



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-2022-OSDS- 002

To : **Dr. CASIANA P. CABERTE CESE**
Dr. JOHN ARIEL A. LAGURA
Dr. AQUILINO T. MILAR, JR.
(Mrs.) JOCELYN P. CUTIN
Dr. BEATRIZ C. LUGA
(Mrs.) MICHELLE T. SAGARAL CPA, MM

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, GUIDANCE COUNSELOR II,
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT
I, AND ADMINISTRATIVE AIDE VI**

Date : January 3, 2022

1. Designated as the Division Human Resource Merit Promotion and Selection Board in pursuance to DepEd Order No. 29, s. 2002, you are hereby directed to evaluate and validate the pertinent papers of the applicants for the ranking of the positions of Secondary Master Teacher I, Administrative Assistant II, Administrative Assistant I, and Administrative Aide VI on **January 12 & 14, 2022**, and to conduct an interview on **January 19 - 20, 2022** 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.





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Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
MLA-2022-OSDS- 002-1

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, GUIDANCE COUNSELOR II,
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT
I, AND ADMINISTRATIVE AIDE VI**

Date : January 3, 2022

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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 Secondary Master Teacher I, Administrative Assistant II, Administrative Assistant I, and Administrative Aide VI on **January 12 & 14, 2022**, and to conduct an interview on **January 19 – 20, 2022** 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



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