



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

February 7, 2023

DIVISION MEMORANDUM

NO. 097 s. 2023

TO : ALL QUALIFIED APPLICANTS
This Division

FROM: JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

SUBJECT: SCHEDULE OF INTERVIEW AND FURTHER EVALUATION OF APPLICANTS TO ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II.

1. This Office announces the schedule of interview and further evaluation of the applicants to Administrative Assistant III and Administrative Assistant II on the following schedule:

Position	Date/Time
Administrative Assistant III	February 13, 14 and 17, 2023 @ 8:30am and 1:30pm
Administrative Assistant II	February 20 and 24, 2023 @ 8:30am and 1:30pm

2. Only the qualified applicants who have submitted their pertinent documents on November 22, 2022 for Administrative Assistant III and Administrative Assistant II shall attend the scheduled interview/deliberation at the Office of the Assistant Schools Division Superintendent. Moreover, only the qualified applicants who shall show up in the interview shall be included in the selection line up.


3. All applicants shall be notified/called through their mobile phone numbers for their designated time slots. Please come on your confirmed schedule to avoid overcrowding. Please bring ballpen and paper for the written exam.

4. Additional documents during interview shall not be considered. However, applicants shall bring original copy of their documents.

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


ERLINDA G. DAEL, Ph.D., CESE
Assistant Schools Division Superintendent
Office in Charge