



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-2024- 180**

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 POSITIONS OF ADMINISTRATIVE AIDE-VI, TEACHER-II (ELEMENTARY EDUCATION AND SECONDARY GRADES), AND TEACHER-III (SECONDARY GRADES).**

Date: May 3, 2024

1. The schedule of written examination, open assessment and interview of applicants for the vacant positions of Administrative Aide-VI, Teacher-II (Elementary Education and Secondary Grades), and Teacher-III (Secondary Grades) will be on May 6, 2024, 1:00 pm to 5:00 pm at Division Office-Conference Room.
2. The schedule of interview per items/positions are as follows:

Activity	Items/Positions	Schedule	Venue
Written Examination, Open Assessment and Interview	Administrative Aide VI	1:00 pm – 2:00 pm	Division Conference Room
	Teacher-II and Teacher-III (Elementary Education and Secondary Grades)	2:00 pm – 4:00 pm	

3. Bring the original copy of the documents you submitted. Only those with original copy of documents will be given points.
4. Attached herewith is the list of applicants and time details.
5. Minimum Health protocols shall be observed during the conduct of this activity.
6. For information, guidance, and compliance.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: MAY 03 2024 TIME: 1:00pm  
BY: [Signature]

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

TIME	VACANT POSITION	ITEM NUMBER	APPLICANT		
1:00 PM – 2:00 PM	ADMINISTRATIVE AIDE VI (CHAUFFEUR II)	OSEC-DECSB-ADA6-750122-2014 (OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT)	Concoles, Renil R.		
			TEACHER II	OSEC-DECSB-TCH2-750428-2012 (RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL)	Macatbar, Sittie Aine G.
			TEACHER II (Secondary Grades)	OSEC-DECSB-TCH2-750286-2011 (KAPATAGAN NATIONAL HIGH SCHOOL)	Ermasula, Joan M.
			TEACHER III (Secondary Grades)	OSEC-DECSB-TCH3-751002-2020 (DIGOS CITY NATIONAL HIGH SCHOOL (TLE/TVE))	Valleser, Elsie S.
			TEACHER III (Secondary Grades)	OSEC-DECSB-TCH3-750269-2012 (DIGOS CITY NATIONAL HIGH SCHOOL (SOCIAL STUDIES))	Castro, Archie A.
2:00 PM – 4:00 PM	TEACHER III (Secondary Grades)	OSEC-DECSB-TCH3-750762-2021 (DIGOS CITY NATIONAL HIGH SCHOOL (SCIENCE))	Martin, Aileen Joy S.		
	TEACHER III (Secondary Grades)	OSEC-DECSB-TCH2-756051-1998 (DIGOS CITY NATIONAL HIGH SCHOOL (FILIPINO))	Caubalejo, Roy J.		
	TEACHER III (Secondary Grades)		Cuizon, Veljun M.		