



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 5, 2025

DIVISION MEMORANDUM

No. 102 s. 2025

**HRMPSB SUB-COMMITTEE FOR THE ASSESSMENT OF ADMINISTRATIVE ASSISTANT III,
SENIOR BOOKKEEPER & ADMINISTRATIVE ASSISTANT II POSITIONS**

TO: Assistant Schools Division Superintendent
SGOD & CID and Personnel
OSDS Heads and Personnel
Elementary & Secondary School Heads/OICs

1. Relative to Division Memorandum No. 513 s. 2024 re: Acceptance of Application and Assessment for Non-Teaching Positions, and to expedite the filling up of vacant positions, the following are designated as HRMPSB Sub-Committee for the assessment of Administrative III, Administrative Assistant III (Senior Bookkeeper), Senior Bookkeeper, Administrative Assistant II (Bookkeeper), Administrative (Disbursing Officer) & Administrative Assistant II (Property Custodian) on **February 6, 2025 8:00AM to 5:00PM** at **SDO Terrace**.
 1. JEZRAHEL T. OMADTO
Education Program Supervisor
 2. MARISOL T. LIM
Public Schools District Supervisor
 3. JAYSON M. FLORANZA
Education Program Supervisor
 4. CHERIE V. PEREZ
Administrative Officer IV
 5. AROLINE T. BORJA
Education Program Supervisor
 6. CAROL P. GIL
Senior Education Program Specialist
 7. RUTH B. SORRERA
Public Schools District Supervisor
 8. ROMA ANGELEE A. SOLEYBAR
Administrative Officer II
2. The sub-committee shall assist the HRMPSB in the comparative assessment of applicants per DepEd Order No. 7 s. 2023
3. For information, guidance, and strict compliance.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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