



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- 708

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, ADMINISTRATIVE OFFICER-II, ADMINISTRATIVE ASSISTANT I AND ADMINISTRATIVE AIDE VI.**

Date: October 17, 2025

1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Administrative Officer IV, Administrative Officer II, Administrative Assistant I and Administrative Aide VI, will be on October 21, 2025 at the Division Office – Conference Room.
2. Following, is the interview details:

Plantilla Position	Examination	Interview	Open Assessment of Documents
Administrative Officer IV	8:00-8:30	8:30-9:00	9:30-10:00
Administrative Officer II		9:00-9:30	
Administrative Assistant II	11:00-11:30	10:00-10:30	11:30-12:00
Administrative Aide VI		10:30-11:00	

3. Bring the original copy of the documents you submitted. Only those with original copy of documents will be given points.
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. Herewith is the list of qualified applicants and time details.
7. For information, guidance, and compliance.

MELANIE P. ESTACIO PhD, CESO VI
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division Office of Digos City
RECORDS SECTION

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
DATE: OCT 17 2025 TIME: 2:29 PM
BY: _____

Lists of Qualified Applicants		
Vacant Position	Item Code/Station	Name of qualified applicant
ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) NEW ITEM	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADOF4-750012-2025	Abarcar, Marlou M.
		Armodia, Renz
		Borong, Junel E.
		Bruno, Emily
		Gayud, Rotsen Ray
		Pantaliano, Kier Aleli
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I) NEW ITEM	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADOF2-750624-2025	Albite, Jaquilyn J.
		Brandares, Chrysolyte Ann M.
		Escalona, Japheth M.
		Caro, Michelle Angellic Q.
		Natinggor, Anne Jane D.
		Angcon, Georlen E.
		Responso, Liezl M.
		Serion, Alser Vonne P.
		Tanginan, Noviejell T.
		Gadia, Eunice P.
		Lausa, Dexter S.
		Rebusto, Derick M
		Guiamalodin, Norolnoha M.
		Canillas, Shena Jane B.
		Labrado, Ritchelle Jane C.
		Jaranilla, Ronald F.
		Castio, Jefrally E.
		Tapales, Joymar G.
		Samson, Gaylord
		Bretaña, Mirzi Coleen P.
		Javier, Johannah Rose D.
		Sanoy, Rolyn Rose T.

Lists of Qualified Applicants

Vacant Position	Item Code/Station	Name of qualified applicant
ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE OPERATOR II) VICE TAMBILAWAN, LEA NIÑA C.	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADAS1-750073-2014	Bangay, Adora Paula M.
		Decaparon, Ivy L.
		Espera, Irene G.
		Peniolbo, Carla Mae P.
		Rebusto, Derick M.
		Sanoy, Rolyn Rose T.
		Sumaljag, Jenny Mae D.
		Tapales, Joymar G.
ADMINISTRATIVE AIDE VI (CLERK III) VICE TAMPICO, MAUREEN	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADA6-750119-2014	Bangay, Adora Paula M.
		Cardenas, Cyril Ann D.
		Espera, Irene G.
		Franco, Rose Ann R.
		Hermosisima, Jann Niño L.
		Magdadaro, Christine Joy E.
		Navarez, Christine Marie
		Perdilan, Jimbie G.
		Pius, Carla Jane Gladys D.
		Sanoy, Rolyn Rose T.
		Sumaljag, Jenny Mae D.
		Tapales, Joymar G.
		Villarito, Jorin