



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

---

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**  
MLA-2021-OSDS- 161

To : **Dr. FILOMENA C. TANGGAAN**  
**Dr. ESTHER L. CAGAS**  
**Miss ANGELI FAITH V. PASCUAL**  
**Miss LADY MAY P. KARAAN**

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

Subject : **EVALUATION & VALIDATION OF DOCUMENTS AND  
CONDUCT OF INTERVIEW OF APPLICANTS FOR THE POSITIONS  
OF MASTER TEACHER I, TEACHER III, REGISTRAR I,  
ADMINISTRATIVE ASSISTANT III, AND ADMINISTRATIVE  
ASSISTANT II**

Date : November 12, 2021

- 
1. Designated as the Division Human Resource Merit Promotion and Selection Board Secretariat, you are hereby directed to facilitate the preliminaries and assist the Board in the evaluation and validation of pertinent papers of the applicants for the ranking of the positions of Elementary Master Teacher I, Elementary Teacher III, Registrar I, Administrative Assistant III, and Administrative Assistant II on **November 25-26 & 29, 2021**, and to conduct an interview on **December 6 -7, 2021** at the Office of the Assistant Schools Division Superintendent and Division Conference Room, respectively.
  2. 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.

JIAL/CPC/ASDS/CPC/afvp



---

Address: Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph