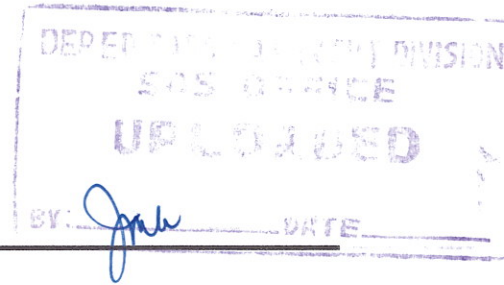




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
MLA-2022-OSDS- 219

To : **Dr. CASIANA P. CABERTE CESE**
Dr. JOHN ARIEL A. LAGURA
Dr. AQUILINO T. MILAR JR.
(Mrs.) BRENDA LOU D. ARANCANA MPA, REA, JD
(Mrs.) MICHELLE T. SAGARAL CPA, MM
Dr. FILOMENA C. TANGGAAN

From : *JIA* **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent
o/c 12/9/22

Subject : **EVALUATION AND VALIDATION OF DOCUMENTS AND CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS TO THE POSITIONS OF ADMINISTRATIVE ASSISTANT III**

Date : November 28, 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 **December 9, 2022** and to conduct an online interview on **December 16, 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.





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- 219

To : **Dr. ESTHER L. CAGAS**
Miss ANGELI FAITH V. PASCUAL
Miss LADY MAY P. KARAAN
(Mrs.) DARYL JOY P. CORNELL

From : *John Aril A. Lagura*
JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent *or c 12/9/22*

Subject : **EVALUATION AND VALIDATION OF DOCUMENTS AND CONDUCT OF ONLINE INTERVIEW FOR APPLICANTS TO THE POSITIONS OF ADMINISTRATIVE ASSISTANT III**

Date : November 28, 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 position of Administrative Assistant III on **December 9, 2022** and during the conduct of online interview on **December 16, 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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REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

MLA-2022-OSDS- 219

To : **Engr. JOSE C. MARIÑAS III**

From : *JIA* *JO* *12/9/22* **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent

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

Date : November 28, 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 **December 16, 2022** at the Office of the Assistant Schools Division Superintendent.
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.

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