



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

Annex D

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 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 Industrial Technology Major in Drafting (Associate Graduate), Bachelor of Science in Industrial Technology Major in Ref and Air-conditioning (Associate Graduate)	Basic Computer Literacy, Date: Jun 2-18, 2025, Number of Hours: 120 Hours; Public Service Values Program, Date: Jun 16 to Sep 15, 2025, Number of Hours: 8 Hours	More than 4 hours	Service Crew - Jollibee Foods Corporation (GMA Cavite), Date: Jan 29, 2004 - Jul 15, 2004; Service Crew - Jollibee San Pedro, Date: Sep 8, 2004 - Feb 24, 2005; Service Crew - Jollibee Pacita, Date: Apr 7, 2005 - Sep 7, 2005; Ride Operator / Attendant - Festival Supermall, Inc, Date: Nov 22, 2005 - Apr 22, 2006; Ads & Promo Asst. / Clerk - SSMI Muntinlupa (SM Hypermarket Tunasan), Date: July 19, 2008 - Jul 4, 2022; Asst. Store Manager - HDDS CAV INC. (Dali Everyday Grocery), Date: Jul 4, 2022 - Dec 1, 2022; Admin Assistant (VA) - eXp Realty - MattC Team, Date: Nov 14, 2022 - Oct 31, 2025	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	ADAS3-B3-2025-002	Bachelor of Science in Environmental Science	THE UTILIZATION OF SOCIAL MEDIA BY GENERATION; AN INFORMATION SEEKING AND SEMINAR FOR SYSTEMATIC APPROACH	More than 4 hours	Public Information Officer - Sangguniang Kabataan ng Barangay Bayanan, Date: December 4, 2023 - Present	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
3	ADAS3-B3-2025-003	Bachelor of Science in Computer Science	R.A. 11314 Safe Spaces Act Date: July 11, 2025, 8 hours BASIC TROUBLE SHOOTING FOR ICT SOFTWARE AND HANDWARE; 8; BASIC LIFE SUPPORT TRAINING FOR HEALTHCARE PROVIDER 08/20/2022 DEVELOPMENTAL PLANNING ANS STAKEHOLDERS CONSULTATION AND PLANNING WORKSHOP	More than 4 hours	Position: Administrative Aide III Date: October 19, 2022 to Present; Position: HR Trainee Date: January 15, 2013 to June 1, 2013	More than 1 year	CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	ADAS3-B3-2025-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT	The power of storytelling in hr leadership: Building values & culture Date: November 12, 2025: 2 hours; SSS in-depth online seminar : March 24-25, 2025; Electronic Products Assembly and Servicing Date: August 12 - September 13, 2024 : 260, Data Analysis And Visualization Using Excel Date: June 19, 2024: 4 hours; : Muntinlupa City Tripartite Industrial Peace Council 2nd Quarterly Meeting With Learning Session Date: June 18, 2024; 4hrs; Data Science And Analytics: Core Concepts And Practices Date: June 5, 2024: 3hrs: Rdm 103: Electronic Document And Records Management System (EDRMS) ; March 15, 2024; Promoting Gender Equality And Safe Spaces Within The Workplace Date: March 14, 2024: 3 hours ; Navigating Microsoft Excel Date: February 12-14, 2024: 24 hours; Employees' Compensation Program Seminar Date: February 1, 2024: 24 hours; Creating A Respectful Workplace: Navigating Legal Frameworks For A Safe And Inclusive Environment Date: November 28, 2023: 4 hours; English For Business And Entrepreneurship Date: August 21, 2023; 3 hours; Participating In Workplace Communication Date: August 21, 2023; 5 hours; Title of Training: Microsoft Digital Literacy Date: July 26, 2023: 5 hours; Receiving And Responding To Workplace Communication Date: July 26, 2023 Number of Hours: 5 hours; Six Sigma White Belt Date: July 15, 2023: 1 hour; Lean Six Sigma White Belt Date: July 15, 2023: 1 hour	More than 4 hours	Position: Administrative Assistant III - Research Institute for Tropical Medicine, Date: September 08, 2025 - Present; Position: HR Specialist - Compensation And Benefits - Lyceum of Alabang Date: April 3- September 4, 2025; HR Assistant - Lyceum of Alabang Date: October 16,2023 - April 2, 2025	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
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; BRGY. TREASURER- REAL,QUEZON, 09/12/2013-06/01/2017	More than 1 year	CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED
6	ADAS3-B3-2025-006	BACHELOR OF ARTS IN THEOLOGY / PROFESSIONAL TEACHING CERTIFICATE PROGRAM 18 UNITS	LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS,Date: AUGUST 28-29, 2025, Number of Hours: 16 Hours;EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES, Date: AUGUST 5-6, 2025, Number of Hours: 16 Hours; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION A TRAINING WORKSHOP FOR SDO PERSONNEL, Date: May 7-8, 2025, Number of Hours: 16 Hours;DIVISION AND SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS, Date: May 18-20, 2025, Number of Hours: 24 Hours; PROJECT PINK: BREAST CANCER AWARENESS SEMINAR IN PARTNERSHIP WITH CITY SAVINGS BANK, Date: March 31, 2025, Number of Hours: 8 Hours; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON - TEACHING ROLES, Date: November 14-15, 2025, Number of Hours: 16 Hours; ALA-G.A.D. GENDER AND DEVELOPMENT SEMINAR- WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE, Date: September 5-6, 2024, Number of Hours: 16 Hours; WORDS THAT WORK AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL, Date: July 3-4, 2025, Number of Hours: 16 HoursNESS SEMINAR	More than 4 hours	ADMINISTRATIVE AIDE VI - SDO MUNTINLUPA , Date: JULY 1, 2024- PRESENT; PRODUCTION OPERATOR, Date: MAY 5, 2000 - MARCH 28, 2006; PRODUCTION OPERATOR, Date: JUNE 6, 1998- APRIL 9, 2000	More than 1 year	LET	QUALIFIED
7	ADAS3-B3-2025-007	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN HUMAN RESOUCCE DEVELOPMENT MANAGEMENT	QMS AWARENESS 12/10/2021, 8; SERIES OF PROCUREMENT PLANNING AND BUDGET LINKAGE WITH CONUDCT OF EPA 02/19/2024; 9 HRS;	More than 4 hours	SALES ADMIN - ECOLAB PHILIPPINES INC/ TOP PERFORMER ASSISTANCE, INC., DATE: JUNE 18, 2025 - PRESENT; ADMINISTRATIVE OFFICER II - RESEARCH INSTITUTE FOR TROPICAL MEDICINE, DATE: NOVEMBER 6, 2023 - DECEMBER 31, 2024; ADMINISTRATIVE ASSISTANT III - RESEARCH INSTITUTE FOR TROPICAL MEDICINE, DATE: SEPTEMBER 10, 2020 - NOVEMBER 3, 2023	More than 1 year	CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED

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

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

November 26, 2025