

INITIAL EVALUATION RESULT (IER)

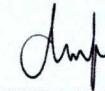
Position: ADMINISTRATIVE ASSISTANT II
Salary Grade and Monthly Salary: SG 8 21,448.00
Qualification Standards:

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	ADAS2-B3-2025-001	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	ALA-G.A.D.: GENDER AND DEVELOPMENT SEMINAR-WORKSHOP ON CREATING SDO 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	CASHIER - JOLLIBEE FOOD CORPORATION, DECEMBER 14, 2015 - MAY 14, 2016; ADMINISTRATIVE ASSISTANT I - RESEARCH INSTITUTE FOR TROPICAL MEDICINE; JANUARY 3, 2022 - DECEMBER 31, 2022; ADMINISTRATIVE AIDE VI - DEPED MUNTINLUPA; JULY 1, 2024 - PRESENT	More than 1 year	Career Service Professional Career Service Sub-Professional	Qualified
2	ADAS2-B3-2025-002	BACHELOR OF SCIENCE IN RESPIRATORY THERAPY	COMPUTER SERVICING SYSTEM, JUNE 22, 2022 - AUGUST 4, 2022, Number of Hours: 200 Hours	More than 4 hours	ADMINISTRATIVE ASSISTANT I, MARCH 4, 2019 - PRESENT; DEPARTMENT SUPERVISOR, OCTOBER 3, 2017 - APRIL 3, 2018; STORE SUPERVISOR, NOVEMBER 28, 2014 - FEBRUARY 28, 2015; DEPARTMENT HEAD, MARCH 2, 2010 - SEPTEMBER 1, 2010; BUSINESS UNIT HEAD, APRIL 7, 2007 - SEPTEMBER 15, 2009; DEPARTMENT HEAD, JUNE 16, 2006 - DECEMBER 16, 2006; STORE MANAGER, FEBRUARY 7, 2005 - AUGUST 9, 2005; JUNIOR MANAGER, FEBRUARY 6, 2004 - OCTOBER 15, 2004; SALES ASSOCIATE, NOVEMBER 26, 2002 - SEPTEMBER 18, 2003	More than 1 year	Career Service Sub-Professional	Qualified
3	ADAS2-B3-2025-003	Computer Technology - Vocational Graduate	PUBLIC SECTOR EMPLOYEES ORGANIZATION SEMINAR, APRIL 10, 2025, 3 HOURS; ADVOCATING GREEN AGENDA PROGRAM, DATE: DECEMBER 11, 2024, 8 HOURS; WEBINAR ORIENTATION ON THE REVISED RUES ON GOVERNMENT REORGANIZATION, NOVEMBER 18, 2025, NUMBER OF HOURS: 3 HOURS; STATEMENT OF ASSETS, LIABILITIES AND NET WORTH OVERVIEW, DATE: JULY 26, 2025, 3 HOURS*	More than 4 hours	ADMIN TECHNICAL STAFF - LYCEUM OF ALABANG INC, APRIL 17, 2011 - DECEMBER 15, 2015; UNIT MANAGER - INSULAR LIFE, JUNE 2024 - PRESENT*	More than 1 year	Career Service Professional	Qualified

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

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

August 22, 2025

Date: