



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:**

**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	ADAS2-B2-2026-001	BACHELOR OF ARTS MAJOR IN CONSULAR AND DIPLOMATIC AFFAIRS	PREPARATION OF TECHNICAL SPECIFICATIONS, SCOPE OF WORK, AND TERMS OF REFERENCE; 02/26/2024; GOVERNMENT PROCUREMENT 101; 02/12/2024; QUALITY MANAGEMENT SYSTEM ORIENTATION; 11/29/2023	More than 4 hours	RESEARCH INSTITUTE FOR TROPICAL MEDICINE; ADMINISTRATIVE OFFICER II; 7/31/2023-12/31/2024; INFOSYS BPM LTD.; PROCESS EXECUTIVE; 1/15-4/27/2022; ONE OUTSOURCE DIRECT CORPORATION; LEGAL ADMIN ASSISTANT; 4/14/2021-1/14/2022; VELCA TRAVEL AND TOURS, INC.; VISA AND DOCUMENTATION OFFICER; 2/19/2019-3/15/2021; VFS GLOBAL; VISA OFFICER; 1/15-12/31/2018; CASES CHUN AND ASSOCIATES LAW OFFICES; EXECUTIVE ASSISTANT/PARALEGAL 08-12/2017; SODEXO BENEFITS AND REWARDS SERVICES PHILIPPINES, INC. PROJECT CUSTOMER SERVICE; 01-07/2017; OMNIQUEST, INC. CUSTOMER SERVICE REPRESENTATIVE; 07-12/2016	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	ADAS2-B2-2026-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN OPERATIONS MANAGEMENT	-	-	ADSPOT; BRAND AMBASSADOR; 1/5/2026-2/5/2026; 12/01/2023-12/01/2024; (Another Work Experience) INTERNATIONAL ELEVATOR AND EQUIPMENT; SECRETARY; 11/01/2019-04/01/2020; (Another Work Experience) PAMANTASAN NG LUNGSOD NG MUNTINLUPA; RECORDS AND DOCUMENTS CUSTODIAN (APPOINTED) 08/01/2017-08/01/2019; (Another Work Experience) PAMANTASAN NG LUNGSOD NG MUNTINLUPA; ADMINISTRATIVE ASSISTANT II; 1/1/2016-8/1-2019; (Another Work Experience) SUPERMARKET SOUTHMALL; MARKETING ASSISTANT; 06/01/2013-01/01/2016	More than 1 year	CAREER SERVICE SUBPROFESSIONAL	DISQUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:

  
**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date:

June 08, 2026