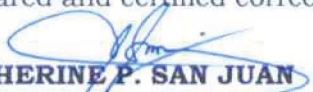


**INITIAL EVALUATION RESULT (IER)**

Position: **LEGAL ASSISTANT I**  
 Salary Grade and Monthly Salary: **SG 10- Php 26, 917.00**  
 Qualification Standards:  
 Education: BS Legal Management, AB Paralegal Studies Law, Political Science or other allied courses  
 Training: None Required  
 Experience: None Required  
 Eligibility: Career Service (Professional) Second Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/Months		
1	LA1-2026-002	AB Political Science & Bachelor of Laws	Capacity Building on the Basic Productivity Tools using Microsoft 365 among Non-Teaching Personnel/ Professional (NTP)	8 HRS	ADMINISTRATIVE ASSISTANT III	1 YR & 11 MOS.	CSC SUBPROF	DISQUALIFIED
2	LA1-2026-003	BSED & JURIS DOCTOR SECOND YEAR FIRST SEMESTER	PC Operations & Troubleshooting, Word Processing, Spreadsheet, Presentation, Internet, Email & Graphic using Adobe Photoshop	80 HRS	SCHOOL REGISTRAR	5 YRS & 4 MOS.	RA 1080	DISQUALIFIED

Prepared and certified correct by:


  
**CATHERINE P. SAN JUAN**  
 Administrative Officer IV (HRMO II)  
 Date: 02/11/2026

## INITIAL EVALUATION RESULT (IER)

Position: **LEGAL ASSISTANT I**  
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 Eligibility: Career Service (Professional) Second Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years/ Months		
1	LA1-2026-001	AB_POLITICAL SCIENCE	Administrative Assistant Training	80 HRS	SECRETARY	6 YRS	RA 1080 (TEACHER)	QUALIFIED

Prepared and certified correct by:

  
**CATHERINE P. SAN JUAN**  
 Administrative Officer IV (HRMO II)  
 Date: 02/11/2026