



Republic of the Philippines  
**Department of Education**  
REGION XII

**SCHOOLS DIVISION OF SOUTH COTABATO**

**Office of the Schools Division  
Superintendent**

**28 Nov 2023**

DIVISION MEMORANDUM  
OSDS No. **167**, s. 2023

**NOTICE TO CONDUCT BEHAVIORAL EVENT INTERVIEWING, WRITTEN EXAM,  
SKILLS TEST AND OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III**

To: Schools Division  
Public Schools District Supervisors/Principal In-charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division of South Cotabato through its Human Resource Merit, Promotion and Selection Board (HRMPSB), aims to take steps in accelerating the delivery of basic education facilities and services by ensuring a timely filling up of vacant position that guarantees transparency, and adherence to applicable laws and guidelines in terms of recruitment and selection process.
2. In line with this and in reference to **OSDS Division Memorandum No. 107 s. 2023**, Behavioral Event Interviewing, Written Exam, Skills Test and Open Ranking for Administrative Assistant III shall be conducted, to wit:

<b>Activity</b>	<b>Time</b>	<b>Venue/Platform</b>
Behavioral Event Interviewing (BEI)	December 1, 2023 08:00 AM	Zoom
Written Exam and Skills Test	December 1, 2023 2:00 PM	Google Meet
Open Ranking	TBA	TBA

3. Applicants must be in their appropriate attire and log in to the loop thirty minutes before the time.
4. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.

*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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5. Immediate dissemination of this memorandum is desired.

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

Encl: Selection Line Up & HRMPSB Committee

Reference: OSDS Notice of Vacancy No. 2023-107, dated August 29, 2023

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT      HIRING      RECRUITMENT

NHT/DM- notice to conduct behavioral event interviewing, written exam, skills test  
and open ranking for administrative assistant iii  
0000/November 28, 2023

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**HRMPSB COMMITTEE**

No	Name	Present Position	School/Office Assignment
1	JASMIN P. ISLA	ASDS	SDO
2	RONALD JIM S. SOMERA	AO V – ADMIN	SDO
3	CARLO P. DIVEDOR	ACCOUNTANT III	SDO
4	NERIE H. TRESBE	AO IV – PERSONNEL	SDO
5	MA. LUCY E. ESTEMBER	AO IV – RECORDS	SDO
6	RAY O. LLOREN	AO IV – SUPPLY	SDO
7	JOSSIE G. CABALQUINTO	AO IV – CASH	SDO
8	RACHEL MARJORIE S. DIODINA	AO II	NON-TEACHING ASS. REP.

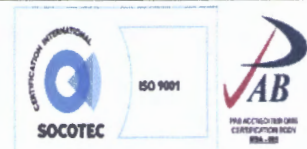
**SECRETARIAT**

	Name	Present Position	School/Office Assignment
1	KEITH J. GELLA	AO II	MALAYA ES
2	MIKE S. ARCIAGA	AO II	LAMSALOMI IS
3	MA. JOSSIE TIFFANY P. CASPE	AO II	BUNAO ES
4	ROVILIE F. TIRADO	AO II	PALIAN ES
5	CHERRY T. LOZADA	AO II	UPPER TUPI ES
7	IRISH MAY C. PALMES	AO II	LIBERTY ES

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**SELECTION LINE UP**  
**POSITION: ADMINISTRATIVE ASSISTANT III**

No.	Name	Present Position
1	2023-ADASIII-1	AGSAMUSAM, JAMIE ROSE C.
2	2023-ADASIII-3	AQUINO, KRISTINE D.
3	2023-ADASIII-7	BERNAL, CHERRIE MAE V.
4	2023-ADASIII-9	CABRADILLA, HELAGRASE MAE M.
5	2023-ADASIII-11	CALIBOSO, JERALD S.
6	2023-ADASIII-13	CARBAJOSA, JESSA Q.
7	2023-ADASIII-14	CASTRES, NEMIS TUESDAY B.
8	2023-ADASIII-17	CHUA, EDGAR G.
9	2023-ADASIII-18	CINCHES, BOBSON S.
10	2023-ADASIII-20	DAGURO, HEDDA JOY L.
11	2023-ADASIII-21	DAMASCO, JANINE ROSE P.
12	2023-ADASIII-22	DELA TORRE, MARK RYAN O.
13	2023-ADASIII-24	DEOCADEZ, MAE F.
14	2023-ADASIII-25	DIHI, LOURDES B.
15	2023-ADASIII-26	ENESTOIS, BEA D
16	2023-ADASIII-27	ESMILLA, FLUERENZ JULIUS
17	2023-ADASIII-28	FUNTILON, DELON H.
18	2023-ADASIII-29	GABUT, EVAN VIC B.
19	2023-ADASIII-30	GAMELO, CHRISTINE MAE P.
20	2023-ADASIII-32	HAMBALA, BENZ S.
21	2023-ADASIII-36	LACHICA, KIMJUN L.
22	2023-ADASIII-38	LAMPUTI, SHANIE Y.
23	2023-ADASIII-39	LANSANG, PAUL JOHN G.
24	2023-ADASIII-40	LAPIDO, LACHMI C.
25	2023-ADASIII-41	LOZARITA, GLAIZA G.
26	2023-ADASIII-42	LUCABAN, YANNIE GAY L.
27	2023-ADASIII-43	MAGALIB, ALJOY T.
28	2023-ADASIII-44	MOLLILIA, JEIZEL L.
29	2023-ADASIII-47	MORALES, MEKYLLA NICOLE P.
30	2023-ADASIII-49	NAMNAMA, BLESSED APRIL J.
31	2023-ADASIII-50	OBRA, WILLYN R.
32	2023-ADASIII-52	OMANI, ALFONSO C.
33	2023-ADASIII-53	ONG, MELODY H.

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No.	Name	Present Position
34	2023-ADASIII-55	PALOMAR, RUTH M.
35	2023-ADASIII-56	PILA, JALINA A.
36	2023-ADASIII-57	PILLA, KATHREEN MAE L.
37	2023-ADASIII-58	QUINTO, CHONA A.
38	2023-ADASIII-59	REDOBLADO, JEANEFER L.
39	2023-ADASIII-60	FERNANDO, APRIL JEAN R.
40	2023-ADASIII-63	SALADAR, DARLYN MAE P.
41	2023-ADASIII-64	SALCEDO, JESTONE KRYS A.
42	2023-ADASIII-65	SALMORIN, AMITY MAY L.
43	2023-ADASIII-67	SUCION, AILEEN B.
44	2023-ADASIII-68	SULAIMAN, ADAMZA BANJO L.
45	2023-ADASIII-69	SUMANDAR, HAMIDA C.
46	2023-ADASIII-71	TORIO, EDVIN JOSEF S.
47	2023-ADASIII-73	TUTANIA, CAROL D.
48	2023-ADASIII-76	YAMA, WENCY ROSE C.
49	2023-ADASIII-77	YAMAN, MARVEY D.
50	2023-ADASIII-78	MAGNO, MARY GRACE A.
51	2023-ADASIII-79	DIAMANTE, LYRA E.

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