



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

DepEd - Division of Catanduanes
 RECORDS SECTION
RELEASED
 BY: *[Signature]* No: 428
 DATE: 24 MAY 2024 TIME: 6:24

UNNUMBERED MEMORANDUM
 OSDS-PER-UM-05-24-2024/MBL

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

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

SUBJECT : SCHEDULE OF WRITTEN EXAMINATION FOR HEAD TEACHER III (ELEMENTARY) AND ASSESSMENT OF DOCUMENTS FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER), NURSE II, PRINCIPAL I&II and MASTER TEACHER I&II POSITIONS

DATE : May 24, 2024

1. Relative to Division Memorandum No. 361, s. 2023 re: Re-Opening of Vacancies, Division Memorandum No. 527, s. 2023 re: Announcement of Vacancies, Division Memorandum No. 434, s. 2023 re: Re-Opening of Vacancies and Division Memorandum No. 435, s. 2023 re: Announcement Vacancies, the following is the timeline of activities.

ACTIVITIES		
Written Examination	May 28, 2024 8:30AM – 12:00NN SDO Terrace	Nurse II
Document Evaluation and Interview	May 29, 2024 8:30AM – 12:00NN SDO Terrace	Nurse II
	May 29, 2024 1:00PM – 5:00PM SDO Terrace	Senior Bookkeeper – Calatagan High School
Document Evaluation and Interview	May 30, 2024 8:30AM – 12:00NN SDO Terrace	Administrative Assistant III (Senior Bookkeeper) – Cabugao Integrated School
	May 30, 2024 1:00PM – 5:00PM SDO Terrace	Administrative Assistant II (Disbursing Officer) – Bagamanoc RDHS and OSDS



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Written Examination	May 31, 2024 8:30AM – 12:00NN SDO Terrace	Head Teacher III (Elementary)
Document Evaluation and Interview	June 4, 2024 8:30AM – 10:00AM SDO Terrace	School Principal I (Elementary) School Principal II (Viga RDHS)
	June 4, 2024 10:00AM-5:00PM SDO Terrace	Master Teacher I (Virac South District)
Document Evaluation and Interview	June 5-6, 2024 8:30AM – 5:00AM SDO Terrace	Head Teacher III (Elementary)
Document Evaluation and Interview	June 13, 2024 8:30AM – 5:00AM SDO Terrace	Master Teacher II (San Miguel South/Virac South/Virac North District)

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

First Level Position:

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
Aroline T. Borja	Amelia B. Cabrera
Jonnell A. Sarmiento	Virgilio Molina Jr.
Fidel A. Vegim (Calatagan HS)	Dennis Brusola (Calatagan HS)

Second Level Position:

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
Jose D. Bonifacio	Salvador L. Flores
Aroline T. Borja	Amelia B. Cabrera

3. This Office shall adopt an Open Ranking System and documents will be evaluated using DepEd Order No. 7, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and MEC Order No. 10, s. 1979.



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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 week 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 One (1) month 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
___/May 24, 2024



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