



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-2025- 289

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

Subject: **SCHEDULE OF OPEN ASSESSMENT OF DOCUMENTS, WRITTEN EXAMINATION, SAMPLE TEST AND INTERVIEW FOR THE VACANT POSITION OF ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE OFFICER V.**

Date: September 19, 2025

1. The schedule of Open assessment, Written Examination, Work Sample Test and Interview for the vacant position of Administrative Officer IV and Administrative Officer V, will be on September 22, 2025, 8:00 AM to 12:00 NN at the Digos City National High School-Audio Visual Room.

Time	Activity	Vacant Item	Venue
8:00 AM-9:30 AM	Interview	Administrative Officer IV and Administrative Officer V	Digos City National High School-Audio Visual Room
9:30 AM-12:00 NN	Open assessment, Written Examination and Work Sample Test		

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

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: SEP 22 2025 TIME: 2:10 pm

BY: [Signature]

[Signature]

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

List of Qualified Applicants

Administrative Officer V OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADOF5-750012-2014 Vice TAMBILAWAN, NEPTUNE LABAJO	Administrative Officer IV OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADOF4-750095-2014 Vice RANOLLO JR, MARCELINO E.
Asarak, Yasir A.	Abalayan, Gay D.
Balderaz, Beverly Grace B.	Abarcar, Marlou M.
Castañares, Mark V.	Arsenal, Jean Pearl C.
Escalona, Heidi B.	Basister, Liny Joy T.
Gonzales, Giselle D.	Bretaña, Mirzi Coleen P.
Odiong, Lynneth Grace G.	Castañares, Mark V.
Petalcorin, Manuel Angelo M.	Cumaling, Rio Eden A.
Ranara, Rheenald B.	Escalona, Heidi B.
Rebusto, Derick M.	Petalcorin, Manuel Angelo M.
Vencio, Jake Lloyd S.	Rebusto, Derick M.
	Ruferos, Yvette
	Sampaga, Mary Cris F.