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Republika ng Pilipinas

Kagawaran ng Edukasyon
REHIYON VI (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 24, 2025

**DIVISION
MEMORANDUM**
No. 644 s. 2025

**ADVISORY NO. 4 TO DIVISION MEMORANDUM NO. 517 S. 2025 RE:
ACCEPTANCE OF APPLICATIONS AND ASSESSMENT
FOR ADMINISTRATIVE OFFICER II POSITIONS**

TO: OIC-Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 642 s. 2025 titled: "Advisory No. 3 s. 2025 Acceptance of Applications and Assessment for Administrative Officer II Positions," please be informed of the following new schedule of assessment for Administrative Officer II applicants:

Activity	Date	Venue
Interview	July 25, 2025 (8:00 AM to 5:00 PM)	Schools Division Office Terrace
Document Evaluation	July 29, 2025 (8:00 AM to 5:00 PM)	

2. Members of the HRMPSB, HRMPSB Sub-Committee, and Technical Assistance Team are likewise advised to report on the abovementioned dates.
3. For information, wide dissemination, guidance and compliance.

[Signature]
MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC - Schools Division Superintendent