



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- 145

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 *JAL*

Subject : **CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS TO  
THE POSITION OF ADMINISTRATIVE ASSISTANT III**

Date : July 25, 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 conduct of online interview of the applicants for the ranking to the position of Administrative Assistant III on **August 2, 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.



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

---

Office of the Schools Division  
Superintendent

**MEMORANDUM**

MLA-2022-OSDS- 145

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

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

Subject : **CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS  
TO THE POSITION OF ADMINISTRATIVE ASSISTANT III**

Date : July 25, 2022

---

1. The Division Human Resource Merit Promotion and Selection Board shall conduct an online interview of applicants for the ranking to the position of Administrative Assistant III on **August 2, 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.