



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-2026- 019

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 ASSISTANT-II/III, ADMINISTRATIVE AIDE III/VI AND GUIDANCE COUNSELOR II.**

Date: January 19, 2026

1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Administrative Assistant-II/III, Administrative Aide III/VI and Guidance Counselor II, will be on January 22, 2026 at the Schools Division of Digos City – Conference Room.
2. Following, is the interview details:

Time	Activity	Vacant items	Venue
8:00AM-9:00AM	Written Examination and Sample Tests	Administrative Aide III/VI	Schools Division of Digos City – Conference Room.
9:00AM-10:00AM		Administrative Assistant-II/III	
10:00AM-11:00AM		Guidance Counselor II	
1:00PM-5:00PM	Interview and Open Assessment	Administrative Aide III/VI, Administrative Assistant-II/III and Guidance Counselor II	

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
MELANIE P. ESTACIO PhD, CESO VI
Schools Division Superintendent

Lists of Qualified Applicants

Vacant Position	Item Code/Station	Name of qualified applicant
ADMINISTRATIVE ASSISTANT II (CLERK IV) Vice DUGASAN, GERALYN L.	KAPATAGAN NATIONAL HIGH SCHOOL OSEC-DECSB-ADAS2-750005-2014	Gadia, Eunice P.
		Algones, Eula Marres
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) Vice GAYUD, ROTSSEN RAY N.	OFFICE OF THE SCHOOLS DIVISION OSEC-DECSB-ADAS3-750327-2018	Varona, Jonavi M.
		Matute, Argie L.
ADMINISTRATIVE AIDE VI Vice ALBINO, TIFFANY T.	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADA6-750124-2014	Gadia, Eunice P.
		Algones, Eula Marres
		Quirante, Lyra Jade J.
		Matute, Argie L.
		Cubilla, Antoinette J.
		Pandongga, Gleasy Mae T.
		Caballero, Mary Rose S.
		Varona, Jonavi M.
		Gadia, Eunice P.
		Algones, Eula Marres
		Contorno, Ruby O.
		Gonzales, Anna Marie R.
		Bajenting, Beatriz Pearl B.
		Quirante, Lyra Jade J.
		Magdadaro, Christine Joy E.
		Almonia, Mailah D.
		Degullacion, Pauline Cathy C.
		Chavez Jr., Raymond D.
		Orion, Fely Joana Marie E.
		Espera, Irene G.
		Perdilan, Jimbie G.
		Capoy, Ellaine Mae B.
		Generale, John Philip
		Cubilla, Antoinette J.
		Gonzaga, Genevic M.
		Labuson, Jocel A.
		Oro, Kristan Dave D.
		Labajo, Carrie Joy R.
		Sosas, Ara Jean B.
		Rondez, Melxander A.

ADMINISTRATIVE AIDE III Vice DEMI MOORE TAGALOG	DIGOS CITY NATIONAL HIGH SCHOOL OSEC-DECSB-ADA3-750085-2004	Gadia, Eunice P.
		Abecia, Romeo Jr. C.
		Gonzales, Anna Marie R.
		Quirante, Lyra Jade J.
		Bajenting, Beatrix Pearl B.
		Magdadaro, Christine Joy E.
		Sosas, Ara Jean B.
		Generale, John Philip
		Rondez, Melxander A.
		Baja, Danica E.
GUIDANCE COUNSELOR II Vice ORGE, DIVINA E. and NEW ITEM	SHS IN DIGOS CITY OSEC-DECSB-GUIDC2-750134-2016, OSEC- DECSB-GUIDC2-750135-2016	Casol, Lovely Joy E.