

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	A02-2025-001	BACHELOR OF ELEMENTARY EDUCATION - MAJOR IN GENERAL EDUCATION	NATION TRAINING ON EDUCATIONAL TECHNOLOGY TOOLS; 03/10-14/2025; 40; COMPUTER UPSKILLS TRAINING ON GOOGLE WORKSPACE AND MICROSOFT OFFICE 365; 03/05-09/2025; 40	More than 4 hours	UNIVERSAL COLLEGES OF PARAÑAQUE; FACULTY MEMBER; 07/22/2024-05/21/2025; OLIVAREZ COLLEGE; FACULTY MEMBER; 08/01/2022-05/31/2023; OLIVAREZ COLLEGE; OFFICE/STUDENT ASSISTANT; 08/01/2018-03/31/2020	more than 1 year	LET	QUALIFIED
2	A02-2025-002	Bachelor of elementary education major in early childhood education	Certificate of skill demonstration/ Certificate of computer skills development training: Improving classroom learning thru ICT: december 1-10 2024/ Certificate of Upskilling and reskilling teaching and supervision skills training: december 15-24 2024/ Certificate of Early childhood development teacher skills development training: November 15-24 2024 80hrs/ Certificate of classroom management training for teachers assessing and managing behavior in the classroom/ Certificate of Awareness and providing support for children with special needs through storytelling/ Certificate of Every age Every stage: Nurturing your child inside out/ certificate of Understanding behaviors inside out and a 360 approach to management/ 8hrs	More than 4 hours	Teacher Assistant September 2022 to december 2024	more than 1 year	LET	QUALIFIED
3	A02-2025-003	Bachelor of Science in Business Administration major in Human Resource Development Management	Project Resilience in Education (RED) 08/31/2022 Basic Life Support and First Aid Training 08/30/2022 VIRTUAL BASIC TRAINING COURSE FOR ADULTS 12/05-06, 12-13, 19-20/2025	More than 4 hours	Administrative Assistant II; 07/01/2015-Present, Administrative Aide IV; 07/11/2013-06/30/2015	more than 1 year	Civil Service Eligibility - Professional	QUALIFIED
4	A02-2025-004	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	TRAINING ON GENDER AND DEVELOPMENT 07/03-04/2025 BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION 05/07/2025	More than 4 hours	SCHOOL DIVISION OFFICE OF MUNTINLUPA; ADMINISTRATIVE AIDE VI; 12/01/2025-PRESENT	more than 1 year	LET Civil Service Eligibility - Professional	QUALIFIED

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No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	A02-2025-005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE MANAGEMENT	LMI Training cum National Skills Registration Program (NSRP) Regional Assessment; 08/19/2025; 8 ; Capacity Development Seminar: 2026 Planning ang Budgeting, Basic Customer/Frontline Service, Best PESO; 05/29-05/31/2025; 24 ; Training on Nutrition in Emergencies and Information Management cum Planning Workshop on NiE Plan 2025; 10/16/2024; 24 ; Nutrition Program Management Training cum Planning Workshop; 09/11-09/13/2025; 24 ; Learning Hub for Enhanced and Revitalized Nutrition (LHEARN) at the City Government of Mandaluyong; 08/29/2024; 8 ; Basic Requirements and Procedures on Disbursements, Other Updates on Related COA Rules and Regulations, Gender Mainstreaming on Strategy for Implementation of Magna Carta for Women; 06/27-06/28/2025; 16 ; Formulation of the City Nutrition Action Plan for the Year 2024; 06/18/2024; 4 ; Strategic Planning on Local Investments and Incentives Code (LIIC) and Workforce Development Plan (WDP) for Sustainable Growth and Economic Resilience; 06/13-06/14/2025; 16 ; Orientation on COA Guidelines and Procedures: One-Time Cleansing of Property, Plant, and Equipment (PPE); 04/29/2024; 8 ; Capacity Building Seminar: Crafting of the Workforce Development Plan; 04/04-04/05/2024; 16 ;	More than 4 hours	City Government of Muntinlupa - PESO; Administrative Assistant I; 02/12/2024-PRESENT; City Government of Muntinlupa - PESO; Government Intern; 04/2023-12/2023; MLISAF Food Corner; Store Manager; 2019-2021	more than 1 year	Civil Service Eligibility - Professional	QUALIFIED
6	A02-2025-006	BACHELOR OF SCIENCE IN PSYCHOLOGY	PERSONNEL STRATEGIC PLANNING AND PROCESS STREAMLINING; 09/18-19/2025:16 EMPOWERING HR WORKFORCE:STRATEGIES TOWARDS EXCELLENT SERVICES; 08/05-06/2025:16 AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP; 07/03-04/2025:16 WORKSHOP ON THE RECONCILIATION OF GSIS PREMIUMS DEFICIENCIES OF DEPED PERSONNEL (NCR AND REGION IV-A); 02/26-27-2025:16 STRENGTHENING PUBLIC SERVICE AN INDUCTION PROGRAM FOR EXCELLENCE IN NON TEACHING ROLES: 11/14-15/2025; MAY KASO KAYA ITO; 11/26/-27/2024:16 ALA-G.A.D. GENDER AND DEVELOPMENT SEMINAR WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE; 09/05-06/2024:16	More than 4 hours	DEPARTMENT OF EDUCATION DIVISION OF MUNTINLPA CITY: ADMINISTRATIVE ASSISTANT III; 07/1/2024-PRESENT RESEARCH INSTITUTE FOR TROPICAL MEDICINE: ADMINISTRATIVE ASSISTANT I	more than 1 year	Civil Service Eligibility - Professional	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: October 03, 2025