



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

Office of the Schools Division
Superintendent

March 6, 2026

DIVISION MEMORANDUM
No. 201, s. 2026

**SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW (BEI) FOR THE POSITION
OF ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Elementary and Secondary School Heads
Applicants
All Other Concerned

1. Relative to the **Division Memorandum (DM) No. 070 s. 2026** titled “**Acceptance of Application for the Position of Administrative Assistant III (Senior Bookkeeper)**”, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) hereby announces the schedule of Behavioral Events Interview for Administrative Assistant III. The activity is set on **March 9, 2026**, at the **Division of City Schools-Tagbilaran City**.
2. Applicants are directed to come thirty (30) minutes before their scheduled time. The details of the Behavioral Events Interview are as follows:

JASMIN B. GARLET – 1:30 p.m.-1:45 p.m.
GERMAINE Y. ROA – 1:45 p.m.-2:00 p.m.
3. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to the usual auditing rules and regulations.
4. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent *g. B.*

WDB/JAAL/HRMPSB/JAAL/amco



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