



Republic of the Philippines

Department of Education  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd-Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: *[Signature]* No: 752  
DATE: 19 APR 2024 TIME: 2:16

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. 322, S. 2023 RE:  
ANNOUNCEMENT OF VACANCIES AND ANTICIPATED VACANCIES  
AND DIVISION MEMORANDUM NO. 273, S. 2023 RE: RE-OPENING  
OF VACANCIES – SCHEDULE OF ASSESSMENT FOR  
ADMINISTRATIVE ASSISTANT III-OSDS AND CRAFT EDUCATION  
DEMONSTRATOR I POSITIONS

DATE : April 19, 2024

- Relative to Division Memorandum No. 322, s. 2023 re: Announcement of Vacancies and Anticipated Vacancies and Division Memorandum No. 273, s. 2023 re: Re-Opening of Vacancies the following is the timeline of activities for Administrative Assistant III-OSDS and Craft Education Demonstrator I.

ACTIVITIES	Administrative Assistant III-OSDS	Craft Education Demonstrator I
Written Test and Work Sample Test	April 22, 2024 9:00AM – 10AM SDO Terrace	April 22, 2024 3:30PM – 4:30PM SDO Terrace
Document Evaluation and Interview	April 24, 2024 8:30AM – 12:00NN SDO lobby	April 24, 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
Jonnell A. Sarmiento	Virgilio J. Molina Jr.
Maybelle Rubio	Virginia L. Sonja
Aroline T. Borja	Amelia B. Cabrera



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