISCIPLINARY LEARNING: EXPLORING LANGUAGE, BUSINESS TECHNOLOGY, CULTURE, AND SOCIETY, Date: JANUARY 4-5, 2024, Number of Hours: 8 HOURS	More than 1 Hour	JUNIOR HIGH SCHOOL TEACHER - SAINT BENILDE INTERNATIONAL SCHOOL CALAMBA INC, APRIL 15, 2015- DECEMBER 31, 2024; DOCUMENT ASSISTANT (FINANCE DEPARTMENT)- FABTECH EXPORT INDUSTRIES INC., APRIL 30, 2014 - FEBRUARY 27, 2015, PRESCHOOL TEACHER AND ACADEMIC COORDINATOR -SAINT BENILDE INTERNATIONAL SCHOOL CALAMBA INC, Date: JUNE 2011-MARCH 2014; INTERMEDIATE ENGLISH TEACHER - MARYMOUNT SCHOOL, Date: JUNE 2009-MARCH 2011, ASSOCIATE PROFESSOR - WEST BAY COLLEGE, Date: APRIL 2009-MAY 2009; JUNIOR HIGH SCHOOL ENGLISH TEACHER- LAS PINAS COLLEGE, JUNE 2007-AUGUST 2008; GRADE SCHOOL TEACHER - LH MONTESORRI HIGH, JUNE 2005-MARCH 2007;	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
2	A02-2025-002	BACHELOR OF ELEMENTARY EDUCATION	<p>BASIC ORIENTATION ON RECORDS AND ARCHIVES MANAGEMENT FOR NEWLY DESIGNATED RECORDS MANAGEMENT OFFICERS (RMOs), Date: APRIL 25, 2024, Number of Hours: 8 HOURS;</p> <p>ORIENTATION ON THE RULES AND REGULATIONS ON THE GRANTING, UTILIZATION, AND LIQUIDATION OF CASH ADVANCES, AS WELL AS THE DUTIES, RESPONSIBILITIES OF SPECIAL DISBURSING OFFICERS (SDOs), Date: APRIL 17, 2024, Number of Hours: 8 HOURS;</p> <p>ORIENTATION ON NEWLY HIRED WORKERS AND EXPERIENTIAL TRAINING ON GENDER SENSITIVITY, Date: JUNE 13-16, 2023, Number of Hours: 28 HOURS;</p> <p>SCHOOL-BASED IN-SERVICE TRAINING, Date: JANUARY 31, 2024 TO FEBRUARY 4, 2022, Number of Hours: 32 HOURS; SCHOOL-BASED IN-SERVICE TRAINING, Date: MARCH 15-19, 2024, Number of Hours: 20 HOURS;</p> <p>SCHOOL-BASED IN-SERVICE TRAINING, Date: DECEMBER 14-18, 2024, Number of Hours: 30 HOURS;</p> <p>PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS, Date: FEBRUARY 20, 2020, Number of Hours: 8 HOURS;</p> <p>ORIENTATION AND UPDATES ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD), Date: SEPTEMBER 20, 2020, Number of Hours: 3 HOURS;</p> <p>DIVISION CAPACITY BUILDING FOR NON-TEACHING PERSONNEL, Date: MARCH 6-7, 2019, Number of Hours: 16 HOURS;</p>	More than 1 Hour	<p>ADMINISTRATIVE ASSISTANT II - REGIONAL OFFICE CALABARZON IV-A, Date: MAY 18, 2023 - PRESENT;</p> <p>ADMINISTRATIVE ASSISTANT II - MATABA INTEGRATED SCHOOL, Date: JANUARY 9, 2017 - MAY 17, 2023;</p> <p>TEACHER 1 - PASIG ELEMENTARY SCHOOL, Date: JUNE 27, 2016 - AUGUST 25, 2016;</p>	More than 1 year	LET	QUALIFIED
3	A02-2025-003	BACHELOR OF SCIENCE IN EDUCATION - MAJOR IN ENGLISH	<p>Title of Training: 2024 Training for School Registrars, Date : September 17, 2024, Number of Hours: 4 hours and 25 minutes;</p> <p>Title of Training: ISO SYS v.2.0 Region-Wide Date: July 19, 2023, Number of Hours: 6 Hours and 30 minutes;</p> <p>Title of Training: Nurturing Tomorrow's Counselors: Building Blocks for Success in the Counseling Field, Date: October 21, 28, and November 4, 2023, Number of Hours: 24 hours</p>	More than 1 Hour	<p>Position: Teacher - Saint Francis of Assisi College, Date: June 2018 - July 2021;</p> <p>School Registrar - Saint Francis of Assisi College, Date: Aug. 2021 - Present;</p> <p>Human Resource Officer -Saint Francis of Assisi College, Date: Aug. 2021 - Present;</p> <p>Guidance Advocate -Saint Francis of Assisi College, Date: Sept. 2021 - Present</p>	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	A02-2025-004	BACHELOR OF SCIENCE IN COMMERCE- MAJOR IN ACCOUNTING	<p>BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2025 PROJECT PROFILES, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), ANNUAL PROCUREMENT PLAN (APP), & ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES & EQUIPMENT (APP-CSE), Date: Dec. 3-4, 2024, Number of Hours: 16 HOURS; LET'S MEASURE UP! A CAPACITY- BUILDING WORKSHOP FOR SDO MUNTINLUPA'S GADVOCATES WITH THE GENDER AND DEVT. ASSESSMENT TOOLS, Date: NOV. 20-21, 2023, Number of Hours: 16 hours;</p> <p>DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSION L&D INITIATIVE FOCUSING ON IT-ENHANCED KNOWLEDGE AND 4CS (COLLABORATION, CRITICAL THINKING, COMMUNICATIONS, AND CREATIVITY) OF E-LITERACY, Date: NOV. 7-9, 2023, Number of Hours: 16;</p> <p>BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2024 PROJECT PROFILES, PPMP, APP, APP-CSE, & SOB, Date: OCT. 24-25, 2023, Number of Hours: 16 HOURS;</p> <p>ENHANCED CUSTOMER SERVICES TRAINING FOR LEVEL 1 EMPLOYEES, Date: SEPT. 5-7, 2023, Number of Hours: 24 HOURS;</p> <p>DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS, Date: Nov. 23-25, 2022, Number of Hours: 16 HOURS;</p> <p>GENDER SENSITIVITY TRAINING FOR THE MUNTINLUPA CITY GAD FOCAL POINT SYSTEM, Date: Sept. 15, 2022, Number of Hours: 8 HOURS;</p> <p>DEBT-TERMINATED "TAKE CONTROL OF YOUR FINANCES AND YOUR LIFE", Date: March 8, 2021, Number of Hours: 8 HOURS; PROFESSIONALISM IN THE WORKPLACE, Date: FEB. 26, 2021, Number of Hours: 4 HOURS</p>	More than 1 Hour	<p>ADMIN. AIDE IV - CITY GOVT. OF MUNTINLUPA, Date: OCT. 16, 2008 - JUNE 30, 2013;</p> <p>ADMIN. AIDE VI - CITY GOVT. OF MUNTINLUPA, JULY 11, 2013 - DEC. 31, 2014;</p> <p>ADMIN. ASST. II - CITY GOVT OF MUNTINLUPA, DATE: JAN. 1, 2015 - MARCH 27, 2019</p> <p>ADMIN. OFFICER II - CITY GOVT. OF MUNTINLUPA, Date: March 28, 2019 - Nov. 15, 2022;</p> <p>ADMIN. ASST. III - SDO MUNTINLUPA, Date: NOV. 16, 2022 - PRESENT</p>	More than 1 year	CSP CSSP	QUALIFIED
5	A02-2025-005	BACHELOR IN ELEMENTARY EDUCATION, BACHELOR OF SCIENCE IN ACCOUNTANCY, BACHELOR OF LAW	BALANCE LIFESTYLE, PERSONAL LIFE VS. CAREER; 20/07/2013, 4 HRS.;	More than 1 Hour	<p>ADMINISTRATIVE ASSISTANT II/LIBRARY CUSTODIAN PEDRO E. DIAZ HIGH SCHOOL - LEARNING RESOURCE CENTER 11/19/2023-Present ;</p> <p>ADMINISTRATIVE ASSISTANT II, OFFICE FOR SENIOR CITIZENS AFFAIRS 4/19/2021</p>	More than 1 year	CSP CSSP	QUALIFIED

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

Prepared and certified correct by:

ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

January 29, 2025



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