

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-B2-2026-001	BACHELOR OF SECONDARY EDUCATION- MAJOR IN MATHEMATICS	BASIC COMPUTER LITERACY, 07/04-15/2026; 80; ENHANCED FDS TLP ROLL-OUT TRAINING FOR CML'S; 06/29-30/2026; 16; CAPACITATING ML'S AND SWA'S ON THE USE OF HELPING PROCESS; 06/25-26/2026; 16; TRAINING ON ENHANCING FACILITATION AND DELIVERY SKILLS OF C/ML'S ON FDS TLP MAPANGBATA MODULE; 06/02-02/2026; 24; TRAINING OF TRAINERS ON GENDER SENSITIVITY TRAINING FOR MALE SPOUSES; 05/18-21/2026; 24; FAMILY DEVELOPMENT SESSION 7 YEARS TRANSFORMATIVE LEARNING PATH PATH; 12/01-03/2025; 24; REGIONAL ROLL-OUT TRAINING ON THE ENHANCED SOCIAL WELFARE AND DEVELOPMENT INDICATORS (SWDI) TOOL; 11/04-07/2025; 24; WORKPLACE ETHICS AND EMPLOYEE RELATIONS TRAINING; 06/13/2025; 2; EMPATHY AND SOCIAL ISSUES IN THE WORKPLACE; 06/12/2025; 2; OVERCOMING PROCASTINATION CHALLENGES AND PRODUCTIVITY TECHNIQUES TRAINING; 06/11/2025; 2; PUBLIC SERVICE ETHICS AND ACCOUNTABILITY FOR LEADERS TRAINING; 06/09/2026; 2	MORE THAN 4 HOURS	PROJECT DEVELOPMENT OFFICER- II- MUNICIPAL LINK; 08/11/2026-PRESENT; COMMUNITY EMPOWERMENT FACILITATOR; 11/15/2023- 06/30/2024	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	AO2-B2-2026-002	BACHELOR OF ARTS IN COMMUNICATION; MASTER OF ARTS IN EDUCATION MAJOR IN INSTRUCTIONAL LEADERSHIP (24 UNITS)	TRANSFORMING EDUCATION: SCHOOL-LEVEL PERSPECTIVES ON THE EDCOM 2 FINDINGS — 2/5/2026 ; AI ESSENTIALS TRAINING PROGRAM FOR BARANGAY — 03/29/2026; ELEVATING TEACHING WITH THE NEW UPDATES OF GABAI, YOUR AI TEACHING ASSISTANT — 10/18/2025; AI LITERACY FOR STUDENTS: CRITICAL THINKING AND CREATIVITY — 6/7/2025; THE TEACHERS WE NEED FOR THE EDUCATION WE WANT: IRREPLACEABLE GUIDES IN AN AI-POWERED WORLD — 4/10/2025; TO AI OR NOT TO AI: THE ROLE OF AI IN RESEARCH — 09/13/2025	MORE THAN 4 HOURS	INFORMATICS- COLLEGE NORTHFATE INC.; SENIOR HIGH SCHOOL LECTURER - 05/09/2022-PRESENT	MORE THAN 6 MONTHS	LET	QUALIFIED

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
3	AO2-B2-2026-003	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	SEMINAR ON RA 12009 OTHERWISE KNOWN AS THE NEW GOVERNMENT PROCUREMENT ACT INCLUDING ITS IMPLEMENTING RULES AND REGULATIONS (IRR) ; 05/27- 29/2026 ; 24; CASH, AND HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET AND SUPPLY (CHABS) KAMUSTAHAN: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS ; 02/19-20/2026 ; 16; LEGAL EXEMPLAT ON SAFETY AND PROTECTION FOR EMPLOYEES AND STUDENTS ; 08/28-29/2025 ; 16 ; ORIENTATION ON THE USE AND UNIFORM APPLICATION OF THE SCHOOL WEB-BASED MONITORING SYSTEM (SMOOE WBMS) ; 05/16/2025 ; 8; BRIDGING GAPS THROUGH EFFECTIVE COMMUNICATION A TRAINING WORKSHOP FOR SDO PERSONNEL ; 05/07-08/2025 ; 16 ; LEARNING ENGAGEMENT ON THE PREPARATION AND SUBMISSION OF THE 1ST QUARTER CY 2025 FINANCIAL ACCOUNTABILITY REPORTS ; 04/09-11/2025 ; 24 ; EMPOWERING SCHOOL LEADERS IN SDO MUNTINLUPA THROUGH EFFECTIVE LIQUIDATION PRACTICES ; 02/05- 07/2025 ; 24 ; BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2025 PROJECT PROFILES, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP), AND ANNUAL PROCUREMENT PLAN - COMMON SUPPLIES AND EQUIPMENT (APP-CSE) ; 12/04-05/2024 ; 16 ; STRENGTHENING PUBLIC SERVICE: AN INDUCTION PROGRAM FOR EXCELLENCE IN NON-TEACHING ROLES ; 11/14-15/2024 ; 16 ; ALA-GAD: GENDER AND DEVELOPMENT SEMINAR WORKSHOP ON CREATING SDO EMPLOYEES AS GENDER AND DEVELOPMENT ADVOCATES IN THEIR WORKPLACE ; 09/05-06/2024 ; 16 □	MORE THAN 4 HOURS	SCHOOLS DIVISION OFFICE OF MUNTINLUPA ; ADMINISTRATIVE ASSISTANT II ; 01/07/2024 - PRESENT ; IQ PACKAGING AND LOGISTICS ; QA ANALYST ; 22/11/2021 - 30/06/2024 ; KUSENARU FOODS CORP ; QA SUPERVISOR ; 16/09/2019 - 20/03/2020	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
4	AO2-B2-2026-004	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 6 MONTHS	LET	QUALIFIED
5	AO2-B2-2026-005	BACHELOR OF SECONDARY EDUCATION - MAJOR IN GENERAL SCIENCE	N/A	-	N/A	-	LET	QUALIFIED
6	AO2-B2-2026-006	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	WEBINAR ORIENTATION ON THE 2025 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA); 08/06-07/2025; 10; STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) ORIENTATION; 03/19/2026; 3; STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) ORIENTATION; 01/23/2026; 3; 2025 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS); 01/30/2026; 8; FINANCIAL EDUCATION OVERVIEW; 03/25/2026; 3; CAPACITY BUILDING OF TEACHER-LIBRARIANS AND IN-CHARGE OF LIBRARIES; 02/15-16/2024; 16	MORE THAN 4 HOURS	DEPARTMENT OF EDUCATION-RIZAL; ADMINISTRATIVE OFFICER II; 07/07/2026-PRESENT; DEPARTMENT OF EDUCATION-RIZAL; ADMINISTRATIVE ASSISTANT II; 09/23/2021-07/06/2021; RCDC PROPERTY MANAGEMENT; ADMINISTRATIVE ASSISTANT; 02/11/2021-08/28/2021; THE HOUSE PRINTERS CORPORATION; 01/11/2018-01/31/2020; OUR LADY OF FATIMA UNIVERSITY; SECRETARY; 01/25/2017-07/19/2017; DRAGONHART CONSTRUCTION; ADMINISTRATIVE ASSISTANT; 06/082016-11/11/2016; PRINCE PLAZA 2; ADMINISTRATIVE ASSISTANT; 01/19/2016-05/30/2016; ST PAUL PASIG; IMC STAFF; 04/28/2014-10/24/2014; SPRING OF THE SPIRIT EXCELLENT GRACE ACADEME; ADMINISTRATIVE ASSISTANT; 05/14/2013-03/31/2014; BATANGAS STATE UNIVERSITY-NASUGBU; LIBRARY AID; 09/01/2025-10/31/2005; FIRST MACRO BANK; ADMINISTRATIVE ASSISATNT; 01/21/2002-08/31/2004; CONGLOMERATE LAND-SEA RESOURCES; BILLING CLERK; 08/01/2000-01/31/2001	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
7	AO2-B2-2026-007	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	ONLINE TRAINING ON INTRODUCTION TO BOOKKEEPING; 07/24/2026; 8; ONLINE TRAINING ON ADMINISTRATIVE OFFICER; 07/02-13/2026; 80; ONLINE TRAINING ON ENGLISH AS A SECOND LANGUAGE INSTRUCTOR; 05/30/2026-06/26/2020; 40; ONLINE TRAINING ON BASIC OCCUPATIONAL SAFETY AND HEALTH WITH 2 HRS TRAINING OF TRAINER FOR SAFETY OFFICER (BOSH SO1); 09/10/2022;10	MORE THAN 4 HOURS	ACCENTURE INC.; SOFTWARE ENGINEERING ASSOCIATE; 08/29/2023-12/01/2023; PREMIUMBIKES CORPORATION, BRANCH STORE MANAGER; 03/12/2020-10/25/2022; PUREGOLD PRICECLUB INC.; RECEIVING AND WAREHOUSE SUPERVISOR; 08/13/2019-01/12/2020; ROYCE MOTORCYCLE TRADE CORPORATION; CASHIER; 04/01/2005-04/30/2016; ROYCE APPLIANCE SALES CORPORATION; SALES SUPERVISOR; 10/01/2001-06/15/2003; QUANTUM FOODS INC.; MIS HELPDESK ASSISTANT; 09/29/2000-03/23/2001	MORE THAN 6 MONTHS	CAREER SERVICE PROFESSIONAL	QUALIFIED
*****NOTHING FOLLOWS*****								

Prepared and certified correct by:



ANGELA M. FRANCISCO

Administrative Officer IV (HRMO II)

Date:

September 09, 2026