



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

Office of the Schools Division
Superintendent

21 Mar 2024

DIVISION MEMORANDUM
OSDS No. **053** s. 2024

NOTICE TO CONDUCT BEHAVIORAL EVENT INTERVIEWING, WRITTEN EXAM
AND SKILLS TEST FOR ADMINISTRATIVE ASSISTANT III OF UPPER KLINAN
NATIONAL HIGH SCHOOL

To: Assistant Schools Division Superintendent
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 with **OSDS Division Memorandum No. 022 Notice of Vacancy for Administrative Assistant III of Upper Klinan NHS**, Behavioral Event Interviewing, Written Exam and Skills Test for Administrative Assistant III shall be conducted, to wit:

Activity	Time	Venue
Written Exam and Skills Test	March 25, 202 (Monday) 08:00 AM	Upper Klinan NHS
Behavioral Event Interviewing (BEI)	March 25, 2024 (Monday) 01:00 PM	Upper Klinan NHS

3. Applicants must their decent attire and be in the venue thirty minutes before the time.



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



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4. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl: Selection Line Up
Reference: OSDS Notice of Vacancy No. 2024-022
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/March 21, 2024



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SELECTION LINE UP
POSITION: ADMINISTRATIVE ASSISTANT III

	Name
1	AGUI, ALICE MANULAT
2	GOMEZ, TRIXIE NOREEN BELLEZA
3	EWAY, JERRELYN LEAN AMBID



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