



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**OSDS-2024- 707**

**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 FOR THE VACANT POSITIONS OF ACCOUNTANT-I AND ADMINISTRATIVE ASSISTANT-II.**

**Date:** September 25, 2024

1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Accountant-I and Administrative Assistant-II will be on September 27, 2024, 10:00 am to 12:00 noon at the Digos City National High School-Reading Center.
2. Bring the original copy of the documents you submitted. Only those with original copy of documents will be given points.
3. Herewith is the list of qualified applicants and time details.
4. Minimum Health protocols shall be observed during the conduct of this activity.
5. Failure to attend the scheduled open assessment, written examination and interview will invalidate your application.
6. For information, guidance, and compliance.

For and in the absence of the  
Schools Division Superintendent

**NORELIZA A. MISAL, CPA**  
Accountant-III  
Officer-In-Charge

Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
74-70849  
DATE: SEP 25 2024 TIME: 2:15pm  
BY: [Signature]

Time	Vacant Position	Item Code & Station	Name of Qualified Applicants
10:00 am -12:00 noon	Accountant-I (vice DEGUILMO, JOEL M.)	OSEC-DECSB-A1-750009-2005 (DIGOS CITY NATIONAL HIGH SCHOOL)	Labanon, Axl Denise C. Navarez, Ronel A. Pacalina, Anifah B. Salomon, Christine Joy A.
1:00 pm – 2:30 pm	Administrative Assistant-II (vice CAMINGAWAN, JOHN PAUL R.)	OSEC-DECSB-ADAS2-750284-2016 (KAPATAGAN NATIONAL HIGH SCHOOL – SENIOR HIGH SCHOOL)	Tumulac, Jesa E. Depalubos, Ireen N.