



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

---

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

To : **Engr. JOSE C. MARIÑAS III**

From : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *JAL*

Subject : **CONDUCT OF INTERVIEW OF APPLICANTS FOR THE  
POSITIONS REGISTRAR I, ADMINISTRATIVE ASSISTANT III, AND  
ADMINISTRATIVE ASSISTANT II**

Date : November 12, 2021

---

1. The Division Human Resource Merit Promotion and Selection Board shall conduct an online interview of applicants for the ranking of the positions of Registrar I, Administrative Assistant III, and Administrative Assistant II on **December 6 -7, 2021** at the Division Conference Room.
2. In line with this, you are directed to be the Board's technical support in the conduct of such. You are expected to perform your duties and responsibilities with utmost sincerity and dedication.
3. Expenses relative to the conduct of the said activity are chargeable against Division MOOE, subject to the usual auditing rules and regulations.
4. For information, guidance, and strict compliance.