



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 42,178.00

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

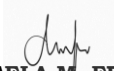
No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AOIV-2026-001	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY MASTER'S IN INFORMATION TECHNOLOGY (12 UNITS EARNED)	DEPED NEU 17TH NATIONAL CONGRESS AND SEMINAR - WORKSHOP ON RESPONSIBLE PUBLIC SECTOR UNIONISM ; 26/11/2025 - 28/11/2025 ; 24 ; USE OF ARTIFICIAL INTELLIGENCE TOOLS, POWER BI AND EXCEL ; 17/10/2025 - 17/10/2025 ; 8 ; PERSONNEL STRATEGIC PLANNING AND PROCESS STREAMLINING SEMINAR ; 18/09/2025 - 19/09/2025 ; 16 ; 2025 LIS GAD SEMINAR TITLED "PROJECT BRIDGE: BUILDING RESPONSIVE AND INCLUSIVE DIRECTIONS FOR GENDER AND EDUCATION" ; 13/09/2025 - 13/09/2025 ; 8 ; EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES ; 05/08/2025 - 06/08/2025 ; 16 ; DIVISION & SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS ; 20/05/2025 - 20/05/2025 ; 8 ; ORIENTATION ON THE USE AND UNIFORM APPLICATION OF THE SCHOOL MOOE WEB-BASED MONITORING SYSTEM (SMOOE WBMS) ; 16/05/2025 - 16/05/2025 ; 8 ; BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2025 PROJECT PROFILES, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), ANNUAL PROCUREMENT PLAN (APP) AND ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES & EQUIPMENT (APP-CSE) ; 03/12/2024 - 04/12/2024 ; 16 ; INFORMATION EDUCATION CAMPAIGN ON CLIMATE CHANGE AWARENESS ; 17/09/2024 - 17/09/2024 ; 4 ; CLUSTERED ORIENTATION, TRAINING AND MENTORSHIP ON ADMINISTRATIVE TASKS FOR NON-TEACHING PERSONNEL (SCHOOL ADMINISTRATIVE OFFICERS AND ASSISTANTS) ; 21/03/2024 - 21/03/2024 ; 8 ; DEPED NEU 15TH NATIONAL CONGRESS AND SEMINAR - WORKSHOP ON RESPONSIBLE PUBLIC SECTOR UNIONISM ; 29/11/2023 - 01/12/2023 ; 24 ; LIFE COACHING AND FINANCIAL LITERACY SEMINAR ON THE VALUE OF HARD WORK AND DISCIPLINE ; 10/11/2023 - 10/11/2023 ; 8 ; DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSION L&D INITIATIVE FOCUSING ON IT-ENHANCED KNOWLEDGE AND 4CS (COLLABORATION, CRITICAL THINKING, COMMUNICATIONS AND CREATIVITY) OF E-LITERACY ; 07/11/2023 - 09/11/2023 ; 24 ; BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2024 PROJECT PROFILES, PPMP, APP, APP-CSE & SOB ; 24/10/2023 - 25/10/2023 ; 16 ; DIVISION ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) GUIDELINES ; 30/05/2023 - 30/05/2023 ; 8 ; HOUSEKEEPING NATIONAL CERTIFICATE III ; 14/09/2022 - 29/09/2022 ; 70 ; ADOBE PREMIERE PRO CC MASTERCLASS: VIDEO EDITTING IN PREMIERE ; 08/09/2022 - 10/09/2022 ; 25 ; AFTER EFFECTS CC MASTERCLASS: COMPLETE AFTER EFFECTS COURSE ; 04/09/2022 - 07/09/2022 ; 27 ; GRAPHIC DESIGN MASTERCLASS - LEARN GREAT DESIGN ; 30/08/2022 - 02/09/2022 ; 28.5	More than 4 hours	LAKEVIEW INTEGRATED SCHOOL ; ADMINISTRATIVE OFFICER II ; 09/03/2021 - PRESENT ; SCHOOL DIVISION OFFICE ; ADMINISTRATIVE ASSISTANT II ; 17/09/2019 - 08/03/2021 ; SCHOOL DIVISION OFFICE ; ADMINISTRATIVE AIDE VI ; 19/09/2018 - 16/09/2019 ; ALSONS / AWS INFORMATION SYSTEMS INCORPORATED ; QUALITY ASSURANCE ENGINEER I ; 12/02/2018 - 05/12/2018 ; GROUP 11 SOLUTIONS PROVIDER CORPORATION ; JUNIOR SOFTWARE DEVELOPER ; 06/07/2017 - 06/01/2018 ; ALSONS / AWS INFORMATION SYSTEMS INCORPORATED ; QUALITY ASSURANCE ENGINEER I ; 01/07/2016 - 31/03/2017 ; LOYALTY FOOD CORPORATION (FRANCHISE OF JOLLIBEE) ; SERVICE CREW (STOCKMAN) ; 15/09/2012 - 15/02/2013	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	AOIV-2026-002	DOCTOR OF PHILOSOPHY major in EDUCATIONAL MANAGEMENT (PhD-EM)	DISBURSEMENT MANAGEMENT FOR ADMINISTRATIVE OFFICERS; 03/21-22 & 28-29/2026; 32 HRS / FINANCIAL ACCOUNTABILITY AND DISBURSEMENT EFFICIENCY WORKSHOP; 02/7-8 & 14-15/2026; 32 HOURS; ADMINISTRATIVE OFFICE DEVELOPMENT AND PLANNING CONFERENCE; 01/3-4 & 10-11/2026; 32 HOURS	More than 4 hours	CITI GLOBAL COLLEGE, INC.; VP FOR ADMINISTRATION & OPERATIONS 09/18/2022 - 06/30/2026	More than 1 year	RA 1080 PROFESSIONAL TEACHER	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	AOIV-2026-003	Bachelor of Business Administration Major in Management/ Master in Public Administration (27 UNITS EARNED)	3RD PUBLIC SERVICE EXCELLENCE FORUM; 01/13-14/2026;16: WEBINAR ORIENTATION ON THE 2025 ONMIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA); 08/06-07/2025; 10: Empowering HR Workforce: Strategies Towards Excellent Services; 08/05-06/2025; 16: 2025 REGIONAL HRMP CONGRESS; 06/17-18/2025; 16: DIVISION AND SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS; 05/18-20/2025; 24: BUDGET FORMULATION WORKSHOPFOR SCHOOLS: CRAFTING OF CY 2025 PROJECT PROFILES, PPMP, APP, AND APP-CSE; 12/03-04/2024; 16: CONDUCT OF DIVISION REORIENTATION AND WORKSHOP ON DEPED PARTNERSHIP DATABASE SYSTEM PRO SCHOOL ADOPT-A-SCHOOL PROGRAM (ASP) COORDINATORS; 08/08/2024; 8: NC II - BOOKKEEPING;08/08 -09/15/2018; 292: DIGITAL LITERACY IN THE WORKPLACE: AN INCLUSION L&D INITIATIVE FOCUSING ON IT-ENCHANCED KNOWLEDGE AND 4Cs (COLLABORATION, CRITICAL THINKING, COMMUNICATIONS AND CREATIVITY) OF E-LITERACY; 11/07-09/2023; 16: BUDGET FORMULATION WORKSHOPFOR SCHOOLS: CRAFTING OF CY 2024 PROJECT PROFILES, PPMP, APP, AND APP-CSE; 10/24-25/2023;16: STARTEGIC HUMAN RESOURCE MANAGEMENT TRAINING WORKSHOP FOR SDO AND SCHOOL PERSONNEL; 06/15-16/2023; 16: DIVISION ROLLOUT ON THE ORIENTATION OF NEW RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) GUIDELINES; 05/30/2023; 8: PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhiGEPS) TRAINING FOR BUYERS; 04/26-27/2023; 16: DROP EVERYTHING AND LEARN TOGETHER (DEALT) PROGRAM: SIMPLE PRACTICAL HACKS FOR OFFICE EFFECTIVENESS; 11/23-25; 24: BUDGET FORMULATION WORKSHOPFOR SCHOOLS: CRAFTING OF CY 2023 PROJECT PROFILES, PPMP, APP, AND APP-CSE; 11/21-23/2022; 24: BASIC LIFE SUPPORT AND FIRST AID TRAINING (LEVEL 2); 09/01/2022; 8: DIVISION TRAINING-WORKSHOP ON GENDER SENSITIVITY AND GENDER EQUALITY; 07/26-28/2022; 24: PUBLIC SERVICE CONTINUITY PLANNING TRAINING COURSE; 04/18-23/2022; 31: CONVERGENCE FOR THE CRAFTING OF PROGRAMS/ PROJECTS/ ACTIVITIES (PPAs) FOR THE 2022-2028 DIVISION EDUCATION DEVELOPMENT PLAN (DEDP); 04/21-22/2022; 16: CAPACITY BUILDING FOR NEWLY APPOINTED ADMINISTRATIVE OFFICER II, SDO AND SCHOOL LEVEL ON EQUIVALENT RECORD FORMS (ERFs) EVALUATION/ RECLASSIFICATION OF POSITION AND ASSET MANAGEMENT; 03/24/2022; 6: COUNCIL VIRTUAL BASIC TRAINING COURSE FOR LEADERS OF ADULT; 11/04-07/2021; 32: 2021 PUBLIC SECTOR HR SYMPOSIUM; 09/15-17/2021; 16	More than 4 hours	DepEd Muntinlupa; Administrative Officer II; 03/13/2019 - Present; DepEd Muntinlupa; Administrative Assistant II; 08/15/2016 - 03/12/2019; cablelink: CUSTOMER RELATION ASSISTANT; 01/26/2009 - 08/13/2016; INSULAR LIFE; OFFICE CLERK; 01/30 - 12/29/2008; INSULAR LIFE; OFFICE CLERK; 02/07 - 12/29/2006; ABENSON APPLIANCE CORPORATION; INVENTORY CONTROL STAFF; APR - SEPT, 2005: CHOWKING FOOD CORPORATION; OFFICE STAFF; APR - SEPT, 2004: SM APPLIANCE CENTER; INVENTORY CLERK; 09/25/2023 - 02/23/2004	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
4	AOIV-2026-004	BACHELOR OF SCIENCE IN CRIMINOLOGY	Learning Engagement on the Reconciliation and Consolidation of CY 2025 Year-end Budget and Financial Report; 01/19-21/2026; 24 3rd Public Service Excellence Forum "Public Service Reimagined: Building Bridges to a Future Ready Government; 01/14-15/2026; 16 Orientation on the Program Management Information System (PMIS), PPA Monitoring and Evaluation, and Planning Adjustment Mechanisms; 12/12/2025; 8 Seminar on the New Government Procurement Act (RA 12009) and its Implementing Rules and Regulations; 10/14-15/2025; 16 AGAP FY 2025 Annual Convention Seminar on the Sustainable Governance: Embracing Innovation and Technology in Public Financial Management; 10/07-10/2025; 32 Personnel Strategic Planning and Process Streamlining Seminar; 09/18-19/2025; 16 Learning Engagement on the Consolidation and Finalization of the CY 2025 Mid-Year Financial Accountability Report (FARs) and Financial Statements; 07/16-18/2025; 24 Empowering School Leaders in SDO Muntinlupa Through Effective Liquidation Practices; 02/05-07/2025; 24 Budget Formulation Workshop for Schools: Crafting of CY 2025 Project Profiles, Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), and Annual Procurement Plan-Common Supplies & Equipment (APP-CSE); 12/03-04/2024; 16 Public Service Excellence Forum cum Honor Awards Program; 11/15/2024; 8 45th Annual National Convention and Seminars of the Government Association of Certified Public Accountants; 05/21-24/2024; 32 DepEd NEU 15th National Congress and Seminar Workshop on Responsible Public Sector Unionism; 11/29/2023-12/01/2023; 24 Public Service Excellence Forum; 10/24/2023; 8 Gender and Development Training "Breaking Barriers: Gender-Responsive Healthcare Access for Educators; 10/07/2023; 8 3rd National Assembly and Capacity Development Program and Seminar; 08/23-25/2023; 24 Gender and Development Training "Leadership Abilities and Transformation in Nurturing Attitudes Towards Work; 06/23/2023; 8 Briefing on Electronic Tax Remittance Advice (eTRA) for National Government Agencies (NGAs); 03/07/2023; 4 Gender and Development Training "Use of Gender Fair Language in the Work Place; 10/05/2022; 8	More than 4 hours	MUNTINLUPA NATIONAL HIGH SCHOOL; ADMINISTRATIVE OFFICER I; 09/22/2022-PRESENT; JANTRIO SECURITY AGENCY, INC.; PAYROLL OFFICER; 09/01/2009-09/21/2022; JANTRIO SECURITY AGENCY, INC.; RECEPTIONIST; 07/25/2007-08/31/2009	More than 1 year	RA 1080 CRIMINOLOGIST CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED
5	AOIV-2026-005	BACHELOR OF ARTS IN PSYCHOLOGY; MASTER OF ARTS IN EDUCATION MAJOR IN GUIDANCE & COUNSELING	2025 INSTITUTIONAL DEVELOPMENT PLAN (IDP) MID-TERM REVIEW: ONE PLMUN: REVIEWING OUR PATH, REALIGNING OUR PURPOSE, AND REINFORCING OUR COMMITMENT TO EXCELLENCE; 12/18/2025; 4; 5TH ANNUAL PLMUN STAKEHOLDERS' CONFERENCE: FOSTERING GLOBAL PARTNERSHIP IN A CHANGING EDUCATIONAL LANDSCAPE; 11/25/2025; 8; ORIENTATION ON DATA PRIVACY COMPLIANCE PROGRAM; 10/15/2025; 4.0; UNIVERSITY ANNUAL CONFERENCE 2024: PLMUN, CELEBRATING 33 YEARS OF INNOVATION TOWARD BECOMING A SMART AND GLOBAL UNIVERSITY; 08/05-09/2025; 40; RECORDS AND MONITORING SEMINAR DURING THE UNIVERSITY ANNUAL CONFERENCE 2025; 07/31/2025; 8; UNIVERSITY ANNUAL CONFERENCE 2025: PLMUN @ 34: REFLECTING ON ITS MISSION AND FUTURE ASPIRATIONS; 07/28/2025-08/01/2025; 40; UNIVERSITY CURRICULUM CONFERENCE 2025: PLMUN, CELEBRATING 33 YEARS OF INNOVATION TOWARD BECOMING A SMART AND GLOBAL UNIVERSITY; 03/08-09/2025; 16; THE 7'S SYSTEM: ELEVATING HOUSEKEEPING STANDARDS FOR OPTIMAL RESULTS; 02/17/2025; 8; UNIVERSITY ACADEMIC CONFERENCE 2025: TEACHING EXCELLENCE IN A CHANGING WORLD: TRENDS, TOOLS, AND TECHNIQUES; 01/13-17/2025; 40; 4TH ANNUAL PLMUN STAKEHOLDER'S CONFERENCE: REINVENTING PARTNERSHIPS TO ADDRESS LEARNING CRISIS; 11/26/2024; 8; GLOBAL STANDARDS, SMART SOLUTIONS: INNOVATING FOR WORLD-CLASS RECOGNITION; 09/05/2024; 8; PLMUN MID-YEAR PLANNING: ELEVATE AND ACCELERATE: CHARTING OUR COURSE TO EXCELLENCE; 10/24/2023;8; QUALITY MANAGEMENT TRAINING SERIES, TRACK 1: OFFICE 5S; 02/27/2023; 8;	More than 4 hours	PAMANTASAN NG LUNGSOD NG MUNTINLUPA; EMPLOYEE RELATIONS OFFICER/ADMINISTRATIVE OFFICER; 02/15/2025-PRESENT; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; TRAINING AND DEVELOPMENT OFFICER; 10/23/2023-02/14/2025; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; COLLEGE SECRETARY; 06/03/2020-10/20/2023; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; SECRETARY; 08/19/2019-06/02/2020; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; COLLEGE SECRETARY; 06/02/2010- 08/16/2019; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; PART-TIME FACULTY MEMBER; 06/01/2010-PRESENT; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; ADMINISTRATIVE STAFF; 06/01/2009-06/01/2010	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
6	AOIV-2026-006	MASTER IN PUBLIC ADMINISTRATION (15 UNITS EARNED); BACHELOR IN SCIENCE MAJOR IN ACCOUNTANCY	CASH, HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET AND SUPPLY (CHABS) KAMUSTAHAN: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS; 19/02/2026 - 20/02/2026; 16; PROPER CONDUCT AND BEHAVIOR OF CITY SECURITY OFFICE (CSO) AND UTILITY PERSONNEL; 23/01/2026; 8; 3RD PUBLIC SERVICE EXCELLENCE FORUM "PUBLIC SERVICE REIMAGINED: BUILDING BRIDGES TO A FUTURE-READY GOVERNMENT; 13/01/2026 - 14/01/2026; 16; GENDER AND DEVELOPMENT SEMINAR: GENDER MAINSTREAMING FOR EDUCATORS: PROMOTING EQUALITY, RESPECT, AND INCLUSION; 19/12/2025; 8; PERSONNEL STRATEGIC PLANNING AND PROCESS STREAMLINING SEMINAR; 18/09/2025 -19/09/2025; 16; EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES; 05/08/2025 - 06/08/2025; 16; GENDER AND DEVELOPMENT TRAINING AND ORIENTATION- EMPOWERED TOGETHER: FOSTERING GENDER EQUITY AND INCLUSIVE CULTURE AMONG SCHOOL PERSONNEL; 29/05/2025; 8; STRATEGIC PLANNING FOR THE KEY PERSONS IN THE IMPLEMENTATION OF SCHOOL PROGRAMS OF TUNASAN NATIONAL HIGH SCHOOL FOR SCHOOL YEAR 2025-2026; 28/05/2025; 8; DIVISION AND SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS; 18/05/2025 - 20/05/2025; 24; BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY2025 PROJECT PROFILES, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), ANNUAL PROCUREMENT PLAN (APP), AND ANNUAL PROCUREMENT PLAN- COMMON SUPPLIES & EQUIPMENT (APP-CSE); 03/12/2024- 04/12/2024; 16	More than 4 hours	TUNASAN NATIONAL HIGH SCHOOL; ADMINISTRATIVE OFFICER II; 01/10/2024 - PRESENT; PEDRO E. DIAZ HIGH SCHOOL; CASHIER I; 01/10/2019 - 30/09/2024; PEDRO E. DIAZ HIGH SCHOOL; ADMINISTRATIVE ASSISTANT III-SR. BOOKKEEPER; 01/06/2018 - 30/09/2019; SUMMER INSTITUTE OF LINGUISTICS (SIL) PHILS.; JUNIOR ACCOUNTANT; 12/08/2015 - 31/10/2017; GREENHILLS CHRISTIAN FELLOWSHIP, INC.; MINISTRY ASSISTANT- ADMINISTRATIVE SECTION; 10/01/2005 - 16/02/2015; HOME DEVELOPMENT MUTUAL FUND; OFFICE TRAINEE; MAY 2004 - OCT 2004; MIDEAST MARKETING; ACCOUNTING CLERK; 16/10/2000 - 15/02/2004	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED

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

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

May 11, 2026