

Annex D

INITIAL EVALUATION RESULT (IER)

Position: LEGAL ASSISTANT I

Salary Grade and Monthly Salary: SG 10 - 25, 586.00

Qualification Standards:

- Education** BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
- Training** NONE REQUIRED
- Experience** NONE REQUIRED
- Eligibility** CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

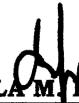
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	LA1-2025-001	BACHELOR OF SCIENCE IN PSYCHOLOGY	2025 ADOPT A SCHOOL ADVANCEMENT PROGRAM: LEGAL FOUNDATION, PROGRAMS AND PROJECTS-09/08-09/2025;16; EXEMPLARY PERFORMING PERSONNEL AWARDS-08/19/2025; 8; LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS-08/28-29/2025; 16; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION-05/7-8/2025;16; INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES-11/14-15/2024;16; DIVISION PLANNING WORKSHOP ON PUBLIC SERVICE CONTINUITY PLAN-03/7-8/2024; 16; 3-DAY ENHANCEMENT WORKSHOP OF THE DIVISION AND SCHOOL CONTINGENCY PLAN-02/26-28/2024; 24; ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL 1 EMPLOYEES-09/5-7/2025;16	More than 4 hours	CITY GOVERNMENT OF MUNTINLUPA-OSPITAL NG MUNTINLUPA; 07/02/2013-06/25/2018; CITY GOVERNMENT OF MUNTINLUPA-SCHOOLS DIVISION OFFICE-06/26/2025-11/30/2023; DEPARTMENT OF EDUCATION-12/01/2023-PRESENT	More than 1 year	Civil Service Eligibility - Professional	QUALIFIED

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2	LA1-2025-002	BACHELOR OF ARTS IN POLITICAL SCIENCE	CAPACITY BUILDING ON DOMESTIC ADMINISTRATIVE ADOPTION; 08/19/2025; ORIENTATION ON DOMESTIC ADMINISTRATIVE ADOPTION; 08/19/2025; ADVANCED LEADERSHIP TRAINING SEMINAR; 08/23/2025; 5THE LANGUAGE OF THE LAW: STRENGTHENING LEGAL WRITING AND CITATION SKILLS; 06/19-20/2025; 14FROM DRAFT TO DOCKET: THE COURT CASE FILING PROCESS EXPLAINED; 04/29/2025;	More than 4 hours	BARANGAY NG TUNASAN; REVENUE CLERK; 08/29/2023-09/06/2024 PANGAN LAW OFFICE; PARALEGAL; 09/09/2024-02/05/2025 MV LAW; EXTERNAL PARALEGAL; 02/07/2025-PRESENT SANGGUNIANG PANLUNGSOD COTY GOVERNMENT OF SAN PEDRO, LAGUNA; LOCAL LEGISLATIVE AIDE; 07/16/2025-PRESENT	More than 1 year	Civil Service Eligibility - Professional	QUALIFIED
3	LA1-2025-003	BACHELOR OF ARTS IN POLITICAL SCIENCE	N/A	N/A	DOLE GIP; OFFICE STAFF/ENCODER; 10/18/2023-12/15/2023; Teacher A's House of Learning; Program Facilitator; 05/28/2024-11/28/2024; STAR APPLIANCE CENTER INC; COUNTER ASSISTANT; 02/06/2025-03/25/2025	More than 1 year	Civil Service Eligibility - Professional	QUALIFIED
4	LA1-2025-004	Bachelor of Laws	N/A	N/A	N/A	N/A	Civil Service Eligibility - Professional	QUALIFIED
5	LA1-2025-005	BACHELOR OF ARTS IN POLITICAL SCIENCE (184 UNITS EARNED)	PLMUN STUDENT LEADERSHIP AND EMPOWERMENT WEBINAR; 07/09/2022; 2; ON-THE-JOB TRAINING (OFFICE STAFF); 02/14/2023-04/03/2023; 200	More than 4 hours	BERMEJO-LAURINO BERMEJO LAW OFFICES; SECRETARY /LEGAL ASSISTANT; 08/04/2023-PRESENT	More than 1 year	Civil Service Eligibility - Professional -PD 907	QUALIFIED
6	LA1-2025-006	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT; MASTERS IN BUSINESS ADMINISTRATION, CURRENTLY ENROLLED AT JURIS DOCTOR PROGRAM-present (17 units)	APO eCourse on Workplace Digitization 04-Jun-25-Jun 10; Couching Journal 28-30 June 24; Lookingback,moving forward 26-28 Jun 16; FDA RELATED LAWS 23-24 Oct 16; DOCRED REQUIREMENTS 14JUNE 16; Basic Technical Writing; 23-oct 24oct. 16; QWP and Knowledge enhancement; 22-22Feb 2024. 16. Training workshop data protection 26-28Oct 2023. RA 12009 24MAR 8; Training in Properly Collecting 18-19 Nov 2024, 8; Bawat Kawani Lingkod Bayani. 13Jun2021 8; QWP LSSC 10-11 mar. 16. RIA ON ARTA 30-June-21. 4. New Trends on updates in Legal Writing. 18-Dec-20. 8. Online lecture on Data Privacy. 10-Sep-21. 8. Collaborative Discussion on RA 10173. 28Jan21 - 29Jan21. 16. Driving Productivity in Better Normal. 03-sep-20 - 05-Nov-20. 16	More than 4 hours	ADMINISTRATIVE ASSISTANT III 2019-PRESENT	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