

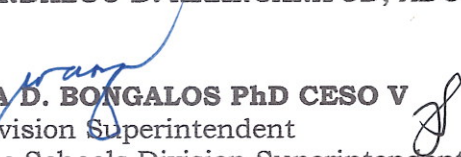


Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
OSDS-2024- 052

TO : **MS. MAURINE C. CASTAÑO**, SGOD Chief/ HRMPSB Member  
**MRS. MICHELLE T. SAGARAL CPA**, Accountant III/ HRMPSB Member  
**DR. AQUILINO T. MILAR JR.**, ADOF V/ HRMPSB Member  
**MRS. BRENDA LOU D. ARANCANA JD**, ADOF IV/HRMPSB Member

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

SUBJECT : **APPRECIATION OF DOCUMENTS AND BEHAVIORAL EVENTS  
INTERVIEW (BEI) OF APPLICANTS FOR THE POSITIONS OF  
ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE  
ASSISTANT II**

DATE : April 8, 2024

1. Designated as the Division Human Resource Merit Promotion and Selection Board in pursuance to DepEd Order No. 7, s. 2023, you are hereby directed to conduct appreciation of documents of the applicants for the ranking to the positions of Administrative Assistant III and Administrative Assistant II on **April 23-24, 2024** and conduct an interview of the said applicants on **April 29-30, 2024** 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/HRMPSB/JAAL/jro



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