



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- 114

To : **Dr. CASIANA P. CABERTE CESE**
Dr. JOHN ARIEL A. LAGURA
ATTY. KATRINA B. ORA JD
(Mrs.) JOCELYN P. CUTIN
Dr. BEATRIZ C. LUGA
(Mrs.) MICHELLE T. SAGARAL CPA, MM

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

Subject : **EVALUATION AND VALIDATION OF DOCUMENTS AND
CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS TO THE
POSITIONS OF EDUCATION PROGRAM SUPERVISOR AND
ADMINISTRATIVE OFFICER IV**

Date : June 17, 2022

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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 to the positions of Education Program Supervisor and Administrative Officer IV on **June 29, 2022** at the Office of the Assistant Schools Division Superintendent, and to conduct an online interview on **July 4 - 5, 2022** at the Conference Room.
 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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DIVISION MEMORANDUM

MLA-2022-OSDS- 114

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

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

Subject : **EVALUATION AND VALIDATION OF DOCUMENTS AND
CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS TO THE
POSITIONS OF EDUCATION PROGRAM SUPERVISOR AND
ADMINISTRATIVE OFFICER IV**

Date : June 17, 2022

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 the pertinent papers of the applicants for the ranking to the positions of Education Program Supervisor and Administrative Officer IV on **June 29, 2022** at the Office of the Assistant Schools Division Superintendent, as well as during the conduct of online interview on **July 4 - 5, 2022** at the Conference Room.
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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MEMORANDUM

MLA-2022-OSDS- 114

To : **Engr. JOSE C. MARINAS III**

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

Subject : **CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS
TO THE POSITIONS OF EDUCATION PROGRAM
SUPERVISOR AND ADMINISTRATIVE OFFICER IV**

Date : June 17, 2022

1. The Division Human Resource Merit Promotion and Selection Board shall conduct an online interview of applicants for the ranking to the positions of Education Program Supervisor and Administrative Officer IV on **July 4 - 5, 2022** at the 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.

