

INITIAL EVALUATION RESULT (IER)

Position: ADMINISTRATIVE OFFICER II

Salary Grade and
Monthly Salary: SG 11 31,705.00

Qualification Standards:

- EducationBACHELOR'S DEGREE RELEVANT TO THE JOB
- TrainingNONE REQUIRED
- ExperienceNONE REQUIRED
- EligibilityCAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	AO2-2026-001	BACHELOR OF ARTS IN POLITICAL SCIENCE	INFORMATION AND DIGITAL SECURITY: STRENGTHENING KNOWLEDGE WITHIN THE LEGAL FRAMEWORK; 4/28/2026 2; DATA PRIVACY AWARENESS ; 3/19/2026; 4	MORE THAN 4 HOURS	ERPECT B PROPERTY MANAGEMENT AND REALTY CO., INC; OFFICE SECRETARY; 02/16/2025-05/29/2026; CADA DIA CO. REATAIL COMPANY; WAREHOUSE LEAD; 10/01/2024-02/10/2026; THE STORE @ ASIA ENCLAVES; STORE CLERK; ASIA ENCLAVES CONDOMINIUM (AGENCY); SITEKEEPER; 05/21/2017-01/30/2020; TOSHIBA INFORMATION EQUIPMENT INC; PRODUCTION OPERATOR 1; 09/17/2012-02/17/2013; AMALGAMATED SPECIALTIES CORP.; PRODUCTION WORKER; 03/26/2012-06/28/2012; LESLIE CORPORATION; FACTORY WORKER; 09/30/2011-03/08/2012; STERLING PAPER PRODUCT ENT. INC; FACTORY WORKER; 01/13/2011-07/13/2011; MULTIRICH FOODS CORPORATION; FACTORY WORKER; 06/21/2010-12/05/2010	MORE THAN 6 MONTHS	CAREER SERVICE - HONOR GRADUATE ELIGIBILITY	QUALIFIED
2	AO2-2026-002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT	N/A	-	N/A	-	CAREER SERVICE - HONOR GRADUATE ELIGIBILITY	QUALIFIED

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			Title	Hours	Details	Years		
3	AO2-2026-003	BACHELOR OF SCIENCE IN PSYCHOLOGY	N/A	-	N/A	-	CAREER SERVICE - HONOR GRADUATE ELIGIBILITY	QUALIFIED
4	AO2-2026-004	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT (155 UNITS EARNED)	N/A	-	SUNTRUST PROPERTIES, INC; HR COORDINATOR; 06/16/2022-PRESENT; RIZAL TECHNOLOGICAL UNIVERSITY; INTERNSHIP/STUDENT ASSISTANT; 9/1/2018-3/1/2020 & 2/7/2022-5/6/2022; PESO-MUNTINLUPA; ADMINISTRATIVE; 4/1/2019-5/1/2019; PESO-MUNTINLUPA; ENUMERATOR; 5/1/2018-5/30/2018; PESO-MUNTINLUPA; ADMINISTRATIVE; 5/1/2016-6/1/2016	MORE THAN 6 MONTHS	CAREER SERVICE - HONOR GRADUATE ELIGIBILITY	QUALIFIED
5	AO2-2026-005	BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE	COMMUNITY VOLUNTEERS TRAINING ON PROCUREMENT; OCTOBER 18, 2023; 8 HOURS; TEACHING ENGLISH AS A FOREIGN LANGUAGE COURSE; JANUARY 15-29, 2024; 120 HOURS; ENHANCING TEACHING PRACTICES FOR INCLUSIVE EDUCATION; NOVEMBER 25-29, 2024; 40 HOURS; GENDER AND DEVELOPMENT TRAINING 2025 (GAD); NOVEMBER 13, 2025; 8 HOURS; CLUSTERED TRAINING OF TEACHERS ON THE REVISED GRADE 6, 9, AND 10 CURRICULUM; MAY 25-28, 2026; 32 HOURS	MORE THAN 4 HOURS	LGU- CAJIDIOCAN (MSWDO) CAJIDIOCAN CENTRAL ELEM. SCHOOL; ADMINISTRATIVE SUPPORT STAFF; 01/01/2026 - PRESENT; LGU- CAJIDIOCAN (MSWDO) CAJIDIOCAN CENTRAL ELEM. SCHOOL; ADMINISTRATIVE SUPPORT STAFF;07/01/2025-12/30/2025; DIVISION OF ROMBLON; SUBSTITUTE TEACHER IN ROMBLON NATIONAL HIGH SCHOOL; 02/24/2025-04/15/2025; LGU- CAJIDIOCAN (MSWDO) CAJIDIOCAN CENTRAL ELEM. SCHOOL; 09/16/2024-01/24/2024; CUSTOMER SERVICE REPRESENTATIVE; 02/24/2020-06/30/2020	MORE THAN 6 MONTHS	LET	QUALIFIED
6	AO2-2026-006	BACHELOR OF SCIENCE IN CRIMINOLOGY; CERTIFICATE OF TEACHING PROGRAM (18 UNITS EARNED)	STANDARDIZED TOOL IN ASSESSING RESULTS-BASED INTERNSHIP (STARI): A SCHOOL-BASED TRAINING WORKSHOP FOR PRE-SERVICE TEACHERS AND TEACHER-OBSERVERS; 11/08/2025; 08 ; STUDENTS' SCHOOL-BASED DISASTER PREPAREDNESS AND EMERGENCY SKILLS TRAINING WITH RAPPELLING & BASIC HIGH ANGLE RESCUE & BASIC LIFE SUPPORT WITH CPR; 05/26/2019; 08 ; BASIC LIFE SUPPORT COURSE WITH AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINING; 02/28/2019; 72	MORE THAN 4 HOURS	CLAYGO SANITATION SOLUTIONS, INC. (SUBSIDIARY); PROJECT COORDINATOR; 01/06/2025-11/2025; ARN CENTRAL DEVELOPMENT CORPORATION (PARENT COMPANY); EXECUTIVE ASSISTANT; 09/15/2023-01/19/2024;	MORE THAN 6 MONTHS	LET	QUALIFIED
7	AO2-2026-007	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	DIVISION JOURN ACADEMY: CLINIQUING OF INDIVIDUAL AND GROUP CATEGORIES; 01/04, 11, 18, 25- 02/ 01/ 2025; 40; DIVISION JOURN ACADEMY: ADVANCING WRITING AND CRITICAL THINKING FOR SCHOOL PAPER ADVISERS 10/24-25/2024; 16	MORE THAN 4 HOURS	MATER ECCLESIAE SCHOOL; TEACHER; 07/01/2024-04/15/2026	MORE THAN 6 MONTHS	LET	QUALIFIED

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8	AO2-2026-008	BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS	DIWA 5G EXPERIENCE; TEFL; INTRODUCTION TO BOOKKEEPING	MORE THAN 4 HOURS	MATER ECCLESIAE SCHOOL, INC.; 07/01/2024 - 04/15/2026	MORE THAN 6 MONTHS	LET	QUALIFIED
9	AO2-2026-009	BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION MAJOR IN HOME ECONOMICS	COMPUTER SYSTEM SERVICING NCII; 06/07-07/23/2021; 280 HOURS; SCHOOL-BASED LEARNING ACTION CELL(SLAC)SESSION : "EQUIPPING TEACHERS WITH MANAGERIAL AND ADMINISTRATIVE SKILLS THROUGH PREPARATION, CHECKING, AND SUBMISSION OF SCHOOL FORMS, CERTIFICATIONS, REPORTS, AND OTHER SCHOOL PERTINENT DOCUMENTS; 27/03/2024; 1 HOUR	MORE THAN 4 HOURS	IBEX GLOBAL SOLUTION INC.; CUSTOMER SERVICE REPRESENTATIVE; 13/05/2025- PRESENT	MORE THAN 6 MONTHS	LET	QUALIFIED
10	AO2-2026-010	BACHELOR OF SCIENCE IN COMPUTER SCIENCE; MASTER IN INFORMATION TECHNOLOGY (24 UNITS EARNED)	CONSTRUCTION OCCUPATIONAL SAFETY AND HEALTH; 07/26-30/2021;40	MORE THAN 4 HOURS	JAM TECHNOLOGY SOLUTIONS INC.; 08/10/2019-04/04/2022; YONGSHENG YANTZE RIVER INC; 04/11/2022-12/29/2023; VG SUPPLY CHAIN INC.; 01/03/2024-05/21/2026	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
11	AO2-2026-011	BACHELOR OF ELEMENTARY EDUCATION MAJOR IN GENERAL EDUCATION	FIRST EDUCATION CONFERENCE OF SOCIETY OF TRANSFORMATIVE EDUCATORS: CHANGING COURSE, TRANSFORMING EDUCATION ; 02/28/2023 ; 8; CLASSROOM REIMAGINED:TEACHING FOR EDUCATION 5.0 PRACTICAL STRATEGIES FOR FUTURE READY CLASSROOMS ; 02/21/2026 ; 8	MORE THAN 4 HOURS	JOHN SHANNON MONTESSORI ; TEACHER ; 07/22/2024 - PRESENT	MORE THAN 6 MONTHS	LET	QUALIFIED
12	AO2-2026-012	BACHELOR OF SECONDARY EDUCATION MAJOR IN PHYSICAL EDUCATION	BASIC EMERGENCY RESPONSE TRAINING ; 11/12,14-15/2018 ; PROPER DECORUM OF FUTURE TEACHER; 05/27-2025; ENHANCING COLLABORATIVE LEARNING STRATEGIES 04/01/2023	MORE THAN 4 HOURS	OPERATION OFFICER AT VFS COMPANY; 03/16/2026-06/11/2026	2.9 MONTHS	LET	QUALIFIED
13	AO2-2026-013	BACHELOR OF ELEMENTARY EDUCATION	CLUSTERED SCHOOLS ON POLICY AND GUIDELINES ON PROTECTING CHILDREN IN SCHOOL FROM ABUSE, VIOLENCE, EXPLOITATION, DISCRIMINATION, BULLYING AND OTHER FORMS OF ABUSE;01/29/2024;8.0; CLUSTERED SCHOOLS ON CATCH -UP FRIDAYS PROGRAM, NATIONAL READING PROGRAM AND CRAFTING OF TEACHING GUIDES ON VALUES;01/24-26/2024;24; DISTRICT ENHANCEMENT TRAINING ON THE UTILIZATION OF BRIDGING PRIMER CUM DISTRICT TRAINING WORKSHOP ON THE ADMINISTRATION AND UTILIZATION OF THE END OF SCHOOL YEAR COMPREHENSIVE RAPID LITERACY ASSESSMENT EOSY CRLA TOOLS AND SCORING WORKSHEETS FOR KEYSTAGE ONE TEACHERS;06/19/2023;8.0	MORE THAN 4 HOURS	LOCAL GOVERNMENT OF EASTERN SAMAR; PROVINCIAL PAID TEACHER;02/01/2024-04/30/2024; LOCAL GOVERNMENT OF EASTERN SAMAR; PROVINCIAL PAID TEACHER;05/02/2023-06/30/2023; LOCAL GOVERNMENT OF EASTERN SAMAR; PROVINCIAL PAID TEACHER;09/01/2023-12/15/2023	MORE THAN 6 MONTHS	LET	QUALIFIED

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			Title	Hours	Details	Years		
14	AO2-2026-014	BACHELOR OF SECONDARY EDUCATION - MAJOR IN MATHEMATICS	PROMOTING MENTAL WELL BEING IN REGULATORY WORK: STRENGTHENING RESILIENCE AND PSYCHOLOGICAL SAFETY IN WORKPLACE; 12/09/2025; 8	MORE THAN 4 HOURS	FOOD AND DRUG ADMINISTRATION; ADMINISTRATIVE ASSISTANT III; 11/08/2023 - 04/29/2026; FAST LOGISTIC; FINANCE STAFF; 05/10/2023 - 11/06/2023; TELETECH; CHAT SUPPORT REPRESENTATIVE; 03/31/2022 - 04/15/2023; STO. NIÑO SCHOOL OF MUNTINLUPA; MATHEMATICS TEACHER; 08/01/2020 - 01/27/2022	MORE THAN 6 MONTHS	LET	QUALIFIED
15	AO2-2026-015	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; LEARNING ENGAGEMENT ON THE RECONCILIATION AND CONSOLIDATION OF CY 2025 YEAR-END BUDGET AND FINANCIAL REPORTS; 01/19-21/2026; 24; RESOURCE SPEAKER: CASH, AND HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET & SUPPLY (CHABS) KAMUSTAHAN: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS; 02/19-20/2026; 16; LEARNING ENGAGEMENT ON THE PREPARATION AND SUBMISSION OF THE 1ST QUARTER CY 2025 FINANCIAL ACCOUNTABILITY REPORTS; 04/16/2026; 8	MORE THAN 4 HOURS	DEPARTMENT OF EDUCATION; ADMINISTRATIVE ASSISTANT III; 09/08/2021-PRESENT; RED RIBBON; RESTAURANT MANAGER; 10/05/2018 - 04/10/2021	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
16	AO2-2026-016	BACHELOR OF SECONDARY EDUCATION-MAJOR IN SOCIAL SCIENCE; MASTER OF ARTS IN EDUCATION MAJOR IN MAJOR IN EDUCATIONAL MANAGEMENT(30 UNITS EARNED)	N/A	-	N/A	-	LET	QUALIFIED
17	AO2-2026-017	BACHELOR IN ELEMENTARY EDUCATION (BEED); BACHELOR OF LAW (LLB) GRADUATE	JUST ALLY THING; 6/30/21;4; REITERATION OF CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES; 5/13-15,2026;24; STRENGTHENING SCHOOL SUPPORT SERVICES ENHANCING COMPETENCE FOR NON-TEACHING PERSONNEL; 8/22-23,2025;24	MORE THAN 4 HOURS	PEDRO E. DIAZ HIGH SCHOOL; ADMIN.ASST.II/LIBRARY CUSTODIAN; 2023-PRESENT; OFFICE OF THE SENIOR CITIZENS; ADMIN. ASST. II; 2021-2023	MORE THAN 6 MONTHS	CSC PROFESSIONAL AND NONPROFESSIONAL	QUALIFIED

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			Title	Hours	Details	Years		
18	AO2-2026-018	BACHELOR OF SCIENCE IN TOURISM MANAGEMENT	GUIDELINES ON THE GRANTING, UTILIZATION AND LIQUIDATION OF CASH ADVANCES; 06/16/2026; 3; TRAINING ON IEC MATERIALS; 04/22-25/2024; 30; TRAINING ON CONFLICT OF INTEREST; 02/29/2024/; 4; BAWAT KAWANI LINGKOD BAYANI; 02/20/2024; 8; TRAINING COMPLETION FOR KIOSK BETTING SYSTEM; 06/28/2021-07/08/2021; 80	MORE THAN 4 HOURS	RESEARCH INSTITUTE FOR TROPICAL MEDICINE; ADMINISTRATIVE ASSISTANT III; COS 08/18/2025 - PRESENT; EXTRA ORDINAIRE/CTP ASEAN TOWER; RECEPTIONIST; ONCALL 08/7/2024 - 09/19/2024; FOOD AND DRUG ADMINISTRATION; EXECUTIVE ASSISTANT III; COTERMINOUS 11/21/2023-05/30/2024; NISSAN ALABANG; MARKETING PROFESSIONAL; 10/5/2023 - 11/20/2023; LUCKY 8 STAR QUEST INC.; SITE SUPERVISOR; 09/16/2021 - 5/1/2022; PITMASTERS LIVE; TELLER; 01/03/2020 - 03/15/2020	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
19	AO2-2026-019	BACHELOR OF ELEMENTARY EDUCATION	2024 CENSUS OF POPULATION AND COMMUNITY-BASED MONITORING SYSTEM ENUMERATOR TRAINING;07/02/2024-07/05/2024;32 HOURS	MORE THAN 4 HOURS	PHILIPPINE STATISTIC AUTHORITY; ENUMERATOR; 06/15/2024-03/2025; PHILIPPINE STATISTIC AUTHORITY; DATA PROCESSOR; 03/10/2024-07/16/2025	MORE THAN 6 MONTHS	LET	QUALIFIED
20	AO2-2026-020	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION- MAJOR IN MARKETING MANAGEMENT	THE COMPLETE ENGLISH GRAMMAR COURSE - PERFECT YOUR ENGLISH;09/09-16/2025; 42.5; UP AND RUNNING WITH MICROSOFT TEAMS: 06/04/2025; 2; HOW TO HIRE AND MANAGE VIRTUAL TEAMS; 05/29/2025; 1; BOOKKEEPING WITH QUICKBOOKS ONLINE; 06/23-34/2024; 15	MORE THAN 4 HOURS	COGNIZANT SOLUTIONS PHILIPPINES; PE-CHD & TROUBLESHOOTING; 09/03/2024-Present; MUNTINLUPA NATIONAL HIGH SCHOOL; ADMINISTRATIVE AIDE IV; 01/04/2024-09/03/2024; CONCENTRIX; ADVISOR, CUSTOMER SERVICE; 10/02/2023-12/22/2023; ACCENTURE INC; NETWORK AND SERVICES OPERATION ASSOCIATE; 07/02/2012-03/18/2022	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

July 31, 2026