



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Annex D

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE AIDE VI

Salary Grade and Monthly Salary: SG 6 - 18957

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** None Required
- Experience** None Required
- Eligibility** Career Service (Subprofessional)/ First Level Eligibility

No.	Application Code	Education	Training	Hours	Experience	Years	Eligibility	Remarks (Qualified or Disqualified)
			Title		Details			
1	ADA6-2025-001	DIPLOMA IN REFRIGERATION AND AIR CONDITIONING ENGINEERING TECHNOLOGY	Administrative Skills Training w/ Comprehensive ICT; 7/7/2025-7/18/2025; 80 Receiving and Responding in Workplace Communication; 8/14/2025; 4 Participating in Workplace Communication; 5/23/2024; 4	More than 1 hour	Robinsons Supermarket; RECEIVER; 7/6/2024-4/19/2025; Sunpower Philippines Manufacturing LTD; PRODUCTION OPERATOR II; 10/2/2007-12/10/2023;	More than 1 year	Civil Service Eligibility - Professional	QUALIFIED
2	ADA6-2025-002	BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION (GRADUATE) ; CERTIFICATE FOR TEACHING PROGRAM (24 UNITS EARNED)	N/A	N/A	TEACHER A'S HOUSE OF LEARNING-BF HOMES BRANCH; ADMIN/PROGRAM FACILITATOR; 01/20/2025-PRESENT; MULSONS TRADING CORP. ; SERVICE DEPARTMENT COORDINATOR ; 04/05/2021-12/31/2025	More than 1 year	LICENSED PROFESSIONAL TEACHER	QUALIFIED

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No.	Application Code	Education	Training	Hours	Experience	Eligibility	Remarks (Qualified or Disqualified)	
			Title		Details			Years
3	ADA6-2025-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN COMPUTER DATA MANAGEMENT PROCESSING (1990-1995); CERTIFICATE IN TEACHING PROFESSION (CTP) (18 UNITS EARNED); BOOKKEEPING NATIONAL CERTIFICATE III (TESDA); MUNTINLUPA NATIONAL HIGH SCHOOL (1986-1990); TUNASAN ELEMENTARY SCHOOL (1980-1986)	ALAGAD: GENDER AND DEVELOPMENT SEMINAR-WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE; 9/5-6/2024; 16; THE VALUE OF HARDWORK AND DISCIPLINE 11/10/2023; 8; ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL 1 EMPLOYEES; 9/5-7/2023; 24; DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS; 11/23-25/2025; 24; PROJECT RESILIENCE IN EDUCATION (RED); LEVEL 2, 2-DAY COMPREHENSIVE STANDARD BASIC FIRST AID (BATCH 3); 9/1/2022; 8; BASIC LIFE SUPPORT AND FIRST AID TRAINING; 9/1/2022; 8; SERIES OF WEBINAR-WORKSHOP ON GENDER MAINSTREAMING AND AUDIT FOR SDO MUNTINLUPA TEACHING AND NON-TEACHING PERSONNEL; 12/6-10/2021; 40; 2 DAY WEBINAR ON PROMOTING VALUE FORMATION AND FAMILY ENHANCEMENT IN SUSTAINING A LIFE FREE FROM SUNSTANCE USE; 11/9-10/2021; 16; SERIES OF WEBINAR-WORKSHOP ON GENDER MAINSTREAMING AND AUDIT FOR SDO MUNTINLUPA TEACHING AND NON-TEACHING PERSONNEL; 9/6-10/2021; 40; PROFESSIONALISM ON THE WORKPLACE; 7/23/2021; 8; #JUST ALLY THINGS; 6/30/2021; 8; ABOVE THE DOTTED LINE: THE DEFINITIVE GUIDE TO WRITING MEMORANDA, ADVISORIES AND OTHER COMMUNICATIONS (BASED ON DEPED ORDER NO. 30); 3/17/2021; 8; PROJECT R.E.D.- RESILIENCE IN EDUCATION; 3/16/2021; 8	More than 1 hour	CITY GOVERNMENT OF MUNTINLUPA; ADMINISTRATIVE OFFICER II; 9/11/2019-PRESENT; CITY GOVERNMENT OF MUNTINLUPA; ADMINISTRATIVE AIDE VI; 10/3/2016-9/10/2019; PUREGOLD PRICE CLUB INCORPORATED; INTERNAL SECURITY; 6/15/2010-11/30/2010; FILINVEST ALABANG; SALES CONSULTANT; 7/28/2008-3/30/2009; MUNTINLUPA DEVELOPMENT FOUNDATION; PROJECT OFFICER; 3/12/2007-6/30/2008; ACBEL POLYTECHNIC INCORPORATED; MACHINE OPERATOR; 3/30/2001-10/5/2007; FIRST INTERNATIONAL COMPUTER; QUALITY CONTROLLER; 7/30/1997-7/15/2000; CITY GOVERNMENT OF MUNTINLUPA; CONFIDENTIAL STAFF; 1996-1997; LEVI STRAUSS PHILIPPINES INCORPORATED; CHART ACCOUNT ENCODER; 2/15/1996-8/12/1996	More than 1 year	Civil Service Eligibility - SubProfessional	QUALIFIED
4	ADA6-2025-004	BACHELOR OF ARTS IN POLITICAL SCIENCE	CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS; 08/01-10/2025; 80; LEADERSHIP TRAINING: EFFECTIVE ADMINISTRATION AND OFFICE MANAGEMENT; 08/15-24/2025; 80; PUBLIC ADMINISTRATION AND OFFICE SYSTEM MANAGEMENT SEMINAR; 09/01-10/2025; 80	More than 1 hour	MAJOREL PHIL. CORP; OPERATIONS CUSTOMER EXPERT I; 02/02/2024-PRESENT; MAJOREL PHIL. CORP.; CUSTOMER SUPPORT REPRESENTATIVE II; 08/18/2023-02/01/2024	More than 1 year	Civil Service Eligibility - Professional	QUALIFIED
5	ADA6-2025-005	Computer Technology - 2 Year Vocational Graduate	Public Sector Employees Organization (PSEO) Seminar; 10/04/2025-10/04/2025; 3; Advocating Green Agenda Program (AGAP); 11/12/2024-11/12/2024; 8; Webinar Orientation on the Revised Rules on Government Reorganization; 18/11/2024-18/11/2024; 3; Statement of Assets, Liabilities and Net Worth (SALN) Overview; 26/07/2025-26/07/2025; 3	More than 1 hour	Lyceum of Alabang Inc; Admin Staff; May 17, 2011-December 15, 2015; PC LIVE; Sales Officer; August 23, 2006-October 15, 2010; Maxs Restaurant; Waiter; December 19, 2004-May 18, 2005	More than 1 year	Civil Service Eligibility - Professional	QUALIFIED

No.	Application Code	Education	Training	Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details		
6	ADA6-2025-006	BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING (102 UNITS EARNED)	WORKING IN A GENDER-DIVERSE ENVIRONMENT; 09/27-28/2025; 2.75	More than 1 hour	N/A	N/A	CIVIL SERVICE PROFESSIONAL QUALIFIED
7	ADA6-2025-007	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	N/A	N/A	N/A	CIVIL SERVICE PROFESSIONAL QUALIFIED

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

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: October 03, 2025