



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

**Annex D**

**Position:** ADMINISTRATIVE OFFICER IV

**Salary Grade and Monthly Salary:** SG 15 40,208.00

**Qualification Standards:**

- Education** BACHELOR'S DEGREE RELEVANT TO THE JOB
- Training** 4 hours of relevant training
- Experience** 1 year relevant experience
- Eligibility** CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AO4-B2-2025-001	Bachelor of Science in Business Administration Major in Financial Management & Bachelor of Science in Accountancy	Seminar-Workshop on Records Center, Archives Management & Disaster Preparedness, Date: June 17, 2025, Number of Hours: 8 hours; Seminar on: 1. Cleansing and Reconciliation of PPE Account Balances and Records of Government Agencies and 2. Laws, Rules and Regulations on the Disposal and Appraisal of Government Properties, Date: August 14-15, 2025, Number of Hours: 16 hours; Seminar/Workshop on 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, Date: June 27-28, 2024, Number of Hours: 16 hours; Training on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR), Date: December 21-22, 2021, Number of Hours: 12 hours	More than 4 hours	Administrative Officer II (Budget Officer I) - City Government of Muntinlupa (Pamantasan ng Lungsod ng Muntinlupa, Date: January 13, 2021 - Present; Property Officer I - Al Amanah Islamic Investment Bank of the Philippines, Date: November 2, 2017 - January 12, 2021	More than 1 year	Career Service Professional PD 907	QUALIFIED
2	AO4-B2-2025-002	BACHELOR OF ARTS IN PSYCHOLOGY, MASTER OF ARTS IN GUIDANCE & COUNSELING (36 UNTIS)	ORIENTATION ON DATA PRIVACY COMPLIANCE PROGRAM, Date: OCTOBER 15, 2025, 4 HOURS; RECORDS AND MONITORING SEMINAR DURING THE UNIVERSITY ANNUAL CONFERENCE 2025, Date: JULY 31, 2025, 8 HOURS; UNIVERSITY ANNUAL CONFERENCE 2024:PLMUN, CELEBRATING 33 YEARS OF INNOVATION TOWARD BECOMING A SMART AND GLOBAL UNIVERSITY, Date: AUGUST 5-9, 2025, 40 HOURS; 1ST QUARTER UNIVERSITY CONVOCATION: EMBRACING TOMORROW, NAVIGATING INNOVATION, SUSTAINABILITY, AND GLOBAL CONNECTIVITY, Date: FEBRUARY 14, 2025, 8 HOURS;PLMUN MID-YEAR PLANNING: ELEVATE AND ACCELERATE: CHARTING OUR COURSE TO EXCELLENCE, Date: COTOBER 24, 2023, 8 HOURS; QUALITY MANAGEMENT TRAINING SERIES, TRACK 1: OFFICE 5S, Date: FEBRUARY 27, 2023, 8 HOURS; PLMUN MID-YEAR PLANNING: ELEVATE AND ACCELERATE: CHARTING OUR COURSE TO EXCELLENCE, Date: COTOBER 24, 2023, 8 HOURS; 2020 STRATEGIC PLANNING SEMINAR, Date: JUNE 12, 2019, 8 HOURS; SEMINAR-WORKSHOP ON DATA PRIVACY AND DATA PROTECTION, Date: MARCH 30, 2019, 8 HOURS; ASSOCIATION OF LOCAL COLLEGES & UNIVERSITIES COMMISSION ON ACCREDITATION VISIT (SECRETARIAT), Date: NOVEMBER 23-25, 2017, 24 HOURS; 1ST CAPABILITY TRAINING FOR SECRETARIES & ADMINISTRATIVE ASSISTANTS, Date: SEPTEMBER 28-29, 2017, 16 HOURS; COMPLETED STAFF WORK SEMINAR-WORKSHOP, Date: DECEMBER 13-14, 2016, 16 HOURS;	More than 4 hours	Position: EMPLOYEE RELATIONS OFFICER – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: FEBURARY 15, 2025 –PRESENT; Position: TRAINING AND DEVELOPMENT OFFICER – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: OCTOBER 23, 2025 –FEBRUARY 14, 2025; Position: COLLEGE SECRETARY – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: JUNE 03, 2020 –OCTOBER 20, 2023; Position: SECRETARY – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: AUGUST 19, 2019 –JUNE 02, 2020; Position: COLLEGE SECRETARY – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: JUNE 02, 2010 –AUGUST 16, 2019; Position: PART-TIME FACULTY MEMBER – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: JUNE 01, 20110 –PRESENT; Position: ADMINISTRATIVE STAFF – PAMANTASAN NG LUNGSOD NG MUNTINLUPA, Date: JUNE 01, 2009 –JUNE 01, 2010	More than 1 year	Career Service Professional	QUALIFIED
3	AO4-B2-2025-003	Bachelor of Science in Information Technology	Efficient Warehousing: Mastering Stock Control and Supply Chain Dynamics, Date November 15, 2025, No of Hours: 7; LEAN SIX SIGMA - YELLOW BELT LEVEL - Jun 23 to 27, 2025, No. of Hours: 20; PDCA (Plan-Do-Check-Act) METHOD FUNDAMENTALS COURSE Aug 7 to 8, 2025, No of Hours: 4; INCIDENT COMMAND SYSTEM POSITION COURSE (ICSPC) LEVEL 3 Dates: Jun 16 to 21, 2024 No. of Hours: 40; LEAN SIX SIGMA - WHITE BELT LEVEL, Date: Apr 23, 2025 No. of Hours: 4;	More than 4 hours	Production Staff - Defect-Free Technology, Date:March 24, 2015 to May 16, 2018; Admin Aide VI - SDO CID - Date: November 5, 2019 to - September 12, 2021; Admin Asst III - SDO HRPU - September 13, 2021 to - Present	More than 1 year	Career Service Professional	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
4	AO4-B2-2025-004	Bachelor of Science in Secondary Education Major in English	AGILE PROJECT MANAGEMENT, NOVEMBER 15, 2025, 3HRS; INTRODUCTION TO CYBERSECURITY AWARENESS, NOVEMBER 14, 2025, 3HRS; DATA SCIENCE AND ANALYTICS, NOVEMBER 13, 2025, 3HRS; STRATEGIC PLANNING, NOVEMBER 12, 2025, 3HRS; MASTER OF SUPPLY CHAIN AND OPERATIONS MANAGEMENT (MSC-OM), OCTOBER 31-NOVEMBER 11, 2025, 24.5HRS; ROFESSIONAL NETWORKING FOR CAREER GROWTH, NOVEMBER 9, 2025, 3HRS; ADMINISTRATIVE 102: WEBINAR ON RECORDS MANAGEMENT, NOVEMBER 8, 2025, 2HRS; USTOMER RELATIONSHIP MANAGEMENT, NOVEMBER 8, 2025, 3HRS; EFFECTIVE LEADERSHIP, NOVEMBER 7, 2025, 3HRS; INVENTORY MANAGEMENT, NOVEMBER 7, 2025, 3HRS; OPERATIONS MANAGEMENT:WEBINAR ON INVENTORY MANAGEMENT, NOVEMBER 6,2025, 2HRS; LEARNERS' CONVERGENCE PHILIPPINES 2025, OCTOBER 27-30, 2025, 32HRS; 2025 ADOPT-A-SCHOOL ADVANCEMENT PROGRAM (ASAP): LEGAL FOUNDATION, PROGRAMS, AND PROJECTS, SEPTEMBER 8-9, 2025, 16HRS; SEMINAR TRAINING ON CAREER GUIDANCE FOR YOUTH FORMATION FOCAL PERSONS, SEPTEMBER 3-5, 2025, 24HRS; LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENT, AUGUST 28-29,2025, 16HRS; HARMONIZED MENTAL HEALTH AND PSYCHOLOGICAL SUPPORT TRAINING - DEPED SCHOOL HEALTH - NCR, FEBRUARY 11-13, 2025, 24HRS;	More than 4 hours	PROJECT DEVELOPMENT OFFICER I, JULY 1, 2024 - PRESENT; ADMINISTRATIVE ASSISTANT III - OSDS, JANUARY 22, 2024-JULY 1, 2024; ADMINISTRATIVE ASSISTANT III - HRMO, MAY 27, 2023-JANUARY 22,2024; ADMINISTRATIVE ASSISTANT III - SUPPLY UNIT, SEPTEMBER 8, 2021-MAY 27,2023; SCHOOL REGISTRAR, JANUARY 19,2019-JULY 20, 2021 SCHOOL REGISTRAR / TEACHER, MAY 15, 2013-MARCH 31,2018	More than 1 year	LET	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date:

November 26, 2025