



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
 OSDS-PER-UM-04-03-2024/MBL

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Human Resource Merit Promotion & Selection Board
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 Qualified Applicants for Security Guard I and Administrative Assistant II (Bato RDHS)

FROM : *Amor*
ATTY. NORLITO JR. P. AGUNDAY
 Attorney III-Legal Officer
 Officer-In-Charge

SUBJECT : ADVISORY TO DIVISION MEMORANDUM NO. 275, S. 2023 RE:
 ANNOUNCEMENT OF VACANCIES AND ANTICIPATED VACANCIES-
 SCHEDULE OF ASSESSMENT FOR SECURITY GUARD I AND
 ADMINISTRATIVE ASSISTANT II (BATO RDHS)

DATE : April 03, 2024

- Relative to Division Memorandum No. 275, s. 2023 re: Announcement of Vacancies and Anticipated Vacancies, the following is the timeline of activities for Security Guard I and Administrative Assistant II (Bato RDHS)

ACTIVITIES	Security Guard I	Administrative Assistant II
Written Test and Work Sample Test	April 08, 2024 9:00AM – 11PM SDO Terrace	April 08, 2024 2:00PM – 4:00PM SDO Terrace
Document Evaluation and Interview	April 11, 2024 8:30AM – 12:00NN SDO Terrace	April 11, 2024 1:30PM – 5:00PM SDO Terrace

- The composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are:

Chairperson: Cecile C. Ferro	
Members	Alternates
Mary Jean S. Romero	Romel G. Petajen
Eva S. Tolentino	Cherie V. Perez
Marichelle B. Llave	Roma Angelee A. Soleybar
Jonnell A. Sarmiento	Virgilio Molina Jr.
Sonia V. Prensader	Emily R. Tabios

- This Office shall adopt an Open Ranking System and documents will be evaluated using DepEd Order No. 7, s. 2023 titled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education".



San Roque, Virao, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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4. Queries and/or clarifications of the applicants pertaining to the process and result of the comparative assessment shall be lodged to the HRMPSB within five (5) calendar days from the date of posting of the Comparative Assessment Result (CAR), and shall be responded to by the HRMPSB within three (3) to seven (7) days upon receipt of the query and/or clarification. Notwithstanding the existence a query and/or clarification including any pending resolution pertaining to such, the process of appointment shall proceed without delay.
5. Applicants may retrieve their documents 1 month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. They will be disposed properly three (3) months after the release of CAR.
6. Copy of this memorandum can be downloaded from our DepEd website at www.depedrovcatanduanes.com.
7. For wide dissemination, guidance and strict compliance.

MBL/DM-Announcement of Vacancies
____/April 3, 2024



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052-8114063
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