



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** *JIL*  
Schools Division Superintendent

Subject : **CONDUCT OF INTERVIEW OF APPLICANTS FOR THE  
POSITIONS GUIDANCE COUNSELOR II, ADMINISTRATIVE  
ASSISTANT II, ADMINISTRATIVE ASSISTANT I, AND  
ADMINISTRATIVE AIDE VI**

Date : January 3, 2022

---

1. The Division Human Resource Merit Promotion and Selection Board shall conduct an online interview of applicants for the ranking of the positions of Guidance Counselor II, Administrative Assistant II, Administrative Assistant I, and Administrative Aide VI on **January 19 – 20, 2022** 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.

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