

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT III
Salary Grade and Monthly Salary: SG 9 23,226.00

Qualification Standards:
Education: Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
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	ADAS3-B3-2025-001	Bachelor of Science in Business Administration Major in Operations Management	BASIC LIFE SUPPORT JANUARY 23-24,2025; 8 HOURS; ORIENTATION ON SEXUAL ORIENTATION GENDER IDENTITY AND EXPRESSION, 3 HOURS	More than 4 hours	ADMINISTRATIVE ASSISTANT III; RESEARCH INSTITUTE FOR TROPICAL MEDICINE; JUNE 26, 2023 - PRESENT; PRODUCTION ASSISTANT; ARLEJAY GARMENT; JANUARY 23, 2012-JUNE 23, 2023; SP RESEARCHER CITY OF MUNTINLUPA; JULY 1, 2019-DEC 31,2023	More than 1 year	Career Service Sub-Professional	Qualified
2	ADAS3-B3-2025-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	ALA-G.A.D.: GENDER AND DEVELOPMENT SEMINAR-WORKSHOP ON CREATING 800 EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE, Date: MARCH 5-6, 2024; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES Date: NOVEMBER 14-15, 2024; "MAY KASO KAYA ITO?" Date: NOVEMBER 26-27, 2024; MANILA BAY REHABILITATION PROGRAM CLEAN-UP DRIVE Date: DECEMBER 3, 2024; DIVISION TRAINING ON DEPED COMPUTERIZATION PROGRAM (DCP) ADOPTION FOR TEACHERS Date: DECEMBER 13-15, 2024; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION A TRAINING WORKSHOP FOR SDO PERSONNEL Date: MAY 7-8, 2025	More than 4 hours	ADMINISTRATIVE AIDE VI - DEPED MUNTINLUPA Date: JULY 1, 2024; ADMINISTRATIVE ASSISTANT I - RESEARCH INSTITUTE FOR TROPICAL MEDICINE; JANUARY 3, 2022 - DECEMBER 31, 2022; CASHIER - JOLLIBEE FOOD CORPORATION, DECEMBER 14, 2015 - MAY 14, 2016 PRESENT	More than 1 year	Career Service Professional Career Service Sub-Professional	Qualified
3	ADAS3-B3-2025-003	Bachelor in Science and Information Technology (300 units earned), Electronics and Computer Technology	BASIC COMPUTER LITERACY, MAY 02, 2025, 80 HRS	More than 4 hours	ACCOUNTING OFFICER; MSE SMARTCHOICE LENDING CORPORATION, JUNE 2020 - PRESENT, BACK OFFICE - PEKSONIV PHILIPPINES, MAY - DEC 2019, PLANNER; AMERTRON INCORPORATED, SEPT 2003-DEC 2017	More than 1 year	Career Service Sub-Professional	Qualified
4	ADAS3-B3-2025-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT	REAL STATE NOW AND THE NEXT: TALENTS, TRENDS AND FUTURE DIRECTIONS Date: 08/21/2025; 5; AND THE FUTURE OF WORK: NAVIGATING OPPORTUNITIES AND CHALLENGES: 04/22/2025 ; 5 HOURS; BE A STAR: THE GREAT OM CONFERENCE Date: 11/19/2024; 6 HOURS; BUSINESS EXPOSURE 2024: SAFETY CULTURE PHILIPPINES INC.; 07/21/2022; 5; RESILIENCE HOUR: A WEBINAR ON DISASTER RESPONSE; 11/17/2021; 5 HOURS; INTEGRITY DEVELOPMENT SEMINAR/WORKSHOP FOR CAMPUS INTEGRITY CRUSADERS; 09/13/2017; 6 HOURS	More than 4 hours	-	-	Career Service Professional	Disqualified Did not meet the minimum experience requirements. No MOV attached
5	ADAS3-B3-2025-005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES,14/11/2024 15/11/2024 16; PARTICIPANT SDO MUNTINLUPA SAVE A LIFE: A PWD AND SENIOR CITIZEN TRAINING OF SDO MUNTINLUPA; 27/03/2025 28/03/2025;16; PARTICIPANT SDO MUNTINLUPA BREAST CANCER AWARENESS SEMINAR ON PARTNERSHIP WITH CITY SAVINGS BANK; 31/03/2025 31/03/2025;8 PARTICIPANT SDO MUNTINLUPA DIVISION & SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS 18/05/2025 20/05/2025;24; PARTICIPANT SDO MUNTINLUPA AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL 3/7/2025 4/7/2025; 16; PARTICIPANT SDO MUNTINLUPA EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES 5/8/2025 6/8/2025 16 PARTICIPANT SDO MUNTINLUPA	More than 4 hours	ADMINISTRATIVE AIDE VI- SDO MUNTINLUPA; BROY, TREASURER- REALQUEZON, 09/12/2013-06/01/2017	More than 1 year	Career Service Sub-Professional	Qualified
6	ADAS3-B3-2025-006	BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING (102 UNITS EARNED)	SOCIAL PSYCHOLOGY, Date: DECEMBER 4, 2020, 37 HOURS; TRICKY AMERICAN ENGLISH PRONUNCIATION, Date: OCTOBER 25, 2020, 21 HOURS	More than 4 hours	-	-	Career Service Sub-Professional	Disqualified Did not meet the minimum experience requirements. No MOV attached

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

Prepared and certified correct by:



ANGELA M. FRANCISCO
 Administrative Officer IV (HRMO II)
 August 22, 2025

Date: