



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 II

Salary Grade and Monthly Salary: SG 8 22,423.00

Qualification Standards:

Completion of 2 years of studies in college (prior to 2018).

OR

High school graduate with relevant vocational/trade course (prior to 2018).

Education

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 OF 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	ADAS2-2026-001	BACHELOR OF ELEMENTARY EDUCATION	HIGH FIVE AWARD(PRODUCTIVITY, QUALITY AND ATTENDANCE; 31/08/2023 ; WORK-FROM-HOME CYBERSECURITY REMINDERS FOR ADEC EMPLOYEES; 27/09/2021-10/03/2021 ; CONTACT CENTER SERVICES NC II; 18/11/2020-10/12/2020	More than 4 hours	AMDATEX LAS PINAS SERVICE INC.; BUSINESS PROCESS ASSOCIATE (SENIOR); 08/03/2021-12/03/2025 ; SWISS FINANCE & INVESTMENTS CORPORATION ; DOCUMENTATION STAFF; 29/07/2018- 15/03/2020	More than 1 year	LET	QUALIFIED
2	ADAS2-2026-002	BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION-GRADUATE; CERTIFICATE FOR TEACHING PROGRAM(24 UNITS EARNED-LPT)	-	-	ADMIN/PROGRAM FACILITATOR; 02/03/25-PRESENT; SERVICE COORDINATOR; 4/21-12/24	More than 1 year	LET	DISQUALIFIED
3	ADAS2-2026-003	Bachelor of Science in Psychology	Zero Tolerance: Eliminating Workplace Bullying and Harassment for a Positive Culture, HR Tech Expo, Ariva Academy; 10/9/2024; 3; 14th Philippine HR Congress & HR Virtual Summit PH 2024, Ariva Academy,10/8/2024-10/9/2024; 6	More than 4 hours	-	-	Registered Psychometrician PD 907 CSP	DISQUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:

ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: February 10, 2026