




**RELEASED**

BY:  No. 524  
DATE: JUL 18 2024 TIME: 2:00

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

UNNUMBERED MEMORANDUM  
OSDS-PER-UM-07-18-2024/HR

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Applicants for the Position  
All Others Concerned

FROM :   
**SOCORRO V. DELA ROSA CESO V**  
Schools Division Superintendent

SUBJECT : **ADVISORY TO DIVISION MEMORANDUM No. 311, s. 2024**  
**"ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR**  
**ADMINISTRATIVE OFFICER II POSITION"**

DATE : July 18, 2024

1. All concerned are hereby informed of the updated schedule of activities relative to the Assessment for the Administrative Officer II (Elementary & Junior High School) positions as announced in Division Memorandum No. 311, s. 2024:

Activity	Date, Time & Venue	Persons Responsible
Initial Evaluation of Applicants' Documents	July 17 to 29, 2024 8:00 to 5:00 P.M. HR/Personnel Section	HRMO HRMPSB Secretariat
Release/Posting of Initial Evaluation Results (IER)	July 31, 2024 Within Office Hours Bulletin Board/ Information to the Applicants	HRMO HRMPSB Secretariat
Written Test and Work Sample Test	August 2, 2024 1:00 to 4:00 P.M. Venue to be announced later	HRMPSB Sub-Committee HRMPSB Secretariat
Open Deliberation	August 5 to 7, 2024 8:00 to 5:00 P.M. SDO Terrace	HRMPSB HRMPSB Secretariat

3. The changes are due to the large number of applicants who applied for the position which requires more time for initial evaluation, and therefore the release/posting of the Initial Evaluation Result.

4. All other provisions in the said Division Memorandum still apply.

5. For information and guidance.