



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

**Office of the Schools Division
 Superintendent**

12 Feb 2024

DIVISION MEMORANDUM
 OSDS No. **023**, s. 2024

**NOTICE TO CONDUCT FACE-TO-FACE WRITTEN EXAMINATION, SKILL TEST &
 BEHAVIORAL EVENT INTERVIEWING (BEI) FOR ADMINISTRATIVE ASSISTANT II**

To: Assistant Schools Division Superintendent
 Public Schools District Supervisors/Principals 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. 163, s. 2023 on **Notice of Vacancy for Administrative Assistant II**, the Written Examination, Skill Test and Behavioral Event Interviewing (BEI) for Administrative Assistant II shall be conducted on February 15 and 19, 2024 at the SDO Conference Room, to wit:

Activity	Date	Time	Venue
Orientation	February 15, 2024	8:00-8:30 AM (1 st Batch)	SDO Conference Hall
		1:00-1:30 PM (2 nd Batch)	
Written Examination and Skill Test	February 15, 2024	8:30 AM -10:15 AM (1 st Batch)	SDO Conference Hall
		10:15 AM-12:00 NN (2 nd Batch)	
BEHAVIORAL EVENT INTERVIEWING			
1ST Batch			
Orientation	February 19, 2024	10:00-10:30 AM	SDO Conference Hall
Behavioral Event Interviewing (BEI)	February 19, 2024	10:30 AM-2:00 PM (1 st Batch)	SDO Conference Hall
2ND Batch			
Behavioral Event Interviewing (BEI)	February 19, 2024	2:00 AM- ONWARDS (2 nd Batch)	SDO Conference Hall

3. The HRMPSB Secretariat is responsible for reaching out to applicants and ensuring they receive timely information about the activity.

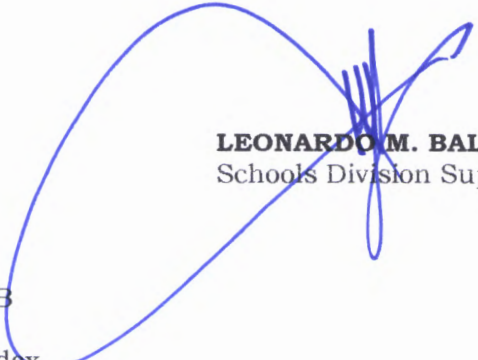


Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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4. Applicants must be in their proper attire and be in the venue thirty minutes before the scheduled time.
5. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-HRMO at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
6. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: Selection Line Up & HRMPSEB
Reference: DM OSDS 163 s., 2023
To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT EMPLOYMENT
HIRING

NHT/DM- notice to conduct face-to-face written examination, skill test & behavioral event interviewing (bei) for administrative assistant ii
0000/February 12, 2024



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HRMPSB Committee

No	Name	Present Position	School/Office Assignment
1	Levi B. Butihen	Assistant Schools Division Superintendent	SDO
2	Cristopher T. Frusa	SGOD Chief	SDO
3	Ronald Jim S. Somera	AO V – Admin	SDO
4	Carlo P. Divedor	Accountant III	SDO
5	Nerie H. Tresbe	AO IV – Personnel	SDO
6	Arlene L. Albuna	AO IV – Personnel	SDO
7	Ray O. Lloren	AO IV – Supply	SDO
8	Lourdes B. Lechonsito	AO IV – Payroll	SDO
9	Snooky Solas	AO II	Polomolok

Secretariat

	Name	Present Position	School/Office Assignment
1	Keith J. Gella	AO II	Bolo/mala ES
2	Mike S. Arciaga	AO II	Lamsalanni 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 II
(1ST Batch)

No.	Name of Applicant	Application Code
1	AGABAN, JESIEL R	2024-SDOSC-ADASII-003
2	AGAD, REYNALD C	2024-SDOSC-ADASII-004
3	AGSAMUSAM, JAMIE ROSE C	2024-SDOSC-ADASII-005
4	AGUSTIN, DIANA ROSS P	2024-SDOSC-ADASII-006
5	ALEJANDRO, GEORLYN D	2024-SDOSC-ADASII-008
6	ALTA, ANNA MARIE A	2024-SDOSC-ADASII-009
7	ALVAREZ, ABEGAIL L	2024-SDOSC-ADASII-010
8	ANTONIEGO, JIREH A	2024-SDOSC-ADASII-011
9	ARAQUIL, BRYLL ANTONY T	2024-SDOSC-ADASII-012
10	ARAQUIL, SHEENA MAE T	2024-SDOSC-ADASII-013
11	AZUELO, LADY JANINE S	2024-SDOSC-ADASII-014
12	BADI, JEAN D	2024-SDOSC-ADASII-015
13	BANDA, RHEA P	2024-SDOSC-ADASII-017
14	BANTANG, APRIL ROSE B	2024-SDOSC-ADASII-018
15	BARRIOS, JOREY F	2024-SDOSC-ADASII-020
16	BARRIOS, Merry Celle L	2024-SDOSC-ADASII-021
17	BARRIOS, SWEET HEART L	2024-SDOSC-ADASII-022
18	BAUTISTA, KAREN GIN B	2024-SDOSC-ADASII-023
19	BAUTISTA, LUCITA C	2024-SDOSC-ADASII-024
20	BEDANIA, APPLE KENN G	2024-SDOSC-ADASII-025
21	BILLONES, CHARISSE T	2024-SDOSC-ADASII-027
22	BOCLARAS, SHEILA MAE L	2024-SDOSC-ADASII-028
23	BORJA, TOTI M	2024-SDOSC-ADASII-029
24	BRAZIL, EMIL JOHN C	2024-SDOSC-ADASII-030
25	CABRADILLA, ROBERT P	2024-SDOSC-ADASII-031
26	CABRERA, CHERRYBEL D	2024-SDOSC-ADASII-032
27	CAGUNDA, NADELYN JOY D	2024-SDOSC-ADASII-033
28	CAINAP, JOAN CLAIRE P	2024-SDOSC-ADASII-034
29	CALISING, SHERYL S	2024-SDOSC-ADASII-035
30	CANAPIA, RINO S	2024-SDOSC-ADASII-036
31	CASTRE, JOHN DOR	2024-SDOSC-ADASII-038
32	CELDA, DONNA AIRENE D	2024-SDOSC-ADASII-039
33	CELINO, MERIEL B	2024-SDOSC-ADASII-040
34	CHUA, EDGAR G	2024-SDOSC-ADASII-041
35	CRUZ, EMELIA E	2024-SDOSC-ADASII-043
36	DALGUNTAS, RENZ VLADEMAIRE C	2024-SDOSC-ADASII-044



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37	DAMASCO, JANNIE ROSE POSADAS	2024-SDOSC-ADASII-045
38	DELA GENTE, WENCY F	2024-SDOSC-ADASII-046
39	DELAUTA, MARK GEL R	2024-SDOSC-ADASII-047
40	DELES, GYMAR B	2024-SDOSC-ADASII-048
41	DEXTER A GARLIT	2024-SDOSC-ADASII-050
42	DIMALNA, JAMALIA A	2024-SDOSC-ADASII-051
43	DIVINAGRACIA, KIMBERLY D	2024-SDOSC-ADASII-052
44	DONES, PHOEBE KATES S	2024-SDOSC-ADASII-053
45	DORDAS, SHARON D	2024-SDOSC-ADASII-054
46	ENESTOIS, BEA D	2024-SDOSC-ADASII-055
47	FELIPE, NORRY T	2024-SDOSC-ADASII-057

POSITION: ADMINISTRATIVE ASSISTANT II
(2nd Batch)

No.	Name of Applicant	Application Code
1	FERRER, BERNARD M	2024-SDOSC-ADASII-058
2	FOROD, ROSIFE T	2024-SDOSC-ADASII-060
3	FULLON, CHRISTIAN JADE F	2024-SDOSC-ADASII-061
4	GABUT, JOHJANNA JEANNE G	2024-SDOSC-ADASII-062
5	GILLESANIA, QUEENIE ROSE C	2024-SDOSC-ADASII-064
6	INTREPIDO, JESTER W	2024-SDOSC-ADASII-067
7	JEIZEL L MOLILLA	2024-SDOSC-ADASII-068
8	LABANERO, JOLINA L	2024-SDOSC-ADASII-069
9	LACHICA, KIMJUN L	2024-SDOSC-ADASII-070
10	LACTAOTAO, JESSIE R	2024-SDOSC-ADASII-071
11	LAMPUTI, SHANIE Y	2024-SDOSC-ADASII-073
12	LAUREA, AIZA V	2024-SDOSC-ADASII-074
13	MACASERO, COLENE JANE	2024-SDOSC-ADASII-076
14	MAGLUNOB, CRIS LUV F	2024-SDOSC-ADASII-077
15	MANAGUIT, AIZA GRACE P	2024-SDOSC-ADASII-078
16	MANUDAL, DARRYL MAE T	2024-SDOSC-ADASII-081
17	MARCELO, APRIEL JOY F	2024-SDOSC-ADASII-082
18	MARZON, CHARM NICOLE ANTHEA S	2024-SDOSC-ADASII-083
19	MIANO, DAISY ANN D	2024-SDOSC-ADASII-084
20	MONDEJAR, MARY FAITH A	2024-SDOSC-ADASII-085
21	MONTERO, CRISTINE LOVE D	2024-SDOSC-ADASII-086
22	MUYCO, NESHEL MAE F	2024-SDOSC-ADASII-087
23	OLAIVAR, ROMMEL E	2024-SDOSC-ADASII-088
24	ONG, MELODY H	2024-SDOSC-ADASII-089
25	PADOL, GLYNA A	2024-SDOSC-ADASII-090
26	PALMA, LIOLYN GRACE J	2024-SDOSC-ADASII-091



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27	PANAGAS, TON-TON G	2024-SDOSC-ADASII-093
28	PANES, JOSEPHINE B	2024-SDOSC-ADASII-094
29	PANIZA, JULIFER D	2024-SDOSC-ADASII-095
30	PARAYANON, JOSIAH A	2024-SDOSC-ADASII-096
31	PATADON ANSELLE ISMAEL P	2024-SDOSC-ADASII-097
32	PINEDA, PRECIOUS PEARL L	2024-SDOSC-ADASII-100
33	PRUDENTE, RIANNE L	2024-SDOSC-ADASII-101
34	REVILLA, GRACHELLE ANN J	2024-SDOSC-ADASII-102
35	RIZANO, KATHY KRIS C	2024-SDOSC-ADASII-104
36	ROSETE, ZHYNELYN ROSE L	2024-SDOSC-ADASII-106
37	SALADAR, DARLYN MAE P	2024-SDOSC-ADASII-107
38	SILVELA, MILKY J	2024-SDOSC-ADASII-109
39	SIOCO, RAFFLIEN ROSE G	2024-SDOSC-ADASII-110
40	SUBONG, YVONNE J	2024-SDOSC-ADASII-112
41	SUENO, JOSEPHSEN L	2024-SDOSC-ADASII-113
42	SUPNET, JACKELYN S	2024-SDOSC-ADASII-114
43	TA-ACA, DONA B	2024-SDOSC-ADASII-115
44	TAGBAC, EUDEL B	2024-SDOSC-ADASII-116
45	TIWAN, SUNBEAM B	2024-SDOSC-ADASII-118
46	TOHOL, DEJEAN P	2024-SDOSC-ADASII-119
47	YAMA, WENCY ROSE C	2024-SDOSC-ADASII-121



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