



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- 075

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 AIDE III, ADMINISTRATIVE AIDE VI, ADMINISTRATIVE ASSISTANT II and ADMINISTRATIVE ASSISTANT III.**

Date: March 11, 2026

1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Administrative Aide III/VI and Administrative Assistant II/III will be on March 17, 2026 at the Schools Division Office of Digos City – Conference Room.
2. Following, is the interview details:

Time	Activity	Position	Venue
9:00 AM – 10:00 AM	Written Examination and Work Sample Test	Administrative Aide III/VI and Administrative Assistant II/III	Schools Division Office of Digos City – Conference 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  
**RECEIVED**  
DATE: 11 MAR 2026 TIME: 1:17 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
<p>ADMINISTRATIVE ASSISTANT II (CLERK IV) Vice DUGASAN, GERALYN L.</p>	<p>KAPATAGAN NATIONAL HIGH SCHOOL OSEC-DECSB-ADAS2-750005-2014</p>	Gadia, Eunice P.
		Algonos, Eula Marres
		Varona, Jonavi M.
		Matute, Argie L.
		Abellon, Angie G.
		Singson, Philip Roy T.
<p>ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) Vice GAYUD, ROTSEN RAY N.</p>	<p>OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADAS3-750327-2018</p>	Gadia, Eunice P.
		Algonos, Eula Marres
		Quirante, Lyra Jade J.
		Matute, Argie L.
		Cubilla, Antoinette J.
		Pandonga, Gleasy Mae T.
		Caballero, Mary Rose S.
		Varona, Jonavi M.
		Antinero, Grace C.
		Singson, Philip Roy T.
		Bretana, Mirzi Coleen P.
		Nerosa, Jessie James S.
		Ruferos, Yvette S.
		Tugap, Cyril M.
<p>ADMINISTRATIVE AIDE VI Vice ALBINO, TIFFANY T.</p>	<p>OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT OSEC-DECSB-ADA6-750124-2014</p>	Discartin, Lizlie S.
		Bajenting, Beatrix Pearl B.
		Gadia, Eunice P.
		Algonos, Eula Marres
		Contorno, Ruby O.
		Gonzales, Anna Marie R.
		Bajenting, Beatrix 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. Antinero, Grace C. Uy, Kent Anthony A. Monreal, Khyla Faye L. Martinez, Fel Jane A. Sumampong, Hazel Jane D. Bretana, Mirzi Coleen P. Lapiña, Elenita C. Singson, Philip Roy T. Abellas, Rovelyn S.
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. Diamante, Roselyn P. Surmion, Rhealyn T. Monreal, Khyla Faye L. Martinez, Fel Jane A. Lapiña, Elenita C. Cubilla, Antoinette J.