



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

DepEd-Division of Catanduanes  
 RECORDS SECTION  
**RELEASED**  
 BY: *[Signature]* No: 398  
 DATE: 08 MAY 2024 TIME: 5:01

UNNUMBERED MEMORANDUM  
 OSDS-PER-UM-05-08-2024/MBL

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Human Resource Merit Promotion and Selection Board  
 Public Schools District Supervisors  
 Elementary & Secondary School Heads  
 All Applicants for Security Guard (Elementary), Senior Bookkeeper  
 (Baras Rural Development High School) and Administrative Assistant  
 II (Senior High School)

FROM : By Authority of the Schools Division Superintendent:

*[Signature]*  
**CECILE C. FERRO CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge

SUBJECT : SCHEDULE OF ASSESSMENT FOR SECURITY GUARD I  
 (ELEMENTARY), SENIOR BOOKKEEPER (BARAS RURAL  
 DEVELOPMENT HIGH SCHOOL), ADMINISTRATIVE ASSISTANT II  
 (SENIOR HIGH SCHOOL) POSITIONS

DATE : May 8, 2024

- Relative to Division Memorandum No. 313, s. 2023 and Division Memorandum No. 322, s. 2023 re: Announcement of Vacancies and Anticipated Vacancies, this Office announces the **new schedule** of the Open Deliberation and Interview for the positions of Security Guard I (Elementary), Senior Bookkeeper (Baras Rural Development High School) and Administrative Assistant II (Senior High School) on **May 9, 2024, 8:30AM to 5:00PM at SDO Terrace.**
- 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.
Lyra C. Tusi	Joseph T. Arcilla

- 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".



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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. Copy of this memorandum can be downloaded from our DepEd website at [www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com).
7. For wide dissemination, guidance and strict compliance.