

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-B5-2026-001	BACHELOR OF ARTS IN POLITICAL SCIENCE	COMMUNICATION SKILLS COURSE; 03/08/2026; 4 ; FREE TIME MANAGEMENT COURSE; 03/08/2026; 4 ; MICROSOFT CYBERSECURITY COURSE; 04/08/2026; 8 ; HUMAN RIGHTS 101; 05/11-14/2026; 32 ; RIGHT ON MENTAL HEALTH; 06/17-20/2024; 32 ; INTERNATIONAL HUMANITARIAN LAW; 06/03-06/2024 ; 32 ; ARE YOU SAFE GEN Z; 05/20/2025; 8 ; LABOR EDUCATION OF GRADUATING STUDENTS 2025; 04/11/2025; 8 ; FUTURE AVOCADOS: THE LAW SCHOOL FORUM 2022; 19/11/2022; 8 ; HUMAN RIGHTS 101; 08/08-12/2022; 32 ; KABATAAN KILOS NA! WEBINAR SER 6 "NEVER FORGET, NEVER AGAIN: MARTIAL LAW CHRONICLES; 09/24/2022; 8 ; THINK BEFORE YOU TRASH IT; 03/06/2022; 8	MORE THAN 4 HOURS	CHRIST'S CHILD TUTORIAL & LEARNING CENTER; TUTOR; 07/07/2026-PRESENT; BEYOND ESSENTIALS TRADING; E-COMMERCE & SOCIAL MEDIA ASSOCIATES; 11-15-2025 - PRESENT; BEYOND ESSENTIALS TRADING; SALES ASSOCIATES/CASHIER; 04/20/2018 - 09/28/2022	MORE THAN 1 YEAR	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	ADAS3-B5-2026-002	BACHELOR IN SECONDARY EDUCATION - MAJOR IN ENGLISH	INNOVATE, EDUCATE, ELEVATE, UNVEILING THE MATATAG FUTURE; 03/16/2024; THE TEACHER AS A PERSON; 04/27/2024 ; TEACHING AS PROFESSION, MISSION AND VOCATION ; 07/29/2023	MORE THAN 4 HOURS	DEPARTMENT OF MIGRANT WORKERS; CLIENT SUPPORT SPECIALIST; 3/3/2025-PRESENT; INFANT JESUS MONTESSORI SCHOOL OF MUNTINLUPA; 08/01/2021-04/30/2024	MORE THAN 1 YEAR	LET	QUALIFIED
3	ADAS3-B5-2026-003	BACHELOR OF SCIENCE- MAJOR IN COMPUTER SCIENCE	MENTAL HEALTH AWARENESS AND "ADAPTING TO THE NEW NORMAL"; 06/02/2021; ADMINISTRATIVE RULES ON SEXUAL HARASSMENT; 06/29/2023; 'WEBINAR ON GENDER EQUALITY, DISABILITY AND SOCIAL INCLUSION (GEDSI)' UNDER CSC NCR'S G.I.F.T FOR PUBLIC SERVANTS; 01/11/2024; 1 ; "WEBINAR ON INNOVATION AND SECURITY" UNDER CSC NCR'S G.I.F.T FOR PUBLIC SERVANTS; 01/17/2024; 1 ; "FOUNDATIONAL VALUES" UNDER CSC NCR'S G.I.F.T FOR PUBLIC SERVANTS; 01/25/2024; 1	MORE THAN 4 HOURS	PHILIPPINE STATE COLLEGE OF AERONAUTICS (ASSIGNED TO THE CIVIL SERVICE COMMISSION-TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY FIELD OFFICE); SUPPORT STAFF; 06/01/2019-06/26/2024; CITY GOVERNMENT OF LAS PINAS (ASSIGNED TO THE CIVIL SERVICE COMMISSION-TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY FIELD OFFICE; SUPPORT STAFF; 02/2017-05/2019	MORE THAN 1 YEAR	CIVIL SERVICE SUBPROFESSIONAL	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:


ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)
September 09, 2026

Date: