



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- 754

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 LEGAL ASSISTANT-I AND ADMINISTRATIVE OFFICER-IV (SUPPLY OFFICER).**

Date: November 20, 2025

1. The schedule of written examination, open assessment and interview of applicants for the vacant position of Legal Assistant-I and Administrative Officer-IV (Supply Officer), will be on November 21, 2025, 9:00am to 11:00am at the Don Mariano Marcos Elementary School-Feeding Room.

2. Herewith is the flow of the deliberation process:

| Time              | Activity                     | Position                                        | Venue                                             |
|-------------------|------------------------------|-------------------------------------------------|---------------------------------------------------|
| 9:00am to 11:00am | Interview                    | Legal Assistant-I and Administrative Officer-IV | Don Mariano Marcos Elementary School-Feeding Room |
|                   | Open Assessment of Documents |                                                 |                                                   |

3. Open assessment and interview. 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.
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

DepEd Schools Division of Digos City  
RECEIVED SECTION  
25-71646  
DATE: NOV 20 2025 TIME: 3:59pm  
BY: [Signature]

Lists of Qualified Applicants

| Vacant Position | LEGAL ASSISTANT I           | ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER III) |
|-----------------|-----------------------------|--------------------------------------------------------|
| Item Code       | OSEC-DECSB-LEA1-750010-2025 | OSEC-DECSB-ADOF4-750095-2014                           |
|                 |                             |                                                        |
|                 | Solarte, Luriel Mae A.      | Magdadaro, Ferdinand C.                                |
|                 |                             | Biñan Jr., Rogelio O.                                  |
|                 |                             | Sumabat, Jodiewenlyn C.                                |
|                 |                             | Abalayan, Gay D.                                       |
|                 |                             | Orion,Fely Joana Marie E.                              |
|                 |                             | Angcon, Georlen E.                                     |
|                 |                             | Petalcorin, Manuel Angelo M.                           |
|                 |                             | Abarcar, Marlou M.                                     |
|                 |                             | Armodia, Renz A.                                       |