



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

September 18, 2023

**DIVISION MEMORANDUM**

NO. 528 s. 2023

**TO :** ALL QUALIFIED APPLICANTS  
This Division

**SUBJECT:** SCHEDULE OF INTERVIEW, WRITTEN EXAMINATION AND FURTHER  
EVALUATION OF APPLICANTS TO ADMINISTRATIVE ASSISTANT III  
AND ADMINISTRATIVE ASSISTANT II.

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

Position/School	Date/Time
Administrative Assistant III SG-9	September 19-21, 2023 @ 9:00-5:00pm
Administrative Assistant II SG-8	September 22, 2023 @ 9:00am-5:00pm

2. Only the applicants who have submitted their pertinent documents on July 18, 2023 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 comparative assessment result (CAR).

3. Additional documents during interview shall not be considered.

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

  
EDILBERTO L. OPLENARIA, EdD. CESO V  
Schools Division Superintendent 