



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

5 February 2021

DIVISION MEMORANDUM

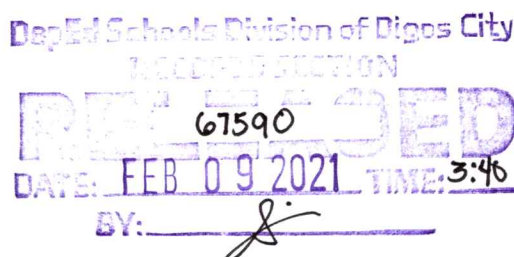
No. 75, s. 2021

**INTERVIEW OF THE QUALIFIED APPLICANTS FOR THE
ADMINISTRATIVE ASSISTANT III POSITION**

To: **BASILIO P. MANA-AY** – Assistant Schools Division Superintendent/Chair
SOLLIE B. OLIVER – Chief (SGOD)/Member/Alternate Chair
BEVERLY S. DAUGDAUG – Chief (CID)/Member
FRANCIS JUDE ALCOMENDRAS – Administrative Officer V/Member
MYRRAH FAYE LLANOS-BONTIA – Administrative Officer IV/Member
(Permanent Members)
ROSARIO B. DIAMANTE – Administrative Officer IV/Member (National Employees
Union Chapter President) of her Alternate who will seat during deliberation of
non-teaching personnel.)

CLAIRE MORAL – Administrative Officer II/Secretary
ALL APPLICANTS TO THE ADAS III POSITION

1. Pursuant to Department of Education Order No. 66, s. 2007 issued on 17 September 2007 entitled: “*Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions*” and the submission of documents of the qualified applicant before the deadline on January 20, 2021, you are hereby directed to convene and conduct a virtual interview on 10 February 2021 at 2:00 o’clock in the afternoon. The HRMPSB secretariat shall be responsible in sending the link to the applicants before the interview proper.
2. It is enjoined that the Summary of Assessment of the said deliberation shall be submitted to the Schools Division Superintendent within reasonable time possible.
3. Applicants are hereby directed to signify their participation before the said date and time for acknowledgement. Failure to join the virtual interview be construed as waiver and the applicant shall be declared disqualified for failure to attend screening process.
4. For immediate dissemination and strict compliance.



CRISTY C. EPE
Schools Division Superintendent

