

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-B3-2026-001	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN OPERATIONS MANAGEMENT	WORKING IN A GENDER-DIVERSE ENVIRONMENT; 06/19-06/19/2026; 8; PARTICIPATING IN WORKPLACE COMMUNICATION; 6/18-6/18/2026; 8; INTRODUCTION TO VISUAL GRAPHIC DESIGN; 6/17-6/17/2026; 8; RULES OF ORIGIN FOR FILIPINO EXPORTER; 6/8-6/8/2026	MORE THAN 4 HOURS	ADSPOT AGENCY; TEAM LEADER; 10/1/2025-1/30/2026; INTERNATIONAL ELEVATOR AND EQUIPMENT; SECRETARY; 11/01/2019-04/01/2020; PAMANTASAN NG LUNGSOD NG MUNTINLUPA; ADMINISTRATIVE ASSISTANT II & RECORDS AND DOCUMENTS CUSTODIAN; 01/01/2016-08/01/2019; SUPERMARKET; MARKETING ASSISTANT; 06/01/2013-01/01/2016	MORE THAN 1 YEAR	CIVIL SERVICE SUBPROFESSIONAL	QUALIFIED
2	ADAS2-B3-2026-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION	GUIDELINES ON THE GRANTING, UTILIZATION, AND LIQUIDATION OF CASH ADVANCES - 6/16/2026; QMS AWARENESS LECTURE; HIV 101 ONLINE LECTURE; EFFECTIVE FACILITATION OF ONLINE TRAINING WEBINAR SERIES; BASIC INFECTION PREVENTION AND CONTROL TRAINING	MORE THAN 4 HOURS	RESEARCH INSTITUTE FOR TROPICAL MEDICINE: ADMINISTRATIVE ASSISTANT III; 05/04/2026 - PRESENT; ECOLAB PHILIPPINES(UNDER AGENCY); SALES ADMIN; 6/26/2025 - 04/30/2026; RESEARCH INSTITUTE FOR TROPICAL MEDICINE; ADMINISTRATIVE OFFICER II;11/6/2023-12/31/2024	MORE THAN 1 YEAR	CIVIL SERVICE SUBPROFESSIONAL	QUALIFIED
3	ADAS2-B3-2026-003	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY MAJOR IN DRAFTING, ASSOCIATE GRADUATE (2 YEARS); BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY MAJOR IN REFRIGERATION & AIR-CONDITIONING, ASSOCIATE GRADUATE (2 YEARS)	AI FOR ADMINISTRATIVE EFFICIENCY WEBINAR; 05/10/2026; 3 ; 2025 RULES ON ADMINISTRATIVE CASE IN THE CIVIL SERVICE (RACCS); 04/08/2026; 8 ; PUBLIC SERVICE VALUES PROGRAM (ELEARNING); 06/16/2025- 09/15/2025 ; 8 ; BASIC COMPUTER LITERACY; 06/02-08/2025 ; 120	MORE THAN 4 HOURS	EXP REALTY; VIRTUAL ADMINISTRATIVE ASSISTANT; 11/14/2022-10/31-2025; DALI EVERYDAY GROCERY; ASSISTANT STORE MANAGER; 07/04/2022-12/01/2022; SM HYPERMARKET MUNTINLUPA; ADS & PROMO ASSISTANT / CLERK II; 07/19/2008- 07/04/2022;FESTIVAL MALL, ALABANG; RIDE OPERATOR / ATTENDANT; 11/22/2005-04/22/2006; JOLLIBEE, GMA CAVITE; SERVICE CREW; 04/07/2005-09/07/2005; JOLLIBEE SAN PEDRO; SERVICE CREW; 09/08/2004-02/24/2005; JOLLIBEE PACITA; SERVICE CREW; 01/29/2004-07/15/2004	MORE THAN 1 YEAR	CIVIL SERVICE PROFESSIONAL	QUALIFIED
4	ADAS2-B3-2026-004	BACHELOR OF SCIENCE IN CRIMINOLOGY	N/A	-	TELEPERFORMANCE; OPERATIONS CUSTOMER EXPERT I; 2023-2025; PHILIPPINE NATIONAL POLICE; POLICE OFFICER I; 2013-2019; SKYWAY O&M CORP; TRAFFIC OFFICER; 2012-3013	MORE THAN 1 YEAR	CIVIL SERVICE PROFESSIONAL AND CRIMINOLOGIST	DISQUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:

ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)
July 31, 2026

Date: