



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

26 July 2023

DIVISION MEMORANDUM  
OSDS No. **097**, s. 2023

NOTICE TO CONDUCT BEHAVIORAL EVENT INTERVIEW (BEI), WRITTEN  
EXAMINATION AND SKILLS TEST

To: Public Schools District Supervisor-Surallah District  
School Head-Lamian National High School  
All Others Concerned

1. The Schools Division of South Cotabato is announcing the schedule of Face-to-Face Behavioral Event Interviewing, Written Examination and Skills Test for the lone applicant of Administrative Assistant II position of Lamian National High School on July 28, 2023.
2. The following are the schedule of the said activities:

| Activity                         | Time      | Venue                       |
|----------------------------------|-----------|-----------------------------|
| Behavioral Event Interview (BEI) | 1:00 p.m. | Lamian National High School |
| Written Examination              | 2:00 p.m. |                             |
| Skills Test                      | 3:00 p.m. |                             |

3. Applicant and personnel involved in this activity are directed to observe health precautionary measures such as wearing of face mask, use of hand sanitizer, proper social distancing, and other applicable COVID-19 protocols.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, City of Koronadal, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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4. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl: None

Reference: OSDS Notice of Vacancy No. 2023-011, dated February 7, 2023

To be indicated in the Perpetual Index

Under the following subjects

|              |                |
|--------------|----------------|
| EMPLOYMENT   | QUALIFICATIONS |
| ORGANIZATION | SELECTION      |

RFT/DM- notice to conduct behavioral event interview (bei), written examination for administrative assistant ii position

0000/July 26, 2023

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