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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- MM

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 POSITION OF ADMINISTRATIVE OFFICER IV**

Date: October 18, 2024

1. The schedule of written examination, open assessment and interview of applicants for the vacant position of Administrative Officer IV will be on October 21, 2024, 8:30 am to 12:00 noon at Digos City National High School-Reading Center.

2. Herewith is the interview schedule:

Time	Activity	Venue
8:30 AM – 9:30 AM	Written Examination and Sample Test	Digos City National High School-Reading Center
9:30 AM – 12:00 NOON	Open Assessment and Interview	

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

For and in the absence of the
Schools Division Superintendent

PETER JASON C. SENARILLOS
Senior Education Program Specialist
Officer-In-charge

Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: OCT 18 2024 TIME: 3:27 PM
BY: [Signature]

Item Code & Station	Name of Qualified Applicants
OSEC-DECSB-ADOF4-750025-2004 (DIGOS CITY NATIONAL HIGH SCHOOL) - ADMINISTRATIVE OFFICER IV	Abarcar, Marlou M.
	Balderaz, Beverly Grace B.
	Camerros, Kim Leony G.
	del Rosario, Jessamae
	Nahine, Hadley T.
	Salanga, Joven Anthony P.
	Vencio, Jake Lloyd S.