



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 24,329.00
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 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	ADAS3-B2-2026-001	BACHELOF ARTS IN POLITICAL SCIENCE	CERTIFICATE COURSE ON INTERNATIONAL HUMANITARIAN LAW; 03/06/2024-06/06/2024; 5 ; CERTIFICATE COURSE ON RIGHT TO MENTAL HEALTH; 17/06/2024-20/06/2024; 5 ; CERTIFICATE COURSE ON HUMAN RIGHTS 101; 08/08/2022-12/08/2022; 5 ; KABATAAN KILOS NA A WEBINAR SERIES 6 "NEVER AGAIN, NEVER FORGET: MARTIAL LAW 'CHRONICLES"; 5 ; FUTURE AVOCADOS: THE LAW SCHOOL FORUM 2022; 19/11/2022-19/11/2022; 5	More than 4 hours	BEYOND ESSENTIALS TRADING - E - Commerce & SOCIAL MEDIA OFFICER; 26/11/2025 - PRESENT; BEYOND ESSENTIALS TRADING; CASHIER/SALES ASSOCIATE; 03/12/2018 - 09/10/2022	More than 1 year	CAREER SERVICE PROFESSIONAL PD 907	QUALIFIED
2	ADAS3-B2-2026-002	BACHELOR OF SCIENCE IN PSYCHOLOGY	LAWFUL TERMINATION IN THE WORKPLACE; 08/01/2025; 1.5 ; PROACTIVE SOLUTIONS FOR WORKPLACE BEHAVIORAL AND DISCIPLINARY ISSUES; 08/13/2025; 1.5 ; HR'S GUIDE TO BUILDING BURNOUT-RESISTANT TEAMS; 08/28/2025; 3	More than 4 hours	MUNTINLUPA NATIONAL HIGH SCHOOL; ADMINISTRATIVE AIDE IV JOB ORDER; 03/12/2026-PRESENT ; CW MARKETING DEVELOPMENT AND CORPORATION; HUMAN RESOURCE OFFICER; 07/07/2025-03/11/2026	less than 1 year	CAREER SERVICE PROFESSIONAL PD 907	DISQUALIFIED Did not meet the minimum QS for Experience
3	ADAS3-B2-2026-003	BACHELOR OF ARTS IN THEOLOGY, PROFESSIONAL TEACHING CERTIFICATE PROGRAM	LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS;08/28-29/2025;16 ; EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES; 08/05-06/2025; 16; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION A TRAINING WORKSHOP FOR SDO PERSONNEL;06/07-08/2025; 16; DIVISION AND SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174; EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS; 05/18-20/ 2025; 24; PROJECT PINK: BREAST CANCER AWARENESS SEMINAR IN PARTNERSHIP WITH CITY SAVINGS BANK; 03/31/2025; 8; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON- TEACHING ROLES; 11/14-15/ 2024;16; ALA-G.A.D.: GENDER AND DEVELOPMENT SEMINAR- WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE; 09/05-06/2024; 16; WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL 07/03-04/2024; 16	More than 4 hours	INTEGRATED MICROELECTRONICS INC.; PRODUCTION OPERATOR; 06/25/1998-09/09/2000; INTEGRATED MICROELECTRONICS INC.; PRODUCTION OPERATOR; 05/30/2000- 03/28/2006; SCHOOLS DIVISION OF MUNTINLUPA; ADMINISTRATIVE AIDE VI; 07/02/2024-PRESENT	More than 1 year	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
4	ADAS3-B2-2026-004	BACHELOR OF SCIENCE IN CIVIL ENGINEERING; CERTIFICATE IN TEACHING PROGRAM (18 UNITS)	ADMINISTRATIVE ASSISTANCE AND OFFICE OPERATIONS TRAINING; 07/28-30/2026; 6; BASIC COMPUTER LITERACY; 03/23-04/08/2026; 120; OCCUPATIONAL FIRST AID AND BASIC LIFE SUPPORT WITH AUTOMATED EXTERNAL DEFIBRILLATOR (AED); 11/19-20/2026; 16; WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO PERSONNEL; 07/03-04/2025; 16; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION: A TRAINING WORKSHOP FOR SDO PERSONNEL; 05/07-08/2025; 16; DIVISION TRAINING ON THE REVISED K TO 10 CURRICULUM FOR GRADES 2,3,5 AND 8 TEACHERS; 08/06-08/2025; 24;	More than 4 hours	SDO MUNTINLUPA; ADMINISTRATIVE AIDE VI; 02/04/2025-PRESENT; BERBECK INDUSTRIES INC.; STAFF ENGINEER/PURCHASING OFFICER; 10/06/2014-03/12/2024; ECM ELECTRICAL WORKS; SITE ENGINEER; 02/16/2009-08/31/2014; PROFESSIONAL REGULATIONS COMMISSION; ADMINISTRATIVE STAFF; 07/01/2004-122/31/2008	More than 1 year	RA 1080 PROFESSIONAL TEACHER CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED
5	ADAS3-B2-2026-005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	STRENGTHENING PUBLIC SERVICE:AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES; 11/14-15/2024; 16 .SAVE A LIFE: A PWD AND SENIOR CITIZEN TRAINING OF SDO MUNTINLUPA; 03/27-28/2025; 16; BREAST CANCER AWARENESS SEMINAR AWARENESS SEMINAR IN PARTNERSHIP WITH CITY SAVINGS BANK; 03/31/2025;8; AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL; 07/3-4/2025; 16; DIVISION & SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174; EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS; 05/18-20/2025; 24; TEAM BUILDING HRMO;08/1-2/2025; 16; EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES; 08/5-6/2025; 16; LEGAL EXAMPLER ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS; 08/28-29/2025; 16; PERSONNEL STRATEGIC PLANNING AND PROCESS STREAMLINING SEMINAR; 09/18-19/2025; 16; ORIENTATION/WORKSHOP ON THE PILOT TESTING OF MODIFIED VERIFIERS LEDGER (V.2) UPDATES ON DEDUCTION CODE AND OTHER MATTERS; 10/22-23/2025; 16; ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS; 11/24-26/2025; 24	More than 4 hours	BARANGAY GOVERNMENT OF POBLACION UNO; BARANGAY TREASURER; 09/2013-06/2017; PAGASA PHILIPPINES FINANCE CORPORATION; DEVELOPMENT OFFICER; 07/22/2021-05/31/2022; DEPARTMENT OF EDUCATION; ADMINISTRATIVE AIDE VI; 09/16/2024-PRESENT	More than 1 year	CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED
6	ADAS3-B2-2026-006	Bachelor of Science in Psychology	Zero Tolerance: Eliminating Workplace Bullying and Harassment for a Positive Culture, HR Tech Expo, Ariva Academy; 10/09/2024; 3 ; 14th Philippine HR Congress and HR Virtual Summit PH 2024; 09/10/2024; 6	More than 4 hours	SM Retail (SM Fashion); HR Assistant; 01/15/2025-02/27/2026	More than 1 year	RA 1080 (Psychometrician) CAREER SERVICE PROFESSIONAL (PD 907)	QUALIFIED

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

Prepared and certified correct by:

ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: May 11, 2026