



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

DIVISION MEMORANDUM

OSDS-2024-085

To: Human Resource Merit Promotion and Selection Board
Division Health and Nutrition Personnel
All Concerned Applicants

Subject: **SCHEDULE OF WRITTEN EXAMINATION, OPEN ASSESSMENT AND INTERVIEW OF APPLICANTS FOR THE VACANT POSITION OF ADMINISTRATIVE ASSISTANT-III (ADAS-III)**

Date: February 12, 2024

1. The schedule of written examination, open assessment, and interview of applicants for vacant positions of Administrative Assistant-III will be on February 13, 2024, 10:00 am to 5:00 pm at Don Mariano Marcos Elementary School-Feeding Room.
2. Schedule of the Written Examination, Open Assessment and Interview are as follows:

Activity	Time	Batch	Venue
Written Examination	10:00am-12:00nn	Batch 1 and Batch 2	Don Mariano Marcos Elementary School-Feeding Room
Open Assessment and Interview	1:00pm-3:00pm	Batch 1	
	3:00pm-5:00pm	Batch 2	

3. Bring the original copy of the documents you submitted. Only those with original copy of documents will be given points.
4. Applicants are hereby required to bring their own laptop with internet connection/mobile data, extension wire, flash drive and other essentials for the accomplishment of online exercises.
5. Minimum Health protocols shall be observed during the conduct of this activity.
6. Herewith is the list of applicants and batch details.
7. For information, guidance, and compliance.

Schools Division Office of Digos City
RECORDS SECTION

24-116911
RELEASED
DATE: FEB 13 2024 TIME: 9:31 am
BY: _____

Melanie V. Estacio
MELANIE V. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent



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

Office of the Schools Division Superintendent

Administrative Assistant-III

OSEC-DECSB-ADAS3-750004-2014 (vice BARITUA, JANICE C.) KAPATAGAN NATIONAL HIGH SCHOOL

OSEC-DECSB-ADAS3-750088-2017 (vice EBOL, DANILO JR. M.) ELEMENTARY EDUCATION

OSEC-DECSB-ADAS3-750330-2018 (vice IYOG, SHARON ANN S.) OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

1:00PM-3:00PM (Batch 1)	Enanoria, May Abeguil L.
	Mabini, Mark Jayson C.
	Camingawan, John Paul R.
	Clemente, Regie V.
	Arevalo, De Jean G.
	Madelo, Jia Rose R.
	Dugasan, Geralyn L.
3:00PM-5:00PM (Batch 2)	Ortiz, Glojean L.
	Labajo, Cyrell N.
	Loyola, Indira M.
	Telmoro, Mishel M.
	Masculino, Ronabel S.
	Quizo, Ritchell A.
	Cagang, Rosalyn B. Rebusto, Derick M.