



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

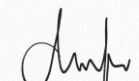
Experience 1 YEAR OF RELEVANT EXPERIENCE

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	BACHELOR OF ARTS IN THEOLOGY / PROFESSIONAL TEACHING CERTIFICATE PROGRAM 18 UNITS	LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS,Date: AUGUST 28-29, 2025, Number of Hours: 16 Hours;EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES, Date: AUGUST 5-6, 2025, Number of Hours: 16 Hours; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION A TRAINING WORKSHOP FOR SDO PERSONNEL, Date: May 7-8, 2025, Number of Hours: 16 Hours;DIVISION AND SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS, Date: May 18-20, 2025, Number of Hours: 24 Hours; PROJECT PINK: BREAST CANCER AWARENESS SEMINAR IN PARTNERSHIP WITH CITY SAVINGS BANK, Date: March 31, 2025, Number of Hours: 8 Hours; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON - TEACHING ROLES, Date: November 14-15, 2025, Number of Hours: 16 Hours; ALA-G.A.D. GENDER AND DEVELOPMENT SEMINAR- WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE, Date: September 5-6, 2024, Number of Hours: 16 Hours; WORDS THAT WORK AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL, Date: July 3-4, 2025, Number of Hours: 16 Hours	More than 4 hours	ADMINISTRATIVE AIDE VI - SDO MUNTINLUPA, PERSONNEL UNIT , Date: JULY 1, 2024- PRESENT; PRODUCTION OPERATOR, Date: MAY 5, 2000 - MARCH 28, 2006; PRODUCTION OPERATOR, Date: JUNE 6, 1998- APRIL 9, 2000	More than 1 year	LET	QUALIFIED
2	ADAS3-B2-2026-002	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	INTRODUCTION OF FRONTEND WEB DEVELOPMENT USING HTML, CSS, JAVASCRIPT; 1/6-1/6/2026; COMPUTER AND NETWORK MAINTENANCE AND CLOUD COMPUTING;1/5-1/8/2026; AI AWARENESS PROGRAM(AI READY ASEAN - HOUR OF CODE);3/2-3/7/2026;15	More than 4 hours	DEPARTMENT OF EDUCATION CENTRAL OFFICE;TECHNICAL ASSISTANT I;09/07/2018-12/31/2019; REDGOLD MS INC;IT SUPPORT SPECIALIST;1/5/2024-08/24/2024; IBEX GLOBAL SOLUTIONS PHILIPPINES;CUSTOMER SERVICE REPRESENTATIVE;10/28/2024-04/08/2026	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED

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

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date: June 08, 2026