

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE ASSISTANT III

Salary Grade and Monthly Salary: SG 9 24,329.00

Qualification Standards:

- EducationCompletion 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)
- Training4 HOURS OF RELEVANT TRAINING
- Experience1 YEAR OF RELEVANT EXPERIENCE
- EligibilityRELEVANT 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-B4-2026-001	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	INFORMATION SESSION PNPKI (PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE); 04/22/2026; 1; PROFESSIONAL NETWORKING FOR CAREER GROWTH; 02/19/2026; 4; PATICIPATING IN WORKPLACE COMMUNICATION; 02/19/2026; 8; INTRDUCTION TO BOOKKEEPING; 8; JOURNALIZING TRANSACTIONS; 02/21/2026; 8; G.I.F.T FOR PUBLIC SERVANTS TOTAL WELLNESS; 01/28/2026; 1; G.I.F.T FOR PUBLIC SERVANTS FOUNDATIONAL VALUES; 01/21/2026; 1; G.I.F.T FOR PUBLIC SERVANTS INNOVATION; 01/15/2026; 1; 11TH INNOTECH SEMINAR SERIESON EDUCATION, INNOVATION AND TECHNOLOGY "UNLOCKING CREATIVITY WITH ADOBE EXPRESS: A PRACTICAL HANDS-ON WORKSHOP"; 11/26/2025; 8; THE USE OF ARTIFICIAL INTELLIGENCE TOOLS, POWER BI AND EXCEL; 10/17/2025; 4; ORIENTATION ON THE USE AND UNIFORM APPLICATION OF THE SCHOOLS MOOE WEB-BASED MONITORING SYSTEM (SMOOE WBMS); 05/16/2025; 8	MORE THAN 4 HOURS	SCHOOLS DIVISION OFFICE OF MUNTINLUPA; PROVIDENT FUND CLERK/ACCOUNTING CLERK; 08/14/2024-PRESENT; JOYRIDE; MOTORCYCLE-TAXI RIDER; 01/12/2020-12/06/2024; PROTEMPS INC; PROMODISER; 10/10/2012-01/01/2013	MORE THAN 1 YEAR	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	ADAS3-B4-2026-002	BACHELOR IN SCIENCE AND INFORMATION TECHNOLOGY (145 UNITS EARNED); ELECTRONICS AND COMPUTER TECHNOLOGY (83 UNITS EARNED)	BASIC COMPUTER LITERACY; 4/21-5/2/2025; 80; BOOKKEPING WITH QUICKBOOKS ONLINE; 01/23-01-25/2026; 15; BOOKKEPING USING ZERO SOFTWARE; 01/30-02/01/2026; 15	MORE THAN 4 HOURS	MSE SMARTCHOICE LENDING CORPORATION; ACCOUNTING OFFICER; 06/05/2026-PRESENT; PERSONIV PHILIPPINES; BACK OFFICE - LEAD GEN; MAY - 12/2019; AMERTRON INCORPORATED; SENIOR PRODUCTION PLANNER; 09/2023-DEC 2017	MORE THAN 1 YEAR	CIVIL SERVICE SUBPROFESSIONAL	QUALIFIED
3	ADAS3-B4-2026-003	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES;14/11/2024 15/11/2024 16; PARTICIPANT SDO MUNTINLUPA SAVE A LIFE: A PWD AND SENIOR CITIZEN TRAINING OF SDO MUNTINLUPA; 27/03/2025 28/03/2025;16; PARTICIPANT SDO MUNTINLUPA BREAST CANCER AWARENESS SEMINAR ON PARTNERSHIP WITH CITY SAVINGS BANK; 31/03/2025 31/03/2025;8 PARTICIPANT SDO MUNTINLUPA DIVISION & SCHOOL ASSESSORS TRAINING ON EXECUTIVE ORDER 174: EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS 18/05/2025 20/05/2025;24; PARTICIPANT SDO MUNTINLUPA AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA PERSONNEL 3/7/2025 4/7/2025; 16; PARTICIPANT SDO MUNTINLUPA EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES 5/8/2025 6/8/2025 16 PARTICIPANT SDO MUNTINLUPA	MORE THAN 4 HOURS	ADMINISTRATIVE AIDE VI- SDO MUNTINLUPA; BRGY. TREASURER- REAL,QUEZON, 09/12/2013-06/01/2017	MORE THAN 1 YEAR	CAREER SERVICE SUB-PROFESSIONAL	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

July 31, 2026