



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-2023-OSDS- 070

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

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

Subject : **CONDUCT OF INTERVIEW FOR APPLICANTS IN THE
RANKING OF SECONDARY HEAD TEACHER III, GUIDANCE
COUNSELOR II, ADMINISTRATIVE ASSISTANT II, AND
ADMINISTRATIVE AIDE VI POSITIONS**

Date : February 6, 2023

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 conduct a face-to-face interview of the applicants for the ranking of Secondary Head Teacher III, Guidance Counselor II, Administrative Assistant II, and Administrative Aide VI positions on **February 20 - 21, 2023** 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/Impk



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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DIVISION MEMORANDUM
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To : **Dr. ESTHER L. CAGAS**
Dr. ROSENE D. OLAIVAR
Atty. KATRINA B. ORA
Miss LADY MAY P. KARAAN
Miss JOANALLI R. OPERIANO

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

Subject : **CONDUCT OF INTERVIEW FOR APPLICANTS IN THE
RANKING OF SECONDARY HEAD TEACHER III, GUIDANCE
COUNSELOR II, ADMINISTRATIVE ASSISTANT II, AND
ADMINISTRATIVE AIDE VI POSITIONS**

Date : February 6, 2023

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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 conduct of face-to-face interview of the applicants for the ranking of Secondary Head Teacher III, Guidance Counselor II, Administrative Assistant II, and Administrative Aide VI positions on **February 20 - 21, 2023** 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.
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