

**Annex D**

## INITIAL EVALUATION RESULT (IER)

**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-B2-2025-001	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	Training of Facilitators on Kalalakihang Tapat sa Responsibilidad at Obligasyon sa Pamilya	More than 1 hour	Administrative Assistant II - GENDER AND DEVELOPMENT OFFICE MUNTINLUPA July 1, 2022 - PRESENT; PUBLIC SERVICES FOREMAN, Date: JANUARY 1, 2019 - JUNE 30, 2022	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED
2	A02-B2-2025-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCES DEVELOPMENT MANAGEMENT	NONE	N/A	HR Staff - Citysuper Alabang Inc., Date: SEPTEMBER 21, 2023 - MARCH 19, 2025; Position: Bookkeeper (Part-time) - Southern Metal Fabricator, Date: AUGUST 4, 2020 - FEBRUARY 20, 2021	More than 1 year	PD 907	QUALIFIED
3	A02-B2-2025-003	BACHELOR OF SECONDARY EDUCATION	Basic Computer Literacy	More than 1 hour	Teacher - Spring Christian School, Date: June 2015 - April 2016; Teacher - Christ The King School of Muntinlupa, Date: June 2016-2021) Customer Service Representative- Teleperformance, - September 2022- November 2022; Teacher - Christ The King School of Muntinlupa, Date June 2023 - 2024)	More than 1 year	LET	QUALIFIED
4	A02-B2-2025-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT	NONE	N/A	1.ACCOUNTING OFFICER (Accounts Receivable / Inventory Audit) September 16, 2024- Present) Jeverps Manufacturing Corporation, Paranaque City 2.TRUST AND SAFETY REPRESENTATIVE September 2021 – September 15, 2024 Teleperformance, Alabang, Muntinlupa City 3.CUSTOMER SERVICE REPRESENTATIVE May 2021 – September 2021 ARB Calls Facilities, Alabang, Muntinlupa City	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED
5	A02-B2-2025-005	CERTIFICATE IN TEACHING UNITS (24 UNITS EARNED); BACHELOR OF SCIENCE IN PSYCHOLOGY; VOCATIONAL COURSE (GARMENTS)	NONE	N/A	ORDER MANAGEMENT ASSOCIATE, ACTIMED DISTRIBUTIONS INC.; PHARMACY ASSISTANT	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)  LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
6	A02-B2-2025-006	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH, MASTER OF ARTS IN LITERATURE (ENGLISH STREAM) (3 units earned)	Introduction to Automotive Servicing; Canva EskweLive 2024: Getting Ready for the Best School Year; 14th PAFTE Midyear Convention – Bridging Cultural Divides: Best Practices and Innovative Strategies for Inclusive and Global Education; Assessment for Life; 21st Century Challenges in English Language Teaching in the Philippines, April 27, 2024; Teach English Now! Foundational Principles; Filipino Students' Desires for English: Linguistic Entrepreneurship in the Philippines; Promoting Literacy for a World in Transition: Building the Foundation for Sustainable and Peaceful Societies; Evidence-Based Practices and Innovations in Education through Research and Integration for Sustainability, June 15-16, 2023, 16 hours; Designing Instruction: Utilizing Multimedia Resources in English Language Classrooms; English as Medium of Instruction; Receiving and Responding to Workplace Communication; Introduction to Open Distance eLearning (ODEL); Language Acquisition: Trends, Issues, Prospects; Opening Teenagers' Hearts and Minds to the World; Using Images to Explore Culture; Mastering the Five Competencies of Social Emotional Learning; Stress-busting Meditations for Busy Teachers; Fundamentals of Language Acquisition; Choosing the Language(s) of the Law: A Global Analysis; Resource Speaker in Literary Theories: A Way of Appreciating 21st Century Literature	More than 1 hour	Position: Senior High School Teacher – Divine Light Academy, Date: July 15, 2022 – April 16, 2025; Position: Multi-level Teacher – Schola de Vita, Date: August 12, 2020 – May 15, 2022; Position: Senior High School Teacher – Marymount Academy, Date: June 15, 2019 – May 15, 2020	More than 1 year	LET	QUALIFIED
7	A02-B2-2025-007	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH (220 UNITS EARNED)	PARTICIPATING IN WORKPLACE COMMUNICATION, Date: June 10, 2020, Number of Hours: 1 HOUR; PARTICIPATING COVID-19 PREVENTIVE MEASURE IN THE WORKPLACE, Date: July 16, 2020, Number of Hours: 1 HOUR; SAFEGUARDING PERSONAL AND SENSITIVE PERSONAL INFORMATION IN THE NEW NORMAL'S MARKETING, Date: July 29, 2020, Number of Hours: 1 HOUR; REDEFINING THE EDUCATION RESEARCH AGENDA, Date: August 04, 2020, Number of Hours: 1 HOUR; CAREER OPPORTUNITIES IN THE IT AND SOFTWARE INDUSTRY ONLINE IT-BPM INDUSTRY CAREER ROADSHOWS, Date: August 06, 2020, Number of Hours: 1 HOUR; VIDEO CONFERENCING PLATFORMS AND ETIQUETTE, Date: July 27, 2020, Number of Hours: 2 HOURS.	More than 1 hour	Not Applicable	N/A	LET	QUALIFIED
8	A02-B2-2025-008	BACHELOR OF SCIENCE IN PSYCHOLOGY – MAJOR IN PSYCHOLOGY ; MASTER OF ARTS IN EDUCATION - MAJOR IN GUIDANCE AND COUNSELING	G.I.F.T FOR PUBLIC SERVANTS: FOUNDATIONAL VALUES, FEBRUARY 12, 2025, 1 HOUR ; CHALLENGES AND JOY OF LGBTQ+ AFFIRMATIVE COUNSELING AND THERAPY, FEBRUARY 15, 2025, 4 HOURS ; THE 7'S SYSTEM: ELEVATING HOUSEKEEPING STANDARDS FOR OPTIMAL RESULTS, FEBRUARY 17, 2025, 3 HOURS ; BABAE SA LAHAT NG SEKTOR, AANGAT ANG BUKAS SA BAGONG PILIPINAS, MARCH 28, 2025, 4 HOURS ; 2025 CAPACITY DEVELOPMENT AND TRAINING OF TRAINERS CUM WORKSHOP ON PRESENTATION ON EMPLOYMENT PROGRAMS AND SERVICES, Date: April 10-12, 2025, 20 HOURS ; EMPLOYEE RELATIONS HOURS, Date: APRIL 28, 2025, 4 HOURS ; KUMUSTA KA NA JUANA? WE ARE FOR GENDER EQUALITY AND INCLUSIVE SOCIETY, Date: MARCH 19, 2024, 4 HOURS; REINVENTING PARTNERSHIPS TO ADDRESS LEARNING CRISIS, NOVEMBER 26, 2024, 4 HOURS ; PLMUN: IMPLEMENTATION OF THE OMNIBUS RULES ON LEAVE, Date: DECEMBER 17, 2024, 4 HOURS ; EMBRACING THE POST-PANDEMIC WORKPLACE CULTURE WITH LOVE AND CARE FOR THE COUNTRY, February 14, 2023, 4 Hours ; WOMEN'S STRESS MANAGEMENT SEMINAR, Date: March 14, 2023, Number of Hours: 4 HOURS ; QUALITY MANAGEMENT TRAINING SERIES, TRACK 1: OFFICE 5S, WITH THE ADMINISTRATIVE PERSONNEL, THEREBY CONTRIBUTING IMMEASURABLY TO THE OCCASION'S SUCCESS, Date: February 27, 2023, 4 HOURS ; TWO-DAY WORKSHOP ON THE DEVELOPMENT OF DRUG-FREE LEARNING INSTITUTIONS FOR HIGHER EDUCATION INSTITUTIONS IN THE NATIONAL CAPITAL REGION, Date: AUGUST 10-11, 2023, 16 HOURS ; ANNUAL NATIONAL SKILLS REGISTRATION PROGRAM (NSRP) REGIONAL ASSESSMENT, November 14, 2023, 8 HOURS ; PLMUN IS LOVE: ONE IN THE PURSUIT OF SUSTAINING EXCELLENCE AND TRANSFORMATION: FEBRUARY 14, 2022, 4 HOURS ; PLMUN IS LOVE: MAHAL KO ANG PAMILYA KO, TUNGKULIN KO GAGAMPANAN KO, Date: MAY 24, 2022, 4 HOURS ; TAPAT NA SERBISYO ALAY KO, DAHIL LINGKOD BAYANI AKO, SEPTEMBER 26, 2022, 4 HOURS ; PEERS UNITE FOR MENTAL HEALTH SUMMIT 2022: October 18, 2022, 8 HOURS ;	More than 1 hour	REVENUE COLLECTION CLERK III – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (GUIDANCE OFFICE) – JANUARY 28, 2020 – PRESENT ; REVENUE COLECTION CLERK III – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (OFFICE OF STUDENT AFFAIRS) – SEPTEMBER 02, 2019-JANUARY 27, 2020 ; REVENUE COLLECTION CLERK III – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (TREASURER'S OFFICE) – JANUARY 01, 2016-AUGUST 30, 2019 ; REVENUE COLLECTION CLERK II – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (TREASURER'S OFFICE) – JULY 01, 2014-JANUARY 01, 2016 ; CONTRACTUAL STAFF – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (TREASURER'S OFFICE) – JULY 01, 2013-JULY, 01, 2014 ; ADMIN ASSISTANT I – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (TREASURER'S OFFICE) – FEBRUARY 14, 2012-JULY 01, 2013 ; JOB ORDER – PAMANTASAN NG LUNGSOD NG MUNTINLUPA (TREASURER'S OFFICE) – AUGUST 01, 2011-FEBRUARY 14, 2012	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED
9	A02-B2-2025-009	BACHELOR OF ELEMENTARY EDUCATION	BASIC COMPUTER LITERACY , Date: APRIL 01, 2021- APRIL 13,2024, Number of Hours: 80 hrs	More than 1 hour	TEACHER- LEARNING LADDER CHILD DEVELOPMENT CENTER, Date: AUGUST 10,2022- APRIL 16,2025	More than 1 year	LET	QUALIFIED

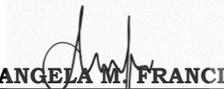
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
10	A02-B2-2025-010	BACHELOR IN ELEMENTARY EDUCATION WITH MAED UNIT (24)	ANNUAL EDUCATORS' CONGRESS (AECON) 2023 LEARNING RECOVERY TO LEARNING RESILIENCE 01/26/202301/27/202316 HOURS PROFESSIONALREX EDUCATION/USE OF GENDER FAIR LANGUAGE IN THE WORKPLACE00/05/202210/05/20228 HOURS PROFESSIONALMUNTINLUPA NATIONAL HIGH SCHOOLANNUAL EDUCATORS' CONGRESS (AECON) 2022 KEEPING IT REAL INSTITUTIONALIZING EVIDENCE -BASED PRACTICES FOR A LEARNER-CENTERED SCHOOL01/27/202201/28/202216 HOURS PROFESSIONALREX EDUCATION1st INTERNATIONAL TEACHER EDUCATION CONFERENCE WITH THE THEME "THE TEACHER EDUCATION INSTITUTIONS DURING AND AFTER THE PANDEMIC"02/08/202112/ 09/202116 HOURS PROFESSIONALMARIANO MARCOS STATE UNIVERSITY IDATA PRIVACY AND PROTECTION TRAINING 06/02/202106/3//20215.7 HOURS PROFESSIONALDEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY PROFESSIONALISM IN THE WORKPLACE05/28/202105/28/20214 HOURS PROFESSIONALCITY GOVERNMENT OF MUNTINLUPA GENDER AND DEVELOPMENT OFFICE OFFLINE RESOURCES FOR REMOTE TEACHING AND LEARNING07/14/202007/14/20202 HOURS PROFESSIONALDEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY	More than 1 hour	12/01/2023- PRESENT ADAS II PEDHS 07/11/2023 - 11/30/2023 CITY GOVT OF MUNTINLUPA	More than 1 year	LET	QUALIFIED
11	A02-B2-2025-011	Bachelor of Science in Business Administration major in Marketing Management	Title of Training: Posting Transaction, Date: June 9,2025 Number of Hours: 8 Hours; Title of Training: JOURNALIZING TRANSACTIONS, Date: June 10,2025, Number of Hours: 8 Hours; Title of Training:Introduction of Bookkeeping, Date: February,2025, Number of Hours: 8 Hours; Title of Training: Computer Literacy, Date of Training November 2025	More than 1 hour	Administrative Assistant- FEU Alabang, Inc., Date: March 23,2023-Present; Position: Cash Custodian- Motortrade Nationwide Corporation, Date: April 4-2019- Ocober 9,2022	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED
12	A02-B2-2025-012	Bachelor of Elementary Education	Audit Rules & Policies,Mandatory Documentary Requirement/ Preparation of PPMP & JMC2016 & Localization of Magna Carta of Women, July 01- July 02, 2019, 16 hours; (Another Training)Capability Building Re Update on the Implementing Rules and Regulation of RA9184; Procurement Planning, JMC 2013-1 & JMC 2016 Localization of Magna Carta and COA Updates, July 18- 20, 2018, 24 Hours (Another Training) Workshop on the Development of Monitoring and Evaluation Tool, August 19,2019, 9 Hours; Strategic Planning Summit, Date: July 6-7, 2016, 24 Hours; Follow- through Activity for the Capacity Development(CAPDEV) Formulation Plan for the term 2017-2019, November 8,2016, 8 HOURS; Gender Fair Language 101 & Safe Spaces Act Seminar, Date: December 13, 2019,8 HOURS), Re-Orientation on Code of Conduct And Ethical Standards for Public Officials And Employees, Date: February 20,2018, 2, Camp Coordination and Camp Management, Date: December 7-9, 2022,16 Hours; Sectoral Consultation Workshop Social Development Sector, June 17, 2016, N9 Hours,	More than 1 hour	Administrative Officer II - City Government of Muntinlupa Muntinlupa City Muslim Affairs Office, Date: May 18, 2015 - July 14, 2023	More than 1 year	LET	QUALIFIED
13	A02-B2-2025-013	Bachelor of Technical Teacher Education	2021 PHILIPPINE EDUCATION CONFERENCE, Dec 2-3, 2021, 16 hours ;TOWARDS STANDARS-BASED QUALITY ASSUARANCE FOR SENIOR HIGH SCHOOL, Nov. 8-10, 2020, 24 hours ; 2020 INSET FOR SENIOR HIGH SCHOOL TEACHERS, Oct 15-17, 2020, 24 hours ; SAFEGUARDING YOUR DATA IN THE NEW NORMAL Aug 13, 2020, 1 hour ; PRIVATE MATTERS: DATA PRIVACY IN AN ONLINE WORLD, Aug 4, 2020, 2 hrs ; May 29, 2020, 4 hrs.	More than 1 hour	Registration Specialist - FEU Alabang, August 23, 2025 - present ; Registrar, Liceo de Sto Tomas de Aquinas Inc. Oct. 1, 2019-Aug. 15, 2023 ; Production Operator, TDK Philippines Corp. Nov.22, 2011-March 2018 ; Production Operator, Panasonic Systems Networks Philippines Jan. 2010- May 2011	More than 1 year	LET CSE-PPT Sub-professional	QUALIFIED
14	A02-B2-2025-014	BACHELOR OF SECONDARY EDUCATION-MAJOR IN MATHEMATICS	Title of Training: BASIC COMPUTER LITERACY, Date: April 4,2024- April 17,2025, Number of Hours :80 Hours	More than 1 hour	ADMINISTRATIVE STAFF, Date: AUGUST 17,2024 to PRESENT ;Position: ACCOUNT PAYABLE ASSISTANT , Date: JANUARY 18,2023 to NOVEMBER 17,2023	More than 1 year	LET	QUALIFIED
15	A02-B2-2025-015	BACHELOR OF ELEMENTARY EDUCATION	N/A	0	POSITION: OFFICE STAFF- INTERNATIONAL ELEVATOR AND EQUIPMENT INC	More than 1 year	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
16	A02-B2-2025-016	BACHELOR OF SCIENCE IN COMMERCE - MAJOR IN ACCOUNTING; BOOKKEEPING - NCIII	EMPOWERING SCHOOL LEADERS IN SDO MUNTINLUPA THROUGH EFFECTIVE LIQUIDATION PRATICES, FEBRUARY 5-7, 2025, 16 HOURS; BUDGET FORMULATION WORKSHOP FOR SCHOOLS; CRAFTING OF CY 2025 PROJECT PROFILES, PMP, APP, APP-CSE, December 3-4, 2024, 16 HOURS; LETS MEASURE UP! A CAPACITY-BUILDING WORKSHOP FOR SDO MUNTINLUPA'S GADVOCATES WITH THE GENDER AND DEVT. ASSESSMENT TOOLS, NOVEMBER 20-21, 2023, 16 Hours; DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSION L&D INITIATIVE FOCUSING ON IT- ENHANCED KNOWLEDGE & 4 CS OF E-LITERACY, NOVEMBER 7-9, 2023,16 HOURS; BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2024 PROJECT PROFILES, PMP, APP, APP-CSE, & SOB, Date: OCTOBER 24-25, 2024, 16 HOURS; ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL 1 EMPLOYEES, September 5-7, 2023, 16 HOURS; DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS, NOVEMBER 23-25, 2022, 16 HOURS; GENDER SENSITIVITY TRAINING FOR THE MUNTINLUPA CITY GAD FOCAL POINT SYSTEM, September 15, 2022, 8 HOURS; ONE CLICK CAN SAVE MANY, Date: August 23, 2021, 8 HOURS; JUST ALLY THINGS, June 30, 2021, 8 HOURS; DEBTermined- TAKE CONTROL OF YOUR FINANCES AND YOUR LIFE, March 8, 2021, 4 HOURS; PROFESSIONALISM AT THE WORKPLACE,February 26, 2021, 4 HOURS;	More than 1 hour	ADMIN. ASSISTANT III -SCHOOL DIVISION OFFICE, Date: November 16, 2022 - PRESENT; ADMIN. OFFICER II - CITY GOVERNMENT OF MUNTINLUPA, Date: Date: October 16, 2008 - November 15, 2022; OFFICE STAFF- ACETEX DYEING AND FINISHING CORPORATION, Date: October 10, 1990 - December 1, 1990; CASHIER - LANDMARK DEPARTMENT STORE, Date: April 4, 1990 - September 30, 1990; OFFICE STAFF- C.D. APARRI ENTERPRISES, Date: March 1, 1989 - March 31, 1990	More than 1 year	CSSP CSP	QUALIFIED
17	A02-B2-2025-017	BACHELOR OF SCIENCE IN SECRETARIAL ADMINISTRATION	DIVISION & SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS, May 18-20, 2025, 24 hour; RESPONDING TO THE CONTINUING CHALLENGES OF INNOVATIONS & TECHNOLOGY TO PUBLIC FINANCIAL MANAGEMENT 1ST QUARTERLY SEMINAR AND MEETING - THE PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION (PAGBA),April 17-20, 2024, 32 hour; CLUSTERED ORIENTAION, TRAINING, AND MENTORSHIP ON ADMINISTRATIVE TASKS FOR NON-TEACHING PERSONNEL (SCHOOL ADMINISTRATIVE OFFICERS AND ASSISTANTS), March 21, 2024, 8 hour; DIVISION ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) GUIDELINES, May 31, 2023, 8 hour; NATIONAL CERTIFICATE III IN BOOKKEEPING, September 8-October 17, 2022, 296 Hour	More than 1 hour	ADMINISTRATIVE ASSISTANT II - MUNTINLUPA BUSINESS HIGH SCHOOL MAIN, Date: June 7, 2012 - present ; Asst. Property Custodian-Lyceum of Alabang, Date Nov. 24, 2008-March 31, 2012	More than 1 year	Honor Graduate Eligibility (PD 907)	QUALIFIED
18	A02-B2-2025-018	BACHELOR OF SCIENCE IN PSYCHOLOGY - CERTIFICATE OF TEACHING PROGRAM 12 UNITS	NONE	0	SR. REPRESENTATIVE, HUMAN RESOURCES - CONCENTRIX DATE: JUNE 10,2024- APRIL 3,2025; SOCIAL MEDIA MONITOR - EUROPEAN UNION ELECTION OBSERVATION MISSION 2025 DATE: MARCH 31,2025- JUNE 10,2025.	Less than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED
19	A02-B2-2025-019	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	COMPUTER SKILLS DEVELOPMENT 06/01-10-2025; INTERNATIONAL SEMINAR ON LEADERSHIP; 05/15-24/2025	More than 1 hour	TECHNICAL SUPPORT REPRESENTATIVE - DOCOMO INTERTOUCHE BUSINESS SOLUTIONS INC., Date: NOVEMBER 08, 2008 - MAY 30, 2013; SENIOR PROCESS ASSOCIATE - TATA CONSULTANCY SERVICES, Date: DECEMBER 15, 2015 - FEBRUARY 15, 2019; TRAVEL CONSULTANT - IGT TECHNOLOGIES PHILIPPINES INC, Date: JANUARY 20, 2023 - SEPTEMBER 05, 2023	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED
20	A02-B2-2025-020	Bachelor of Arts in Communication	AGSIKAP 2025 Online Session 4 : Crafting Stories of Change : Showing Transformed Communities and Highlighting the Most Significant Change, April 20, 2025, 5 Hours; Advanced Photography Workshop : Reportage, December 5, 2024, 8 hours; Advanced Training in Effective Graphic Design, November 20, 2024, 8 hours	More than 1 hour	Communication Specialist - Muntinlupa Public Information Office, November 13 - Present; Multimedia Writer / Radio Anchor - Jose M. Luison & Sons, Inc / DZME 1530, March 2023 - October 2023; Social Media Writer / Radio Anchor, Aliw Broadcasting Corporation - DWIZ 882, June 2021 - February 2023; Recruitment Specialist - M2MJ Human Resource Consulting, March 2021 - June 2021; Resident Relations Officer - Azure Urban Resort Residences, January 2020 - March 2020; Concierge Executive - Azure Urban Resort Residences, May 2018 - January 2020	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
21	A02-B2-2025-021	Bachelor of Secondary Education - Major in Social Science	N/A	N/A	Teacher - Great Christian Academy Foundation Inc., Date: August 19,2017 - March 31, 2020	More than 1 year	LET	QUALIFIED
22	A02-B2-2025-022	Bachelor of Elementary Education Major in General	Gender and Development Training on Gender fair Language and Mental health Stability , Date July 26,2024 , Number of Hours 10 hours	More than 1 hour	Toll Teller- Slex October 24,2018 - June 22,2024	More than 1 year	LET	QUALIFIED
23	A02-B2-2025-023	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION	WORKPLACE CHAMPIONS:RESILIENCE,INTEGRITY,SERVICE AND EXCELLENCE (RISE) AMONG NON-TEACHING PERSONNEL 24.0 HOURS ; STRATEGIC FINANCE WORKSHOP FOR FINANCE SUPPORT PERSONNEL 24.0 HOURS ; HARDCORE PLANNING AND BUDGETING WORKSHOP FY 2025 16.0 HOURS ; DIVISION REORIENTATION ON THE IMPLEMENTATION OF DEPED ORDER NO. 48 S. 28.0 HOURS; GENDER AND DEVELOPMENT TRAINING (GAD) FOCUSING ON GENDER-FAIR LANGUAGE AND MENTAL HEALTH STABILITY 16.0 HOURS; WEBINAR ON TOTAL WELLNESS; 1.0 HOUR ; WEBINAR ON FOUNDATIONAL VALUES; 1.0 HOUR ; DISTANCE LEARNING PROGRAM (DLP) ON THERULES OF CONDUCT AND ETHICAL BEHAVIOR IN THE CIVIL SERVICE (REPUBLIC ACT 6713); 40.0 PUBLIC SERVICE VALUES PROGRAM : BAWAT KAWANI LINGKOD BAYANI ; 14.0 6TH PHILIPPINE SKILLING SUMMIT; 24.0 4TH PHILIPPINE SKILLING SUMMIT 16.0 HOURS ; SUPERVISION AND APPRAISAL 3.0 HOURS ; EQUALITY, DIVERSITY & LGBTQ+ 3.0 HOURS ; COVID 19 3.0 HOURS ; FIRE SAFETY 3.0 HOURS ; INFORMATION GOVERNANCE ; 3.0 HOURS ; BUILDING MENTAL HEALTH 3.0 HOURS ; RECORD KEEPING 3.0 HOURS ; CORE COMMUNICATIONS SKILLS; 3.0 HOURS ; CONFLICT RESOLUTION AND COMPLAINTS HANDLING 3.0 HOURS ;ANTI-BRIBERY AND CORRUPTION; 3.0 HOURS ; AN INTRODUCTION TO INCIDENT MANAGEMENT 3.0 HOURS ; LIFE SUPPORT 3.0 HOURS ; PROJECT MANAGEMENT 101 3.0 HOURS ; COMMUNICATIONS 101 3.0 HOURS ; PROFESSIONAL IMAGE ENHANCEMENT CLASS8.0 HOURS ; CULTURE OF SERVICE EXCELLENCE PROGRAM 8.0 HOURS ; POSITIVE WORK ATTITUDE AND EXCELLENT CUSTOMER SERVICE 8.0 HOURS ; LECTOR AND COMMENTATORS GUILD; 8.0 HOURS ; HOTEL AND RESTAURANT MANAGEMENT 350.0 HOURS	More than 1 hour	01/03/2024-Present ADMINISTRATIVE ASSISTANT II DEPARTMENT OF EDUCATION; 11/21/2018-12/10/2023TOLL TELLER; MANILA TOLL EXPRESSWAY SYSTEMS INC SAN MIGUEL CORPORATION INFRA 10/1/2017-11/15/2018 TOLL TELLER; PRIME OPERATION AND MANAGEMENT CORPORATION 12/6/2009-09/30/2017TOLL TELLER/ TEAM LEADER MANILA TOLL EXPRESSWAY SYSTEMS INC SAN MIGUEL CORPORATION INFRA 6/1/2009-10/01/2009; CASHIER PUREGOLD PRICECLUB INC. 9/1/2008-02/01/2009 CASHIER; SM HYPERMARKET 12/11/2007-05/10/2008TOLL TELLER PHILIPPINE NATIONAL CONSTRUCTION CORPORATION 04/20/2007-09/19/2007QUALITY ASSURANCE INSPECTOR/ LABORATORY AIDE MONDE NISSIN	More than 1 year	CAREER SERVICE PROFESSIONAL (CSP)	QUALIFIED

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

Prepared and certified correct by:

  
**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date:

June 27, 2025