



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- 133

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

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

Subject : **EVALUATION AND VALIDATION OF PERTINENT PAPERS
OF APPLICANTS FOR THE POSITION OF
ADMINISTRATIVE ASSISTANT III**

Date : July 8, 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 to the position of Administrative Assistant III on **July 15, 2022** at the Office of the Assistant Schools Division Superintendent.
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



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**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2022-OSDS-_____

To : **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 *file*

Subject : **EVALUATION AND VALIDATION OF PERTINENT PAPERS**
OF APPLICANTS FOR THE POSITION OF
ADMINISTRATIVE ASSISTANT III

Date : July 8, 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 the pertinent papers of the applicants for the ranking to the position of Administrative Assistant III on **July 15, 2022** at the Office of the Assistant Schools Division Superintendent.
 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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