



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

Office of the Schools Division Superintendent

DIVISIO MEMORANDUM

OSDS-2025- 729

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 ADMINISTRATIVE OFFICER-II, ADMINISTRATIVE ASSISTANT-III, ADMINISTRATIVE ASSISTANT-II, ADMINISTRATIVE AIDE-VI, AND ADMINISTRATIVE AIDE-IV POSITION.**

Date: October 28, 2025

1. The schedule of written examination, open assessment and interview of applicants for Administrative Officer-II, Administrative Assistant-III, Administrative Assistant-II, Administrative Aide-VI, and Administrative Aide-IV position, will be on the following dates and venues.
2. Schedule of Written Examination and Sample Test at the Don Mariano Marcos Elementary School:

Date	Time	Vacant Position	Batch	Venue
October 29, 2025	9:30am-10:30am	Administrative Officer-II	1	Room 1
			2	Room 2
		Administrative Assistant-III	1	Room 3
			2	Room 4
		Administrative Assistant-II	1	Room 5
	10:30am-11:30am	Administrative Assistant-II	2	Room 1
		Administrative Aide-VI	1	Room 2
			2	Room 3
			3	Room 4
		Administrative Aide-IV	1	Room 5

3. Schedule of Open Assessment of Documents and Interview:

Date	Time	Vacant Position	Batch	Venue
November 4, 2025	8:00am-9:30am	Administrative Officer-II	1	SDO Conference Room
	9:30am-10:00am		2	
	10:00am-10:30am	Administrative Assistant-III	1	

November 4, 2025	10:30am-11:00am	Administrative Assistant-III	2	SDO Conference Room
	11:00am-11:30am	Administrative Assistant-II	1	
	11:30am-12:00nn		2	
November 4, 2025	1:00pm-1:30pm	Administrative Aide-VI	1	SDO Conference Room
	1:30pm-2:00pm		2	
	2:00pm-2:30pm		3	
	2:30pm-3:00pm	Administrative Aide-IV	1	

- 4. Open assessment and interview. Only those with original copy of documents will be given points.
- 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.
- 7. Herewith is the list of qualified applicants arranged per batch.
- 8. For information, guidance, and compliance.

Melanie P. Estacio **OCT 28 2025**
MELANIE P. ESTACIO PhD, CESO VI
Schools Division Superintendent *for*

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: OCT 28 2025 TIME:
BY: *[Signature]*

Lists of Qualified Applicants
ADMINISTRATIVE OFFICER-II

BATCH 1		BATCH 2	
1	Abalayan, Gay D.	22	Jorolan, Shella Mae D.
2	Agdong, Grace Anne M.	23	Ladera, Richard V.
3	Albacite, Riza S.	24	Ladisa, Krisha Camelle E.
4	Albino, Tiffany T.	25	Lomoljo, Benrick Jarwin Jules B.
5	Alvarez, Kirt James E.	26	Mary Clacy F. Lumen
6	Arsenal, Jean Pearl C.	27	Melliza, Ace C.
7	Auristela, Zether D.	28	Pagas, Petal Marie D.
8	Basister, Liny Joy T.	29	Pasudag, Jalen Hore G.
9	Bohol, Jonathan Mark G.	30	Quimada, Jane Mae D.
10	Cambarijan, Judarec H.	31	Radin, Flora Mae E.
11	Capoy, Alrose	32	Rebusto, Derick M.
12	Catalan, Joey Marc Ace G.	33	Reid, Peter P.
13	De Guzman, Sheryl Luth A.	34	Relativo, Cecile D.
14	Dignadice, Kimberly D.	35	Sampaga, Eduardo, Jr. C.
15	Encog, Kenneth Jun C.	36	Tagalog, Demi Moore G.
16	Franconas, Venus S.	37	Tapales, Joymar G.
17	Gadia, Eunice P.	38	Tatad, Klirr April I R.
18	Galaraga, Tara Fonseca A.	39	Te, Reynold Ares
19	Gebana, Jayson G.	40	Villarico, Dave B.
20	Gulani, Keyse A.	41	Yap, Katrina Paula D.
21	Jaranilla, Ronald F.	42	Javier, Johannah Rose D.

Lists of Qualified Applicants
ADMINISTRATIVE AIDE-IV

1	Acao, Karl Stephen O.
2	Algonos, Eula Marres R.
3	Mel Chris F. Caballero
4	Bohol, Jonathan Mark G.
5	Espera, Irene G.
6	Gadia, Eunice P.
7	Jorolan, Shella Mae D.
8	Lustado, Gerly P.
9	Madrid, Neli Babe T.
10	Macadaya, Meshiel M.
11	Pasudag, Jalen Hore G.
12	Radin, Flora Mae E
13	Rebusto, Derick M.
14	Rondina, LG Mae H.
15	Villarito, Jorin
16	Yap, Katrina Paula D.

Lists of Qualified Applicants
ADMINISTRATIVE ASSISTANT-II

BATCH 1		BATCH 2	
1	Abdulkarim, Ameladin A.	24	Jorolan, Shella Mae D.
2	Acao, Karl Strephen O.	25	Lustado, Gerly P.
3	Almonia, Mailah D.	26	Madrid, Neli Babe T.
4	Asutilla, Jovelyn L.	27	Malinao, Ana Joy N.
5	Bañagaso, Paul M.	28	Manguiat, Nellyn Jeane R.
6	Bohol, Jonathan Mark G.	29	Pasudag, Jalen Hore G.
7	Bretaña, Mirzi Coleen P.	30	Petalcorin, Milkie P.
8	Caballero, Mel Chris	31	Rebusto, Derick M.
9	Camahalan, Irish B.	32	Tagalog, Demi Moore G.
10	Camingawan, John Kenneth R.	33	Genevieve T. Tagalog
11	Ciudad, Jessa Mae O.	34	Tapales, Joymar G.
12	Cubilla, Antoinette J.	35	Tatad, Klirr R.
13	Datulayta, Alliah Jane S.	36	Te, Reynold Ares
14	Decaparon, Ivy L.	37	Sanoy, Rolyn Rose
15	Diacosta, Arvin B.	38	Sampaga, Eduardo C. Jr.
16	Dignadice, Kimberly D.	39	Saraum, Amy Jane C.
17	Discartin, Lizlie S.	40	Suario, Lea Denise D.
18	Espera, Irene G.	41	Sumaljag, Jireh M.
19	Franconas, Venus S.	42	Surmion, Rhealyn T.
20	Gadia, Eunice P.	43	Valencia, Rhona Mae P.
21	Gallopín, Arvin C.	44	Varona, Jonavi M.
22	Hervas, Clarizza Joyce N.	45	Ventayen, Reuel Fionah M.
23	Algones, Eula Marres R.	46	Melliza, Ace C.

**Lists of Qualified Applicants
ADMINISTRATIVE AIDE-VI**

BATCH 1		BATCH 2		BATCH 3	
1	Lustado, Gerly P.	29	Elenita C. Lapiña	57	Irish B. Camahalan
2	Gundi, Cresciel M.	30	Gleece Rose C. Morato	58	Cyril M. Ababon
3	Mailah D. Almonia	31	Harvey E. Andaya	59	Ayra Trixa V. Javelona
4	Derick M. Rebusto	32	Mary Grace D. Alquizar	60	Cherry Mae A. Abadia
5	Lizlie S. Discartin	33	Jorolan, Shella Mae D.	61	Kailyn Kesha R. Billones
6	Genevieve T. Tagalog	34	Eduardo C. Sampaga Jr.	62	Alliah Jayne S. Datulayta
7	Quimada Jane Mae R.	35	Jennie D. Rebucas	63	John Earl F. Andrade
8	Espera, Irene G.	36	Ruth C. Arevalo	64	LG Mae H. Rondina
9	Agencia, Ruel	37	Dave B. Villarico	65	Ace C. Melliza
10	Pius, Carla Jane Gladys D.	38	Amelandia A. Abdulkarim	66	Generale, Brian S.
11	Pasudag, Jalen Hore Gonzales	39	John Kenneth R. Camingawan	67	Neli Babe T. Madrid
12	Kimberly Diana Dignadice	40	Mel Chris F. Caballero	68	Villarito, Jorin
13	Dearle D. Ang	41	Eula Marres R. Algonos	69	Cardenas, Cyril Ann D.
14	April Jane S. Portabes	42	Benrick Jarwin Jules B. Lomoljo	70	Hermosisima, Jann Niño L.
15	Haydie M. Tagarao	43	Richard V. Ladera	71	Navarez, Christine Marie
16	Petal Marie D. Pagas	44	Venus S. Franconas	72	Bangay, Adora Paula M.
17	Joymar G. Tapales	45	Marjanah M. Matuan	73	Sanoy, Rolyn Rose
18	Fraychill C. Antipuesto	46	Kien Marie Senon Camiguing	74	Magdadaro, Christine Joy E.
19	Mary Clacy F. Lumen	47	Laurice Mhae J. Sabijon	75	Cabale, Philline
20	Arvin C. Gallopin	48	Riza Sale Albacite	76	Perdilan, Jimbie G.
21	Lloyd Mark O. Ramos	49	Vyan Dale Aznar Crispino	77	Torres, Jenny Rose M.
22	Jessa Mae O. Ciudad	50	Maria Ericka J. Caballes	78	Tatad, Klirr R.
23	Clarizza Joyce Hervas	51	Rhealyn T. Surmion	79	Decaparon, Ivy L.
24	Anna Marie R. Gonzales	52	Kenneth Jun C. Encog	80	Bretaña, Mirzi Coleen P.

BATCH 1		BATCH 2		BATCH 3	
25	Jonathan Mark G. Bohol	53	Milkie P. Petalcorin	81	Jaranilla, Ronald F.
26	Chantal Marie A. Banzon	54	Eunice P. Gadia	82	Te, Reynold Ares
27	Aline Joyce V. Saleriana	55	Cantalejo, Mariecar M.	80	
28	Mae A. Cansico	56	Chanel M. Rubellano		

Lists of Qualified Applicants
ADMINISTRATIVE ASSISTANT-III

BATCH 1		BATCH 2	
1	Reeden T. Arevalo	17	Ciudad, Jessa Mae O.
2	Gleece Rose C. Morato	18	Lico, Mark Jayson A.
3	Sanoy, Rolyn Rose	19	Franconas, Venus S.
4	Algones, Eula Marres R.	20	Alisoso, Ricalyn F.
5	Eduardo Sampaga	21	Camingawan, John Kenneth R.
6	Almira L. Alam	22	Lausa, Dexter S.
7	Beatrix Pearl B. Bajenting	23	Petalcorin, Milkie P.
8	Shella Mae D. Jorolan	24	Rebusto, Derick M.
9	Ivy L. Decaparon	25	Hersalia, Robie R.
10	Rhona Mae P. Valencia	26	Manguiat, Nellyn Jeane R.
11	Amy Jane C. Saraum	27	Reid, Peter P.
12	Ace C. Melliza	28	Bañagaso, Paul M.
13	Alser Vonne P. Serion	29	ALMONIA, MAILAH
14	Jonathan G. Bohol	30	Asutilla, Jovelyn L.
15	Clarizza Joyce N. Hervas	31	Madrid, Neli Babe T.
16	Tapales, Joymar G.D	32	Tagalog, demi Moore G.