



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- 051

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

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

Date: February 16, 2026

1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Administrative Officer IV, will be on February 18, 2026 at the DiCNHS – Assistant Principal’s Office (Discussion Room).
2. Following, is the interview details:

Time	Activity	Position	Venue
9:00 AM – 12:00 NN	Written Examination and Work Sample Test	Administrative Officer IV	DiCNHS – Assistant Principal’s Office (Discussion Room)
1:00 PM – 5:00 PM	Interview and Open Assessment		

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.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 16 FEB 2026 TIME: 2:37 PM
BY: [Signature]

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Lists of Qualified Applicants

Vacant Position	Item Code/Station	Name of qualified applicant
ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) Vice MARCELINO, RANOLLO JR.	SCHOOLS DIVISION OF DIGOS CITY OSEC-DECSB-ADOF4-750095-2014	Escalona, Heidi B.
		Abarcar, Marlou M.
		Petalcorin, Manuel Angelo M.
		Ruferos, Yvette S.
		Mallari, Khristine Joy F.