

**INITIAL EVALUATION RESULT (IER)**

**Position:** ADMINISTRATIVE ASSISTANT II

**Salary Grade and Monthly Salary:** SG 8 21,448.00

**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 Disqualified)
			Title	Hours	Details	Years		
1	ADAS2-B2-2025-001	BACHELOR OF SECONDARY EDUCATION MAJOR IN SPED	NONE	N/A	PSA Registration Supervisor - 1 year and 1 month MD Staff - 1 year and 2 months Collection Agent - 4 months ESL Teacher - 7 months	More than 1 year	LET	DISQUALIFIED Did not meet the minimum training requirements.
2	ADAS2-B2-2025-002	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	52nd PAFTE National and 13th International Convention - 16 hours; Class Advisers as Para-Counselors - 2 hrs; "Managing Ones Anxiety in the Teaching Profession" - 2 hrs; "Integrating Values with Subject Matter" - 2 hrs; Artificial Intelligence in Education - 2 hrs; Guidelines in Recruitment, Selection and Appointment in DepEd - 2 hrs; Teaching as Profession, Mission and Vocation - 2 hrs; Creating and Designing Learning Resource Materials - 2 hrs; 13th PAFTE Midyear Convention - 16 hrs; Teaching Strategies in the New Normal - 2 hrs; integrating Technological Tools in Teaching - 2 hours; Roles and Responsibilities of Teachers in Brigada Eskwela and Oplan Balik Eskwela - 2 hours; Writing Action Research - 2 hours; The Art and Style of Handling Parent Teacher Conference - 2 hours; Creating Safe Place for Learners - 2 hours; Interactive and Innovative Teaching Strategies - 2 hours; Preparing Electric Portfolio - 2 hrs; Personal Finance and Entrepreneurship - 2 hours; Socio-Emotional Learning Integration in the Classroom - 2 hrs; Designing Performance Tasks and Rubrics - 2 hrs; Establishing Linkages with Professional Organizations and the Wider Community - 2 hrs; What your Laws Do Not Teach You: Law 101 for Teachers - 2 hrs; Professionism in the Workplace - 2 hrs; Test Construction for Critical Thinking - 2 hrs; Utilization of Test Results - 2 hrs; Guidepost to Happiness and Wholeness: A Conversation with New teachers - 2 hrs	More than 4 hours	TEACHER - 1 year and 6 months; COMPUTER OPERATOR II - 3 yrs and 2 months SENIOR ADMIN ASST. II - 2 years and 8 months	More than 1 year	LET	QUALIFIED
3	ADAS2-B2-2025-003	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN BUSINESS MANAGEMENT; PROFESSIONAL TEACHING CERTIFICATE PROGRAM (PTEP)	NONE	N/A	DATA ENCODER - 4 months; GENERAL CLERK - 9 months; ADMIN. ASST. - 2 years and 9 months; PAYMENT AND RECEIPTS EXECUTIVE - 1 year and 5 months	More than 1 year	LET	DISQUALIFIED Did not meet the minimum training requirements.
4	ADAS2-2024-3-004	Bachelor of Science in Public Administration- MAJOR IN LOCAL REGIONAL ADMINISTRATION. CERTIFICATION OF PROFESSIONAL TEACHER SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES/ SCIENCE. MASTER IN PUBLIC ADMINISTRATION MAJOR IN ORGANIZATION AND MANAGEMENT (35 UNITS)	Division Coaching and Mentoring Session- 16hrs; Two-Day Orientation-Training-Workshop on MAPEH Pedagogy for K to 12 Curriculum Implementation and Updates under New Normal-16; Training Workshop on Test-Item Construction, Table of Specifications (TOS) and Mean Percentage Score (MPS)- 32hrs; Intensifying Pedagogical Approaches on the Conduct of 5Bs CATCH-UP Program- 8 hours	More than 4 hours	No Means of Verification (MOV) submitted	N/A	LET	DISQUALIFIED Did not meet the minimum experience requirements.
5	ADAS2-B2-2025-005	Bachelor in Secondary Education Major in Agriculture and Fishery Arts	International Training Seminar on Pedagogy in the 21st Century for Teachers and School Leader's Date 3/15/2025 to 3/17/2025 24 hrs Bread and Pastry Production NCII Date 6/10/2025 to 6/28/2025 141 hrs	More than 4 hours	No Means of Verification (MOV) submitted	N/A	LET	DISQUALIFIED Did not meet the minimum experience requirements.
6	ADAS2-B2-2025-006	Bachelor of Secondary Education-Major in Music Arts Physical Education and Health	Keep your business relevant to the market with Google Trends, Date: September 4, 2021, Number of Hours: 1 hour; Interacting Effectively with your customers using social media Date: September 8, 2021, Number of Hours: 1 hour; Sell your products online with e-commerce, Date: September 10, 2021, Number of Hours: 1 hour; Stay connected to your Customers through Google My Business, Date: September 11, 2021, Number of Hours: 1 Hour; Verbal Communications Training - 3 hours	More than 4 hours	Office Admin Support (Xceptional International Services and Safety Corporation) - 7 months	7 months	LET	DISQUALIFIED Did not meet the minimum experience requirements.
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date: June 26, 2025