



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

DepEd - Division of Catanduanes
 RECORDS SECTION
RELEASED
 BY: *[Signature]* No: *f04*
 DATE: *13 MAY 2024* TIME: *6:30*

UNNUMBERED MEMORANDUM
 OSDS-PER-UM-05-13-2024/MBL

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Human Resource Merit Promotion and Selection Board Members
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Applicants for Positions

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

SUBJECT : SCHEDULE OF WRITTEN EXAMINATION FOR ADMINISTRATIVE ASSISTANT III, TEACHER II-ELEMENTARY and SECONDARY, SCHOOL PRINCIPAL I and II AND ASSESSMENT OF DOCUMENTS FOR ADMINISTRATIVE ASSISTANT III POSITION

DATE : MAY 13, 2024

1. Relative Division Memorandum no. 435, s. 2023 re: announcement of vacancies, Division Memorandum no. 239, s. 2024 re: announcement and re-opening of vacancies for Teacher II (Elementary) and Division Memorandum no. 240, s. 2024 re: announcement of vacancies for Teacher II (Secondary)

ACTIVITIES		
Written Examination	May 14, 2024 8:00AM -9:00AM SDO Terrace	<ul style="list-style-type: none"> Administrative Assistant III (OSDS)
Assessment of Document	May 14, 2024 9:00AM -12:00NN SDO Terrace	<ul style="list-style-type: none"> Teacher II (Elementary and Secondary) Administrative Assistant III (OSDS)
Written Examination	May 16, 2024 9:00AM - 11:00AM SDO Terrace	<ul style="list-style-type: none"> Principal I and II
Written Examination	May 17, 2024 9:00AM - 11:00AM	<ul style="list-style-type: none"> Administrative Assistant III- Cabugao Administrative Assistant III



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	SDO Terrace	(Senior Bookkeeper)- Calatagan <ul style="list-style-type: none"> • Administrative Assistant II-Bagamanoc RDHS • Administrative Assistant II-OSDS
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2. 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

3. 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".
4. Queries and/or clarifications of the applicants pertaining to the process and result of the Open Ranking/Evaluation may be addressed to the HRMPSB within seven (7) days after the Open Ranking/Evaluation.
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. Expenses of the HRMPSB shall be charged to Division MOOE subject to relevant accounting and auditing rules and regulations.
7. Copy of this memorandum can be downloaded from our DepEd website at www.depedrovcatanduanes.com.
8. For wide dissemination, guidance and strict compliance.

MBL/DM-Announcement of Vacancies and Anticipated Vacancies
 ___/May 13, 2024



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