



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM
 OSDS-PER-UM-01-07-2025/HR

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 Applicants for the Position
 All Others Concerned

FROM : **CECILE C. FERRO CESO VI**
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

SUBJECT : **ADVISORY TO DIVISION MEMORANDUM No. 513 s. 2024. "ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR NON-TEACHING POSITIONS"**

DATE : January 7, 2025

1. All concerned are hereby informed of the updated schedule of activities relative to the Assessment for the Administrative Officer IV(Cash Section and Bato RDHS), Administrative Aide VI (Office of the Schools Division Superintendent (OSDS), Office of the Assistant Schools Division Superintendent (OASDS), Office of the Schools Division Superintendent-Personnel Section, and San Andres Vocational School (SAVS) positions as announced in Division Memorandum:

Position	Activity	Date, Time & Venue	Persons Responsible
Administrative Officer IV (Cash Section and Bato RDHS)	Written and Work Sample Test	January 8, 2025 8:00 A.M. -9:00 A.M. SDO, Hall A	HRMPSB Secretariat All Qualified Applicants for the Position
Administrative Aide VI - Office of the Schools Division Superintendent (OSDS) - Office of the Assistant Schools Division Superintendent (OASDS) - Office of the Schools Division Superintendent-Personnel Section - San Andres Vocational School (SAVS)		SDO Terrace	
Administrative Officer IV (Cash Section and Bato RDHS)	Open Deliberation	January 8, 2025 9:00 A.M.- 12:00 N.N. 1:00 P.M.-5:00 P.M. SDO, Hall A	HRMPSB Member HRMPSB Secretariat All Qualified Applicants for the Position
Administrative Aide VI - Office of the Schools Division Superintendent (OSDS)			



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- Office of the Assistant Schools Division Superintendent (OASDS) - Office of the Schools Division Superintendent- Personnel Section - San Andres Vocational School (SAVS)			
School Principal II (Elementary)	Written Examination	January 9, 2025 8:00 A.M.-9:00 A.M. SDO, Hall A	HRMPSB Secretariat All Qualified Applicants for the Position
School Principal I (Elementary) School Principal I (Secondary) School Principal II (Elementary)	Open Deliberation	January 9, 2025 8:00 AM – 12:00 N.N. 1:00 PM – 5:00 P.M. SDO; Hall A	HRMPSB Member HRMPSB Secretariat All Qualified Applicants for the Position

3. All other provisions in the said Division Memorandum still apply.
4. For information and guidance.



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