



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

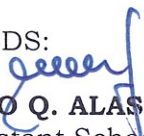
**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2023- 196

TO : **MR. ERNESTO Q. ALAS-AS JR. CESE**, OIC-ASDS/HRMPSB Chair
DR. JOHN ARIEL A. LAGURA, CID Chief/ HRMPSB Vice Chair
DR. AQUILINO T. MILAR JR. ADOF V/HRMPSB Member
MRS. BRENDA LOU D. ARANCANA JD, HRMO/HRMPSB Member
MRS. MICHELLE T. SAGARAL CPA, Accountant III/HRMPSB Member
DR. JANET T. BUTALID, EPSVR-EsP/Sub-Committee Member
MR. JOSEPH C. BARRETE/EPSVR-TLE/TVL/ Sub-Committee Member
DR. BEATRIZ E. INCOG/EPSVR-Filipino/ Sub-Committee Member
DR. ELISA B. GEAGONIA/EPSVR-Mathematics/ Sub-Committee Member
DR. NEOLITA S. SARABIA/ EPSVR-LR/ Sub-Committee Member
MR. ALBERTO A. LACANG/ EPSVR-MAPEH/ Sub-Committee Member
MRS. CONCEPCION A. TUBAL/EPSVR-Kinder/SpEd/Sub-Committee
DR. AIMEE T. AMISTOSO, EPSVR English/ Sub-Committee Member
DR. NENITA J. INCOG, EPSVR-AP/ Sub-Committee Member
DR. CHERRY MICHELLE F. COLLYER, EPSVR- Science/ Sub-Committee Member
MRS. ELAINIE C. CENTINO/ADA VI/HRMPSB Secretariat
MR. RUBEN C. LOREJO/AO II/ HRMPSB Secretariat

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

For the SDS:

ERNESTO Q. ALAS-AS JR. CESE
OIC-Assistant Schools Division Superintendent
Office of the Assistant Schools Division Superintendent

SUBJECT : **APPRECIATION OF DOCUMENTS FOR SECONDARY SCHOOL
PRINCIPAL III (SSP III) , ADMINISTRATIVE OFFICER II (AO
II) , PROJECT DEVELOPMENT OFFICER I (PDO I)**

DATE : November 29, 2023

1. Relative to DM No. 467, s. 2023 titled **Acceptance of Application for Secondary School Principal III (SSP III) , Administrative Officer II (AO II) and Project Development Officer I (PDO I)** dated **October 12, 2023**, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), shall



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commence the **Appreciation of Documents for Secondary School Principal III (SSP III)**, **Administrative Officer II (AO II)** and **Project Development Officer I (PDO I)** on **December 4-6, 2023** at **SDO-Tagbilaran Conference Room**.

2. To assist the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of documents, the following sub-committees are hereby organized:

| | | | |
|---------------|---|--|--|
| Team A | AO II Applicants 1-17 | <i>Team Lead:</i> Dr. Aquilino T. Milar Jr. <i>Members:</i> Dr. Beatriz E. Incog Dr. Elisa B. Geagonia <i>Secretariat:</i> Mr. Ruben C. Lorejo | ADOF V/HRMPSB Member EPSVR-Filipino/Member EPSVR -Mathematics/ Member AO II |
| Team B | AO II Applicants 18-34 | <i>Team Lead:</i> Mrs. Brendalou D. Arancana, JD <i>Members:</i> Dr. Neolita S. Sarabia Mr. Alberto A. Lacang <i>Secretariat:</i> Mr. Ruben C. Lorejo | HRMO/HRMPSB Member EPSVR-LR/Member EPSVR-MAPEH/Member AO II |
| Team C | AO II Applicants 35-52 | <i>Team Lead:</i> Mrs. Michelle T. Sagaral CPA <i>Members:</i> Mrs. Concepcion A. Tubal Dr. Aimee T. Amistoso <i>Secretariat:</i> Mr. Ruben C. Lorejo | Accountant III/ HRMPSB Member EPSVR-Kinder/SpEd/Member EPSVR/English/Member AO II |
| Team D | PDO I Applicants 1-17 | <i>Team Lead:</i> Dr. John Ariel A. Lagura <i>Members:</i> Dr. Janet T. Butalid Mr. Joseph C. Barrete <i>Secretariat:</i> Mrs. Elainie C. Centino | CID Chief/HRMPSB Vice-Chair EPSVR-EsP/Member EPSVR-EPP/TLE/TVL/Member ADA VI |
| Team E | PDO Applicants 18-28 & SSP III Applicant | <i>Team Lead:</i> Mr. Ernesto Q. Alas-as Jr. CESE <i>Members:</i> Dr. Nenita J. Incog Dr. Cherry Michelle F. Collyer <i>Secretariat:</i> Mrs. Elainie C. Centino | OIC ASDS/ HRMPSB Chair EPSVR-AP/Member EPSR-Science/Member ADA VI |

3. Designated Team Leads shall serve as the HRMPSB Focal Person in each of the sub-committees. They shall ensure smooth and harmonious administration of the Evaluative Assessments of the said vacant positions. Groupings of the Applicants shall be provided to each of the designated team leaders for reference.

4. For questions and clarifications please contact Mr. Ernesto Q. Alas-as Jr. CESE, Officer In-Charge, Office of the Assistant Schools Division Superintendent, HRMPSB Chairperson at 09667649831 or email at ernesto.alasas@deped.gov.ph.

5. Immediate and wide dissemination of this Memorandum is directed.