



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

Office of the Schools Division
Superintendent

April 25, 2024

DIVISION MEMORANDUM
No. 317, s. 2024

**SCHEDULE OF WRITTEN TEST AND BEHAVIORAL EVENTS INTERVIEW (BEI)
FOR THE POSITIONS OF ADMINISTRATIVE ASSISTANT III AND
ADMINISTRATIVE ASSISTANT II**

To: OIC Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Section and Unit Heads
All Others Concerned

1. In connection with Division Memorandum (DM) No. 262, s. 2024 **Acceptance of Application for the Positions of Administrative Assistant III and Administrative Assistant II** dated **April 8, 2024**, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) hereby announces the schedule of **Written Examination** and **Behavioral Events Interview (BEI)** of applicants for the position of Administrative Assistant III and Administrative Assistant II on **April 29-30, 2024**.

2. The details of the **Behavioral Events Interview Schedule** are as follows:

Venue	Date	Time	Name of Applicant	Position Applied
Division Conference Room	April 29, 2024	8:31-8:45	BABAISON, Fairy Ann C.	ADAS III
		8:46-9:00	BARAJAN, Janicel B.	ADAS III & ADAS II
		9:01-9:15	BARBANTE, Ivy Joy R.	ADAS III & ADAS II
		9:16-9:30	CALIPAYAN, Pris Jane R.	ADAS III & ADAS II
		9:31-9:45	CANDA, Alwen T.	ADAS III & ADAS II
		9:46-10:00	CORNEL, Nonette L.	ADAS III & ADAS II
		10:01-10:15	ESTACA, May Jean D.	ADAS III & ADAS II



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April 30, 2024	10:16-10:30	EVASCO, Kent Chadric H.	ADAS III & ADAS II
	10:31-10:45	FELISILDA, Mary Grace C.	ADAS III & ADAS II
	8:31-8:45	JUMAWID, Josie Q.	ADAS III & ADAS II
	8:46-9:00	JUMAWID, Ronnel Anthony B.	ADAS III
	9:01-9:15	MANGANDAKE, Maria Lourdes L.	ADAS III & ADAS II
	9:16-9:30	PAJO, Aldrin M.	ADAS III
	9:31-9:45	SALISE, Jose Andrew U.	ADAS III
	9:46-10:00	TAGHAP, April R.	ADAS III
	10:01-10:15	ROMAN, John Al C.	ADAS II
	10:16-10:30	TEREC, Manilyn D.	ADAS II

3. The details of the **Written Examination** Schedule are as follows:

Venue	Date	Time	Name of Applicant
DR. CECILIO PUTONG NATIONAL HIGH SCHOOL - JUNIOR HIGH SCHOOL (E-LIBRARY)	April 29, 2024	1:30-4:30 P.M.	BABAISON, Fairy Ann C.
			BARAJAN, Janicel B.
			BARBANTE, Ivy Joy R.
			CALIPAYAN, Pris Jane R.
			CANDA, Alwen T.
			CORNEL, Nonette L.
			ESTACA, May Jean D.
			EVASCO, Kent Chadric H.
			FELISILDA, Mary Grace C.
	April 30, 2024	1:30-4:30 P.M.	JUMAWID, Josie Q.
JUMAWID, Ronnel Anthony B.			

			MANGANDAKE, Maria Lourdes L.
			PAJO, Aldrin M.
			SALISE, Jose Andrew U.
			TAGHAP, April R.
			ROMAN, John Al C.
			TEREC, Manilyn D.

4. Applicants are directed to come 30 minutes ahead of time and bring pen on the said activity.
5. For information and guidance.


WILFREDA D. BONGALOS PhD, CESO V
 Schools Division Superintendent

WDB/HRMPSB/JAL/jro



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