

**INITIAL EVALUATION RESULT (IER)**

**Position:** REGISTRAR I

**Salary Grade and Monthly Salary:** SG 11 31,705.00

**Qualification Standards:**

**Education** BACHELOR'S DEGREE RELEVANT TO THE JOB  
**Training** NONE REQUIRED  
**Experience** NONE REQUIRED  
**Eligibility** CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	REG1-2026-001	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN MARKETING MANAGEMENT	THE COMPLETE ENGLISH GRAMMAR COURSE - PERFECT YOUR ENGLISH; 09/09-16/2025; 42.5 ; UP AND RUNNING WITH MICROSOFT TEAMS; 06/04/2025; 2 ; HOW TO HIRE AND MANAGE VIRTUAL TEAMS; 05/29/2025; 1 ; BOOKKEEPING WITH QUICKBOOKS ONLINE; 06/23-24/2024; 15	More than 4 hours	COGNIZANT SOLUTIONS PHILIPPINES; PE-CHD & TROUBLESHOOTING; 03/09/2024-PRESENT; MUNTINLUPA NATIONAL HIGH SCHOOL; ADMINISTRATIVE AIDE IV; 04/01/2024-03/09/2024; CONCENTRIX; ADVISOR, CUSTOMER SERVICE; 02/10/2023-22/12/2023; ACCENTURE INC; NETWORK AND SERVICES OPERATION ASSOCIATE; 02/07/2012-18/03/2022	More than 6 mos	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	REG1-2026-002	BACHELOR OF SECONDARY EDUCATION - MAJOR IN MATHEMATICS	2025 Training for School Registrars (ONLINE TRAINING BY PEAC) - SEPTEMBER 8 -10 2025 VIA ZOOM	More than 4 hours	HOLY ANGELS LEARNING SCHOOL INC. -JUNIOR AND SENIOR MATH TEACHER SINCE 11/05/20 UP TO PRESENT /SCHOOL REGISTRAR SINCE MARCH 16, 2023 UP TP PRESENT	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
3	REG1-2026-003	BACHELOR OF TECHNOLOGY - MAJOR IN INSTRUMENTATION AND CONTROL ENGINEERING CERTIFICATION IN TEACHING PROFESSION (24 UNITS) COMPUTER ENGINEERING (55.5 UNITS)	OFFICE PRODUCTIVITY TOOLS;06/04/2025;8;AI ESSENTIALS: THEORY AND PRACTICE;05/18-6/18/2025;16;COMPUTER SYSTEMS SERVICING;08/19-10/4/2024;280;UTILIZING ELECTRONIC MEDIA IN FACILITATING TRAINING;10/4-15/2024;16;PRACTICING COVID-19 PREVENTIVE MEASURES IN THE WORKPLACE; 10/03-04/2024;4; SUPERVISING WORK-BASED LEARNING;09/15-30/2024;16; CAREER BOOST WITH POWER BI;11/15-16/2023;4; MEDIA AND INFORMATION LITERACY IN TODAY'S WORLD;07/03-08/22/2023;16; LEARNING SUPPORT ODEL;05/22-06/23/2023;16; INTRODUCTION TO TECHNOLOGY FOR TEACHING AND LEARNING;03/13-04/14/2023;16; INTRODUCTION TO OPEN DISTANCE E-LEARNING;03/01-31/2023;16; PRINCIPLE OF GRAPHIC DESIGN;02/13-03/28/2023; 16; GENDER SENSITIVITY TRAINING;02/13-03/10/2023;16; 8TH EDUKIRCLE INTERNATIONAL CONVENTION ON EDUCATION STUDIES; 02/22- 02/22/2020;8; JOEL FIELD EMISSION SCANNING ELECTRON MICROSCOPE AND OXFORD ENERGY DISPENSIVE X-RAY SPECTROMETER SYSTEM;02/13-14/2019;16; ADVANCE COMPUTER;10/06-12/21/2008;140; BASIC COMPUTER;04/01-06/27/2008;140	More than 4 hours	ACCENTURE, INC.-7/21/2025-2/2/2026;INSIGHT WORKFORCE SOLUTION INC;ACCOUNTING OFFICER;1/6/2025-4/30/2025; MAKATI SUPERMARKET ALABANG; GENERAL CLERK;3/2/2023-6/30/2023;TOSHIBA INFORMATION EQUIPMENT PHILS; FAILURE ANALYST TECHNICIAN;10/27/2014-1/17/2023; WHIZLINK COMPUTER SHOP; COMPUTER ATTENDANT;08/15/2013-10/15/2013;DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT;DATA ENCODER; 04/29/2013-06/04/2013; HGST A WESTERN DIGITAL COMPANY; IT TECHNICIAN12/16/2009-09/10/2012; PICTURE CITY INTERNATIONAL, INC; CUSTOMER SERVICE PROVIDER;01/28/2005-10/31/2005; INTERNET CAFE/ CREOLE SYSTEM; CUSTOMER SERVICE ASSISTANT; 10/13/2000-03/25/2001; WESTERN INSTITUTE OF TECHNOLOGY;STUDENT ASSISTANT 06/16/1998- 03/25/2000	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
4	REG1-2026-004	Bachelor of Science in Industrial Education Major in Garments Technology	Fundamentals of Records Management and Archiving;3/29-3/29/2026 ; 3 ; Improving Administrative Efficiency Through Complete Staff Work; 2/21-2/21/2026; 2 ; Basic Requirements and Procedures on Disbursements and Other Updates on Related COA Rules and Regulations Gender Mainstreaming on Strategy for Implementation of Magna Carta for Women; 6/27-6/28/2024; 16 ; Clustered Orientation, Training and Mentorship on Administrative Tasks for Non-Teaching Personnel (School Administrative Officers and Assistants) 3/21/2024 ; 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 ; 11/7-11/9/2023 ; 24 ; Public Service Excellence Forum ; 11/24/2023 ; 8 ; GSIS ERF Handlers' Orientation and Re-Training 2023; 10/11/2023; 8 ; Enhanced Customer Service Training for Level 1 Employees; 9/5-7/2023 ; 24 ; Drop Everything and Learn Together (DEALT) Program: Simple Practical hacks for Office Effectiveness ; 11/23-11/25/2022; 16 ; Master Class on Microsoft Excel; 10/24-10/26/2022; 24 ; Accounting for Non-Accountants ; 01/21-1/22/2022 ; 16	More than 4 hours	Boardwalk Business Ventures Incorporated; Risk Management & Control Specialist; 8/28/2010-06/05/2021; Department of Education Muntinlupa ; Administrative Assistant III ; 5/24/2021-Present	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED

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			Title	Hours	Details	Years		
5	REG1-2026-005	BACHELOR OF ELEMENTARY EDUCATION	Mental Flexibility Cognitive Flexibility and Flexibility Thinking; 11/21/2022; 2 ; Fit for the Future Mental Flexibility; 4/20/2022; 2; Modern Day Slavery Labour Practices and Human Rights; 10/27/2022; 8; Team Effectiveness; 4/20/2022; 4; Fit for the future; Digital Fluency; 4/20/2022; 3; Foundation of Sustainability; 6/15/2022; 6; Why Mental Flexibility is Important than ever; 11/21/2022; 3; Data Privacy and Data Privacy by Design; 11/17/2024; 3; Accounting Fundamentals; 11/14/2024; 3; Generative AI Landscape; 9/9/2024; 2; Service Desk Foundation(ITIL 4); 4/8/2024; 16; Creating Harmony and Advancing Bold Solution; 2/19-20/2026; 16; Bridging Gaps Through Effective Communication; 5/7-8/2025; 16; Words that Works; 7/3-4/2025; 16; Empowering HR Workforce; 8/5-6/2025; 16; Division Training on the Revised K to 10 Curriculum; 8/6-8/2025; 16	More than 4 hours	SDO Muntinlupa; Admin Assistant 1; 3/3/2025-Present; Infosys BPM Limited; Data Executive; 2/20/2023-2/28/2025; Watsons Pharmacy; Pharmacy Assistant; 11/25/2019-1/2/2023	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
6	REG1-2026-006	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	Public Administration and Office System Management Seminar; 07/15-24/2025; 80 ; Career Development and Office System Administration in School;08/01-10/2025; 80 ;Leadership Training; Effective Administration and Office Management; 08/15-24/2025;80	More than 4 hours	NETL BPO SERVICES INC ;ACCOUNT SPECIALIST;09/18/2023-08/05/2024;TRI7 SOLUTIONS INC; RISK AND COMPLIANCE OFFICER ; 02/25/2022-11/08/2022; DOLE TUPAD; CONTACT TRACER; 05/03/2021-02/10/2022; OUTWIT INC; PAYMENT OFFICER; 08/04/2014-02/01/2021;	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
7	REG1-2026-007	BACHELOR OF ARTS IN POLITICAL SCIENCE	ONLINE TRAINING ON DATA PRIVACY AWARENESS 03/19/2026; 4	4 hours	PERFECT B PROPERTY REALTY CO., INC; OFFICE SECRETARY; 02/16/2025 - PRESENT; CADA DIA CO., RETAIL COMPANY; WAREHOUSE LEAD; 10/01/2024 - 02/10/2025; THE STORE @ASIA ENCLAVES; STORE CLERK; 02/01/2020 - 01/31/2023; ASIA ENCLAVES CONDOMINIUM CORP.;SITEKEEPER;05/21/2017 - 01/30/2020	More than 6 mos	CAREER SERVICE PROFESSIONAL PD 907	QUALIFIED
8	REG1-2026-008	BACHELOR OF ARTS IN BROADCASTING	BUS107: CUSTOMER SERVICE; 04/22/2026; 26; ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS; 11/24-26/2025; 24; ORIENTATION/WORKSHOP ON THE PILOT TESTING OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS; 10/22-23/2025; 16; USE OF ARTIFICIAL INTELLIGENCE TOOLS, POWER BI AND EXCEL; 10/17/2025; 8; LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS; 08/28-29/2025; 16; WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL; 07/03-04/2025; 16; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION A TRAINING WORKSHOP FOR SDO PERSONNEL; 05/07-08/2025; 16; ALA-GAD: GENDER AND DEVELOPMENT SEMINAR-WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE; 09/05-06/2024; 16;	More than 4 hours	DEPARTMENT OF EDUCATION SCHOOLS DIVISION OFFICE OF MUNTINLUPA; ADMINISTRATIVE ASSISTANT III; 07/01/2024 - PRESENT; DJ AGRI TOURISM FARM; ADMINISTRATOR / REGISTRAR / TRAINER; 09/15/2019 - 04/01/2024; SUTHERLAND GLOBAL SERVICES INC.; CUSTOMER SERVICE REPRESENTATIVE; 10/25/2018 - 01/20/2019; CONVERGYS PHILIPPINES SERVICES CORPORATION; CUSTOMER SERVICE ASSOCIATE; 06/03/2015 - 11/15/2015; TRANSCOM WORLDWIDE PHILIPPINES INC.; CUSTOMER SERVICE REPRESENTATIVE; 11/24/2014 - 03/15/2015	More than 6 mos	CAREER SERVICE PROFESSIONAL	QUALIFIED
9	REG1-2026-009	Bachelor of Secondary Education Major in Social Science Social Science ; Master of Arts in Education major in Social science	N/A	-	SOUTHBEND MANAGEMENT SERVICES INC. Coordinator; 2025 - Present ; Southbend Management Services Inc Fax In ; 2020 to 2024; Philkor; Tutor Teacher; Muntinlupa Cosmopolitan School Teacher; 2018 to 2019	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
10	REG1-2026-010	ELEMENTARY: GRADUATE - 2005; HIGH SCHOOL: GRADUATE - 2009; COLLEGE: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY - 2022;	2D SKETCHING IN ONSHAPE; 04/23/2021; 3; DREAMWEAVER ESSENTIAL TRAINING; 04/16,17,24,2021; 3; SCHEDULED POSTING IN ADOBE GROUPS IN FACEBOOK AND LINKEDIN 04/10/2021-05/22/2021; 250; INTRODUCING ADOBE PHOTOSHOP; 01/29/2021; 3; PYTHON FOR EVERYBODY; 10/21/2020-11/12/2020; 250;	More than 4 hours	BMIRK ENTERPRISES CORP. (PLACE OF ASSIGNMENT: ALASKA MILK CORPORATION); DATA ANALYST; 04/01/2024-PRESENT; NEXUS TECHNOLOGIES INC.; INSIDE SALES SPECIALIST; 06/26/2023-12/22/2023; NEXUS TECHNOLOGIES INC.; DATA ENCODER(PROJECT-BASED); 02/20/2023-06/25/2023;	More than 6 mos	CAREER SERVICE PROFESSIONAL; CAREER SERVICE SUBPROFESSIONAL;	QUALIFIED
11	REG1-2026-011	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN MARKETING MANAGEMENT (193 UNITS EARNED)	N/A	-	LESTER MANALO WEDDING AND EVENTS; MARKETING AND ADMINISTRATIVE ASSISTANT; 05/19/2025-12/23/2025; LESTER MANALO WEDDING AND EVENTS; EVENT COORDINATOR (PART-TIME); 02/06/2025-12/23/2025	More than 6 mos	CAREER SERVICE PROFESSIONAL PD 907	QUALIFIED
12	REG1-2026-012	BACHELOR OF SCIENCE IN ACCOUNTANCY	ONLINE TRAINING ON TAXPAYER'S DILEMMA WITH THE BIR; 10/24/23; 1.5; ONLINE TRAINING ABOUT BIR VAT AUDIT; 10/24/23; 1.5; ONLINE TRAINING ON APPLICATION FOR BIR TAX RULINGS; 10/11/23; 1.5; ONLINE TRAINING ON TRANSFER TAX ON CAPITAL AND ORDINARY ASSET; 10/10/23; 1.5	More than 4 hours	DELA TORRE AND CO., INC.; ACCOUNTING ASSISTANT; 01/16/2021-12/31/2023; DELA TORRE AND CO., INC.; ACCOUNTING HEAD; 01/01/2024- PRESENT	More than 6 mos	CAREER SERVICE PROFESSIONAL	QUALIFIED
13	REG1-2026-013	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	BASIC MANAGEMENT TRAINING 07/20-20/2020; 4; CUSTOMER SERVICE 07/21-21/2020; 4	More than 4 hours	PREMIUMBIKES INC; STORE MANAGER; 03/12/2020-10/25/2022; PUREGOLD PRICECLUB INC.; RECEIVING AND WAREHOUSE SUPERVISOR; 08/13/2019-01/12/2020; ROYCE MOTORCYCLE TRADE CORPORATION; CASHIER; 04/05/2005-04/30/2016; ROYCE APPLIANCE SALES CORP.; SALES SUPERVISOR; 06/01/2001-06/01/2003; QUANTUM FOODS CORP.; MIS HELPDESK ASSISTANT; 09/01/2000-03/01/2001; OUR LADY OF THE LAKE SCHOOL; COMPUTER INSTRUCTRESS; 04/01/1996-10/01/1998	More than 6 mos	CAREER SERVICE PROFESSIONAL	QUALIFIED

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			Title	Hours	Details	Years		
14	REG1-2026-014	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING AND ASSOCIATE IN COMPUTER TECHNOLOGY	SEMINAR-WORKSHOP IN FINANCIAL STATEMENT PREPARATION; 10/01/2015-10/01/2015; 8; TRAINING IN EFFECTIVE COMMUNICATION; 31/05/2014-26/07/2014; 40; TRAINING ON APPLIED MATHEMATICS; 6/04/2014-24/05/2014; 40; 8 WASTES TRAINING AND WORKSHOP; 11/09/2013-11/09/2013; 8; DEVELOPING COMPETENCY IN THE WORLD OF WORK; 08/03/2002-08/03/2002; 8	More than 4 hours	Special Education Fund/Muntinlupa National High School/Local Government Unit of Muntinlupa City; Administrative Assistant I/Computer Operator I ; 26/03/2025-Present; Fuels & Lubes International (Hong Kong-based Publishing company); Executive/Personal Assistant to CEO and Editor-in-Chief; 13/06/2016-11/07/2024; Asian Lubricants Industry Association (Singapore-based Non-profit Association); Secretariat; 20/11/2017-11/07/2024; Western Digital Company (formerly Hitachi Global Storage Storage); Process Technician/Team Leader; 13/01/2003-30/09/2015	More than 6 mos	CAREER SERVICE PROFESSIONAL	QUALIFIED
15	REG1-2026-015	Bachelor of Elementary Education Major in General	N/A	-	E.O Dental Group Inc; Administrative Staff/Dental Assistant; 06/01/2020-Present	More than 6 mos	RA 1080 PROFESSIONAL TEACHER	QUALIFIED
16	REG1-2026-016	BACHELOR OF SCIENCE IN CRIMINOLOGY	N/A	-	LIFEGUARD ARCHANGELS ALLIED SERVICES CORP.; TRAFFIC ENFORCER; 2012-2013; PHILIPPINE NATIONAL POLICE; POLICE OFFICER 1; 2013-2019; TELEPERFORMANCE; CUSTOMER SERVICE REPRESENTATIVE; 2023-2025	More than 6 mos	RA 1080 CRIMINOLOGIST CAREER SERVICE PROFESSIONAL ELIGIBILITY	QUALIFIED
17	REG1-2026-017	BACHELOR OF ELEMENTARY EDUCATION-MAJOR IN PRESCHOOL EDUCATION	NATIONAL TRAINING ON EDUCATIONAL TECHNOLOGY TOOLS FOR INSTRUCTIONAL AND CLASSROOM MANAGEMENT (CPD); 02/07-08/2026; 16 ; BASIC OCCUPATIONAL SAFETY & HEALTH TRAINING (BOSH); 03/14,15,21,22/2026; 40 ; REAL STATE BROKERAGE SEMINAR FOR REAL STATE SALESPERSONS; 12/02-03/2025; 16 ; IN-SERVICE TRAINING FOR JUNIOR HIGH SCHOOL TEACHERS (ONLINE); 08/19-21/2024; 30 ; 4TH NATIONAL TEACHER'S ASSEMBLY (PRIVATE SCHOOL TEACHERS READY TO TAKE ON THE MATATAG CURRICULUM); 11/16/2023; 8 ; BUILDING STRONG LITERACY, NUMERACY, AND SOCIAL AND EMOTIONAL SKILLS IN STUDENTS; 09/09/2023; 3 ; ANTI-FRAGILE SYSTEM: IMPROVING PRACTICES OF TEACHING AGENCY; 07/22/2022; 10 ; IN-SERVICE TRAINING FOR JUNIOR HIGH SCHOOL TEACHERS (ONLINE) ENGAGING STUDENTS TO BE REFLECTIVE AND SELF-DIRECTED LEARNERS IN THEIR ACHIEVEMENT OF THE K-12 LEARNING OUTCOMES IN THE NEW NORMAL; 08/15-17/2022; 30 ; EMBEDDING 21ST CENTURY SKILLS TO EARLY EDUCATION; 07/03/2021; 3 ; IN-SERVICE TRAINING FOR JUNIOR HIGH SCHOOL TEACHERS (ONLINE) TEACHING AND ASSESSING THE K-12 STANDARDS ACROSS THE DIFFERENT LEARNING MODALITIES; 08/23-25/2021; 30 ; DESINGNING INTRUCTIONAL MODULES FOR REMOTE LEARNING; 06/11/2020; 1 ; CARPENTRY NC II; 08/04/2019-10/20/2019; 162 ; DISRUPTEDPH CONFERENCE (AN APPLE DISTINGUISHED EDUCATORS - PILIPINAS PROJECT); 02/16/2019; 10	More than 4 hours	SERVITE SCHOOL INC.; TEACHER; 07/21/2020-03/30/2026	More than 6 mos	RA 1080 PROFESSIONAL TEACHER  CSP-PD 907	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:

  
**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date:

May 11, 2026