June 24, 2024

**DIVISION MEMORANDUM** 

NO. 374 s. 2024

TO : ALL QUALIFIED APPLICANTS

This Division

SUBJECT: SCHEDULE OF INTERVIEW, WRITTEN EXAMINATION AND

FURTHER EVALUATION OF APPLICANTS TO ADMINISTRATIVE

OFFICER II

1. This Office announces the schedule of interview, written examination and further evaluation of the documents to Administrative Officer II which shall be on June 28, 2024 at 7:30 in the morning.

- 2. Only the applicants who have submitted their pertinent documents on March 1, 2024 shall attend the scheduled interview/deliberation at the Misamis Oriental General Comprehensive High School Event Center. Moreover, only the qualified applicants who shall show up in the interview shall be included in the comparative assessment result (CAR).
- Additional documents during interview shall not be considered.
- 4. Deliberation team members are composed of the following:

#### Group No. 1

Maria Teresa M. Absin - Chairman Florencia D. Baang - Member Josephine D. Labares - Member Shaina c. Velez - Secretariat

## Group No. 2

Melanie C. Estenzo - Chairman Shiella B. Diango - Member Celieto B. Magsayo - Member Claribel L. Rodriguez - Secretariat

# Group No. 3

Maria Asuncion G. Rafols – Chairman Gladys S. Banac – Member Francisca G. Adlaon – Member Aubrey Marie B. Tabor – Secretariat

### Group No. 4

Janice Lourdes S. Resurreccion – Chairman Danny A. Asio -Member Rafunsel D. Epanis – Member Shayne Yannah M. Frias – Secretariat

#### Group No. 5

Mark Lorren T. Tejano – Chairman Norberto E. Rosales – Member Lilian B. Salan – Member Marie Kris N. Yamis – Secretariat Group No. 6

Rhodora L. Gallares – Chairman Gines C. Cacayan – Member Joanna Ruby L. Presente – Member Angel U. Yap – Secretariat

Group No. 7

Sally S. Aguilar – Chairman Irish Karylle D. Monte – Member Imelda C. Emano – Member Shella Joy A. Ramiro - Secretariat

5. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

Chairman: MARY ANN M. ALLERA

Asst. Schools Division Superintendent

Members: MARIA TERESA M. ABSIN

SGOD Chief

JANICE LOURDES S. RESURRECCION

AO V

MELANIE C. ESTENZO

HRMO/AO IV

MARIA ASUNCION G. RAFOLS

Education Program Supervisor

MOPSTEA President

MARK LORREN T. TEJANO

Budget Officer NEU President

Secretariat: CLARIBEL L. RODRIGUEZ

**BETTY P. SALIRING** 

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

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