



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- 053

TO : **MR. RUBEN C. LOREJO**, ADOF II/ HRMPSB Secretariat
MRS. MARICEL A. GALAN, ADAS III/ HRMPSB Secretariat
MS. JOANALLI R. OPERIANO, ADAS III/ HRMPSB Secretariat
MRS. ELAINIE C. CENTINO, ADA VI/ HRMPSB Secretariat

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

SUBJECT : **APPRECIATION OF DOCUMENTS, BEHAVIORAL EVENTS
INTERVIEW (BEI) AND WRITTEN EXAMINATION 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 Secretariat, you are hereby directed to facilitate the preliminaries and assist the Board in the conduct of 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 in the conduct of interview and written examination 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



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@depd.gov.ph