



Republic of the Philippines  
 Department of Education  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA C

**INITIAL EVALUATION RESULT (IER)**

**Annex D**

**Position:** ADMINISTRATIVE OFFICER IV

**Salary Grade and Monthly Salary:** SG 15     40,208.00

**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	AO4-B2-2026-001	BACHELOR OF SCIENCE IN SECONDARY EDUCATION-MAJOR IN ENGLISH	INTRODUCTION TO LEAN SIGMA; M5/16/2026; 8; INTRODUCTION TO SUPPLY CHAIN MANAGEMENT; 5/13/2026; 8; FREE LEADERSHIP COURSE; 5/12/2026; 8; AGILE PROJECT MANAGEMENT; 11/15/2025; 8; INTRODUCTION TO CYBERSECURITY AWARENESS; 11/14/2025; 8; DATA SCIENCE AND ANALYTICS; 11/13/2025; 8; STRATEGIC PLANNING; 11/12/2025; 8; MASTER OF SUPPLY CHAIN AND OPERATIONS MANAGEMENT (MSC-OM); 10/31-11/11/2025; 24.5; PROFESSIONAL NETWORKING FOR CAREER GROWTH; 11/9/2025; 8; ADMINISTRATIVE 102: WEBINAR ON RECORDS MANAGEMENT; 11/8/2025; 2HRS; CUSTOMER RELATIONSHIP MANAGEMENT; 11/8/2025; 8; EFFECTIVE LEADERSHIP; 11/7/2025; 8; INVENTORY MANAGEMENT; 11/7/2025; 8; OPERATIONS MANAGEMENT-WEBINAR ON INVENTORY MANAGEMENT; 11/6/2025; 2; 2025 ADOPT-A-SCHOOL ADVANCEMENT PROGRAM (ASAP): LEGAL FOUNDATION, PROGRAMS, AND PROJECTS; 9/8-9/2025; 16; LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENT; 8/28-29/2025; 16; HARMONIZED MENTAL HEALTH AND PSYCHOLOGICAL SUPPORT TRAINING - DEPED SCHOOL HEALTH - NCR; 2/11-13/2025; 24;	More than 4 hours	SDO-MUNTINLUPA; PROJECT DEVELOPMENT OFFICER I; 7/1/2024-PRESENT; SDO-MUNTINLUPA; ADMINISTRATIVE ASSISTANT III - OSDS; 1/22/2024-7/1/2024; SDO-MUNTINLUPA; ADMINISTRATIVE ASSISTANT III - HRMO; 5/27/2023-1/22/2024; SDO-MUNTINLUPA; ADMINISTRATIVE ASSISTANT III - SUPPLY UNIT; 9/8/2021-5/27/2023; WEST BAY COLLEGE; SCHOOL REGISTRAR; 1/19/2019-7/20/2021; LIVING LIGHT ACADEMY; SCHOOL REGISTRAR / TEACHER; 5/15/2013-3/31/2018	More than 1 year	LET	QUALIFIED
2	AO4-B2-2026-002	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	OPERATIONS AND SUPPLY CHAIN MANAGEMENT; 11/01-20/2025; EFFICIENT WAREHOUSING: MASTERING STOCK CONTROL AND SUPPLY CHAIN DYNAMICS 11/14-15/2025; USE OF ARTIFICIAL INTELLIGENCE TOOLS, POWER BI AND EXCEL 10/13-16/2025; LEAN SIX SIGMA: YELLOW BELT LEVEL 06/23-27/2025; WORKSHOP ON THE RECONCILIATION OF GSIS PREMIUM DEFICIENCIES OF DEPED PERSONNEL 02/26-27/2025; INCIDENT COMMAND SYSTEM TRAINING FOR INSTRUCTORS 01/20-24/2025; INCIDENT COMMAND SYSTEM: ALL HAZARD INCIDENT MANAGEMENT TEAM 09/16-20/2024; WORKSHOP ON THE RECONCILIATION OF GSIS PREMIUM DEFICIENCIES OF DEPED PERSONNEL 08/07-09/2024; PDCA (PLAN-DO-CHECK-ACT) METHOD FUNDAMENTALS COURSE 08/05-07/2024; INCIDENT COMMAND SYSTEM POSITION COURSE 06/16-20/2024; LEAN SIX SIGMA - WHITE BELT LEVEL 04/23/2024; INCIDENT COMMAND SYSTEM - INTEGRATED PLANING COURSE 02/04-09/2024; VALUE OF HARD WORK AND DISCIPLINE 11/10/2023; BASIC INCIDENT COMMAND SYSTEM 11/06-09/2023; PUBLIC SERVICE EXCELLENCE FORUM 10/24/2023	More than 4 hours	SCHOOLS DIVISION OFFICE OF MUNTINLUPA; ADMINISTRATIVE ASSISTANT III; 09/13/2021 - PRESENT; SCHOOLS DIVISION OFFICE OF MUNTINLUPA; ADMINISTRATIVE AIDE VI; 11/05/2019 - 09/12/2021; DEFECT FREE TECHNOLOGY; PRODUCTION STAFF 03/24/2015 - 05/16/2018	More than 1 year	CAREER SERVICE PROFESSIONAL	QUALIFIED
3	AO4-B2-2026-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN MARKETING MANAGEMENT, MASTER OF EDUCATION MAJOR IN ADMINISTRATION AND SUPERVISION	ACAP TECHNICAL SEMINAR ON THE UPDATES ON THE NEW GOVERNMENT PROCUREMENT ACT (RA 12009); 11/3/2026-11/3/2026; 8; LEARNING SESSION ON THE NEW GOVERNMENT PROCUREMENT ACT; 8/13/2025-8/13/2025; 8; LEARNING RESOURCE MANAGEMENT INFORMATION SYSTEM USER ACCEPTANCE TESTING; 4/8/2025-4/11/2025; 32; WORKSHOP ON SWOT ANALYSIS AS BASIS FOR RISK AND OPPORTUNITY PREPARATION AND PPA FORMULATION; NATIONAL CONVENTION FOR DEPED SUPPLY OFFICER 2024; 9/25/2024-9/28/2025; 24; NATIONAL CONVENTION FOR DEPED SUPPLY OFFICER 2023; 11/21/2023-11/24/2023; 24; CAPACITY BUILDING ON PROGRAM DEVELOPMENT USING CI METHODOLOGY; 12/4/2023-12/5/2023; 16; POLICY ANALYSIS TRAINING FOR RO PERSONNEL; 11/15/2023-11/17/2023; 24; ORIENTATION ON THE PREPARATION OF THE PROGRAMS/PROJECTS/ACTIVITIES (PPAS) AND ITS IMPLEMENTATION PROCESS; 9/14/2022-9/14/2022; 8; ORIENTATION ON PROPERTY AND SUPPLY MANAGEMENT SYSTEM; 7/18/2022-7/19/2022; 16; INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (APPRAISAL AND DISPOSAL); 3/29/2022-3/31/2022; 24; PUBLIC SERVICE VALUES PROGRAM FOR NON-SUPERVISORS; 6/10,15,17,22,28/22-6/30/2022; 14; KNOWLEDGE MANAGEMENT (KM) WORKSHOP; 6/27/2022-6/27/2022; 8; REGIONAL OFFICE PERSONNEL TRAINING ON CORE COMPETENCIES CUM PLAY SHOP; 5/5/2022-8/7/2022; 24; OP DASH (ORGANIZATIONAL PERFORMANCE DASHBOARD) TRAINING SEMINAR - SYSTEM DEPLOYMENT TO ADMINS AND ENCODERS; 5/4/2022-5/6/2022; 24; PRIME HRM GENERAL ASSEMBLY ON FOUR (4) CORE HR SYSTEMS; 1/28/2022-1/28/2022; 8;	More than 4 hours	DEPED NCR REGIONAL OFFICE; ADMINISTRATIVE OFFICER I; 9/2/2019 - PRESENT	More than 1 year	LET	QUALIFIED
4	AO4-B2-2026-004	BACHELOR OF SCIENCE IN PSYCHOLOGY	NATIONAL TRAINING ON TECHNOLOGICAL TRENDS FOR INSTRUCTIONAL SUPERVISION AND INNOVATIVE PEDAGOGY WITH TWINKL AND CANVA; 04/04-04/2026; 8 ; NATIONAL TRAINING ON EDUCATIONAL TOOLS WITH AI- BASED DIGITAL GAMIFICATION FOR INSTRUCTIONAL SUPERVISION AND ICT- INTEGRATION TEACHING; 04/11-12/2026; 8; NATIONAL TRAINING ON EDUCATIONAL TECHNOLOGY TOOLS: AI FOR INSTRUCTIONAL PLANNING, MATERIALS, AND SUPERVISION WITH COPILOT AND GEMINI; 04/18-19,2026; 8; UPSKILLS TRAINING ON GOOGLE WORKSPACE AND MICROSOFT OFFICE 365 FOR CONTENT AND PEDAGOGY OF TEACHERS AND MANAGEMENT SKILLS DEVELOPMENT OF ADMINISTRATIVE PERSONNEL; 03/24-04/23,2026; 80; INTRODUCTION TO BOOKKEEPING; 03/19/2026; 4; ARAL SERIES: MASTER CLASS ON SOCIAL- EMOTIONAL LEARNING FOR REMEDIATION WITH 15 CPD UNITS; 02/18,21,28,2026; 12	More than 4 hours	ANGLO SINGAPORE INTERNATIONAL SCHOOL; ENGLISH TEACHER; 08/2022-06/2024; JIRASARTWITTHAYA SCHOOL; LOWER PRIMARY SCIENCE TEACHER; 03/2020-07/2022; ADEC INNOVATIONS INC.; ONLINE ENGLISH TEACHER; 05/2019-02/2020; HYUNDAI PARAÑAQUE WEST; CUSTOMER RELATIONS OFFICER; 04/2017-02/2019	-	LET	DISQUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
5	A04-B2-2026-005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	SEMINAR-WORKSHOP ON THE CONSOLIDATION AND FINALIZATION OF CY 2023 MID-YEAR FINANCIAL REPORTS; 07/19-21/2023; 24; ENHANCED CUSTOMER SERVICE TRAINING FOR LEVEL 1 EMPLOYEES; 09/05-07/2023; 24; SEMINAR ON COA AND BIR RELATED ISSUANCES AND UPDATES; 09/28/2023; 8; DIGITAL LITERACY IN THE WORKPLACE. AN INCLUSION L&D INITIATIVE FOCUSING ON IT-ENHANCED KNOWLEDGE AND 4CS (COLLABORATION, CRITICAL THINKING, COMMUNICATIONS & CREATIVITY) OF E-LITERACY; 11/07-09/2023; 24; GENDER SENSITIVITY TRAINING; 02/12-15/2024; 16; LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES; 05/21-24/2024; 32; LEARNING ENGAGEMENT ON THE CONSOLIDATION AND FINALIZATION OF CY 2024 MIDYEAR FINANCIAL REPORTS; 07/17-19/2024; 24; LEARNING ENGAGEMENT ON THE FINALIZATION OF 3RD QUARTER CY 2024 FINANCIAL REPORTS; 10/16-18/2024; 24; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES; 11/14-15/2024; 16; LEARNING ENGAGEMENT ON THE FINALIZATION OF CY 2024 FINANCIAL AND BUDGETARY REPORTS; 01/20-22/2025; 24; LEARNING ENGAGEMENT ON THE PREPARATION AND SUBMISSION OF 1ST QUARTER CY 2024 FINANCIAL ACCOUNTABILITY REPORTS; 04/09-11/2025; 24; ORIENTATION ON THE USE AND UNIFORM APPLICATION OF THE SCHOOL MOOE WEB-BASED MONITORING SYSTEM (SMOOE WBMS); 05/16/2025; 8; REGIONAL ALTERNATIVE LEARNING SYSTEM (ALS) CONSULTATIVE CONFERENCE; 06/04-06/2025; 24; LEGAL EXEMPLAR ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS; 08/28-29/2025; 16; LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION OF CY 2025 3RD QUARTER FINANCIAL ACCOUNTABILITY REPORTS AND OTHER REPORTS; 10/15-17/2025; 24; RESOURCE SPEAKER: CASH, AND HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET & SUPPLY (CHABS) KAMUSTAHAN: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS; 02/19-20/2026; 16;	More than 4 hours	DEPARTMENT OF EDUCATION / SCHOOLS DIVISION OFFICE OF MUNTINLUPA / ACCOUNTING UNIT; 09/07/2021-PRESENT  RED RIBBON; RESTAURANT MANAGER; 10/05/2018-04/10/2021; - No COE attached.	-	CAREER SERVICE PROFESSIONAL	DISQUALIFIED
<b>*****NOTHING FOLLOWS*****</b>								

Prepared and certified correct by:

  
**ANGELA M. FRANCISCO**

Administrative Officer IV (HRMO II)

Date: June 08, 2026