



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 - 19,716.00

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 None Required

Experience None Required

Eligibility Career Service (Subprofessional)/ First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AA6-2026-001	BACHELOR OF ELEMENTARY EDUCATION	NA	-	MLHULLIER FINANCIAL SERVICES; ASSISTANT BRANCH MANAGER; 08/01/2023- 04/30/2025; DEPARTMENT OF LABOR EMPLOYMENT; GIP; 04/17/2023-05/15/2023; DEPARTMENT OF LABOR EMPLOYMENT CAMIGUIN; CLERK; 01/09/2023-03/31/2023; PHILIPPINE STATISTIC AUTHORITY CAMIGUIN; STATISTICAL RESEARCHER AND ENCODER; 01/04/2022-12/07/2022; LOCAL GOVERNMENT UNIT CATARMAN; JOB ORDER; 01/02/2020-01/03/2022; VILLA PARAISO RESORT AND APARTELLE; FRONT DESK AGENT; 02/05/2021-04/30/2023	More than 1 year	LET	QUALIFIED
2	AA6-2026-002	-	Online Training on Career Development and Office Administration in Schools; 11/01-10/2025; 80; Leadership Training: Effective Administration and Office Management; 11/15-24/2025; 80; Public Administration and Office System Management Seminar; 10/15-24/2024; 80.	More than 4 hours	Alterbest Solutions Inc.; Technical Support Representative; 01/01/2006-12/01/2010; C3 Customer Contact Channels(Everise); Login Coordinator /Account Administrative; 07/01/2012-07/01/2018; Duzon E&H; ESL Teacher; 08/01/2018-08/01/2019; BF Jade E-Services; Senior Customer Service Representative; 09/01/2019-03/01/2020; Transworld Systems Inc.; Collections Specialist; 05/01/2021-10/01/2021; TeleTech Sta. Rosa; Customer Service Representative / Home Health Care Provider; 01/01/2022-04/01/2022; DXC Technology; Technical Solutions Representative III; 11/01/2022-03/01/2023; IGT Solutions; Travel Consultant; 04/01/2023-PRESENT	More than 1 year	CSP	DISQUALIFIED
3	AA6-2026-003	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY; PROFESSIONAL TEACHER CERTIFICATE PROGRAM (24 UNITS EARNED)	STANDARD FIRST AID AND BASIC LIFE SUPPORT TRAINING WIT CPR AND AED; MAY 17-18 & 24-25, 2025; 32 HOURS	More than 4 hours	BETHLEHEM HOUSE OF BREAD OF LAOANG, INC; ADMINISTRATIVE STAFF; MAY 2025- JULY 2021; MEDICAL CENTER PARANAQUE; EMERGENCY ROOM CLERK; FEBRUARY 16, 2023- JUNE 20, 2024; CAMDEN HEALTH SERVICES; CUSTOMER CARE REPRESENTATIVE; JULY 9, 2024- PRESENT	More than 1 year	LET	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:

ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: February 10, 2026