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

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**OSDS-2024- 320**

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 ADMINISTRATIVE ASSISTANT-II AND ADMINISTRATIVE ASSISTANT-III**

Date: October 9, 2024

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1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Administrative Assistant-II and Administrative Assistant-III will be on October 10, 2024, 8:00 am to 5:00 pm at the Don Mariano Marcos Elementary School-Principal's Office.

2. Herewith is the interview schedule:

Time	Activity	Vacant Item	Batch
8:00 am – 9:00 am	Written Examination and Sample Test	Administrative Assistant-II and Administrative Assistant-III	All batches
9:00 am – 10:30 am	Open Assessment and Interview	Administrative Assistant-III	Batch 1
10:30 am – 12:00 noon			Batch 2
1:00 pm – 2:30 pm		Administrative Assistant-II	Batch 1
2:30 pm – 4:00 pm			Batch 2

3. Bring the original copy of the documents you submitted. Only those with original copy of documents will be given points.
4. Herewith is the list of qualified applicants and time details.
5. Minimum Health protocols shall be observed during the conduct of this activity.
6. Failure to attend the scheduled open assessment, written examination and interview will invalidate your application.




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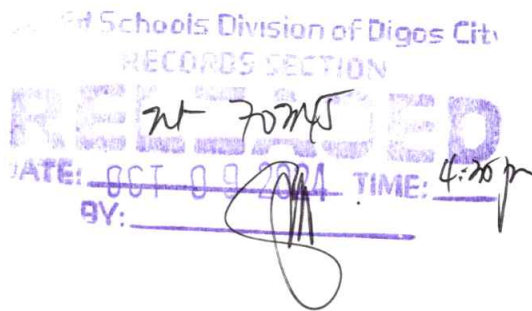
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**Office of the Schools Division Superintendent**

7. For information, guidance, and compliance.

For and in the absence of the  
Schools Division Superintendent

  
**BEVERLY S. DAUGDAUG, Ed.D.**  
Chief ES-CID  
Officer-In-charge



**Administrative Assistant-III**

(vice GONZALES, GISELLE D. &amp; EVARRETTA, KARYL A.)

<b>Item Code &amp; Station</b>	<b>Time</b>	<b>Activity</b>	<b>Batch</b>	<b>Name of Qualified Applicants</b>
OSEC-DECSB-ADAS3-750086-2017 & OSEC-DECSB-ADAS3-750087-2017 (Elementary Education)	9:00 am – 10:30 am	Open assessment and Interview	1	Cariquitan, Precious D.
				Algonos, Eula Marres R.
				Sumabat, Jodiewenlyn C.
				Lanticse, Elsie B.
				Cameros, Kim Leony G.
				Pinote, Glorie Fe A.
				Bagando, Chindy E.
				Pelletero, Bea P.
				Lico, Mark Jayson A.
				Arevalo, Reeden T.
	10:30 am – 12:00 noon	Open assessment and Interview	2	



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**Administrative Assistant-II**

(Vice BAROTOC, NARELHIND B. & DURAN, INA ABIGAIL A.)

Item Code & Station	Time	Activity	Batch	Name of Qualified Applicants
OSEC-DECSEB-ADAS2-750103-2017 & OSEC-DECSEB-ADAS2-750101-2017 (ELEMENTARY EDUCATION)	1:00 pm – 2:30 pm	Open assessment and Interview	1	Leonor, Clydon D. Fabroa, Franz Vincent L. Depalubos, Ireen N. Franconas, Venus S. Bonita, Jorevel A. Telmoro, Mishel M.
	2:30 pm – 4:00 pm	Open assessment and Interview	2	Isla, Daisy Jane H. de Guia, Michelle D. Martinez, Fel Jane A.