



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

DepEd - Division of Catanduanes  
 RECORDS SECTION  
**RELEASED**  
 BY: *[Signature]* No: 351  
 DATE: 19 APR 2024 TIME: 1:25

UNNUMBERED MEMORANDUM  
 OSDS-PER-UM-04-19-2024/MBL

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Human Resource Merit Promotion and Selection 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 : ADVISORY TO DIVISION MEMORANDUM NO. 313, S. 2023  
 AND DIVISION MEMORANDUM NO. 322, S. 2023 RE:  
 ANNOUNCEMENT OF VACANCIES AND ANTICIPATED VACANCIES -  
 SCHEDULE OF ASSESSMENT FOR SECURITY GUARD I  
 (ELEMENTARY), SENIOR BOOKKEEPER (BARAS RDHS) AND  
 ADMINISTRATIVE ASSISTANT II (SHS) POSITIONS

DATE : April 19, 2024

- Relative to Division Memorandum No. 313, s. 2023 and Division Memorandum No. 322, s. 2023 re: Announcement of Vacancies and Anticipated Vacancies the following is the timeline of activities for Security Guard I (Elementary), Senior Bookkeeper (Baras RDHS) And Administrative Assistant II (SHS)

ACTIVITIES	Security Guard I (Elementary)	Senior Bookkeeper (Baras RDHS)	Administrative Assistant II (SHS)
Written Test and Work Sample Test	April 22, 2024 10:30AM – 11:30AM SDO Terrace	April 22, 2024 10:30AM – 11:30AM SDO Terrace	April 22, 2024 1:00PM – 2:00PM SDO Terrace
Document Evaluation and Interview	April 25, 2024 8:30AM – 12:00NN SDO lobby	April 25, 2024 10:30AM – 11:30AM SDO lobby	April 25, 2024 1:30PM – 5:00PM SDO lobby

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

<b>Chairperson:</b> Cecile C. Ferro	
<b>Members</b>	<b>Alternates</b>
Mary Jean S. Romero	Romel G. Petajen
Eva S. Tolentino	Cherie V. Perez
Marichelle B. Llave	Roma Angelee A. Soleybar
Jonnel A. Sarmiento	Virgilio J. Molina Jr.

- 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".
- 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.



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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](http://www.depedrovcatanduanes.com).
8. For wide dissemination, guidance and strict compliance.