



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- 081 A**

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

From : **WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

Subject : **CONDUCT OF INTERVIEW FOR APPLICANTS FOR THE  
POSITIONS OF ADMINISTRATIVE AIDE III AND  
ADMINISTRATIVE ASSISTANT I**

Date : May 12, 2023

1. Designated as the Division Human Resource Merit Promotion and Selection Board in pursuance to DepEd Order No. 19, s. 2022, you are hereby directed to conduct an interview of the applicants for the ranking to the positions of Administrative Aide III and Administrative Assistant I on **May 29, 2023** at the Division 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.



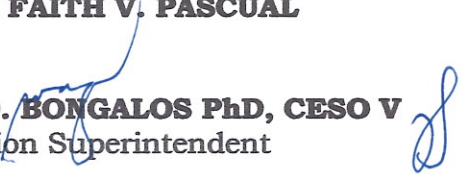


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DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
**MLA-2023-OSDS- 096**

To : **Dr. ESTHER L. CAGAS**  
**Dr. ROSENE D. OLAIVAR**  
**Miss LADY MAY P. KARAAN**  
**Miss ANGELI FAITH V. PASCUAL**

From : **WILFREDA D. BONGALOS PhD, CESO V**   
Schools Division Superintendent

Subject : **CONDUCT OF INTERVIEW FOR APPLICANTS FOR THE  
POSITIONS OF ADMINISTRATIVE AIDE III AND  
ADMINISTRATIVE ASSISTANT I**

Date : May 12, 2023

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 interview of the applicants for the ranking to the positions of Administrative Aide III and Administrative Assistant I on **May 29, 2023** at the Division 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.

WDB/ JAAL/ASDS /JAAL/afvp



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